



Iron City Fishing Club Employment Information: Wait Staff



Application Directions

Once you have obtained an application from the Human Resources Committee Chairs or the Iron City website please type your responses directly onto the application and then email it to Nikki Lusk (ngwright@gmail.com) and Dave Brozeski (brozeski@comcast.net). In order for your application to be complete, all supplemental materials (letters of reference, wait staff regulations, and medical forms) also must be emailed with the application. For the Medical Forms and Wait Staff Regulations, please fill them out, sign them, scan them, and then email them. **Note: The medical form *must* be signed by both of your parents or your legal guardian(s). If this consent is not obtained, you may not be treated should you become sick or injured.**

Applications are due no later than 11:59PM on January 15, 2018.

First-time applicants, please provide two letters of recommendation. One letter should be written by a member of ICFC *who is not related to you*. The second letter should be written by a non-family member from outside of ICFC. Second and third year applicants only need to provide one letter of recommendation from a non-family member outside of ICFC.

Please ask each person to write a brief paragraph describing why you would be a qualified member of the ICFC wait staff based on his/her knowledge of your work ethic and your character. References should be emailed to Nikki Lusk and Dave Brozeski by January 31, 2018.

Selection Process

Camp can accommodate up to 17 waiters at one time.

Second and third year applicants in good standing with the Human Resources Committee will be given priority.

First-year applicants are chosen based on their applications, ages, length of time they are able to work, and references. Children of members are given priority, but that may be outweighed by the length of time they are able to work and which applicants are certified lifeguards.

Work Period and Training

All wait staff member are expected to work a minimum of 35 hours a week. Camp will open on Saturday, June 23, 2018. All waiters are expected to be in camp for training starting at 5:00 PM on Wednesday, June 20, 2018. The training will consist of a number of orientation activities and

instructions in the skills and responsibilities necessary for a member of the wait staff. Camp will close after breakfast on Saturday, August 18, 2018.

General Responsibilities

All wait staff are responsible for setting up and serving meals, taking orders, and cleaning up three meals per day, seven days a week. Waiters will receive meals off and, occasionally, days off during slow periods. Waiters will be assigned additional job responsibilities by the Leader Team including, but not limited to, cleaning and setting up common areas (such as the lodge, beach, dining hall, laundry room, grounds, tennis courts, etc.), ringing dining hall bell, assisting camper arrival, and turning on and off boardwalk lamps every night.

Additional Responsibilities

Some waiters may qualify for additional job responsibilities at camp.

Lifeguard:

Lifeguards must have a Red Cross or equivalent certification prior to the beginning of camp. There is a \$100 bonus for serving as lifeguard. The lifeguard is responsible for guard duties, offering swimming lessons for beginner swimmers, giving swim tests and awarding certificates, and assisting with special events related to the waterfront.

Athletic Director (1 or 2 positions):

The athletic director has responsibility for announcing and regularly scheduling tennis lessons for beginning players, maintaining the tennis courts and softball fields, arranging and assisting with tennis tournaments (both those that are regularly scheduled and others planned by the athletic director), assisting as needed with the putting tournaments, and arranging for age-appropriate evening games.

Storekeeper/Gas Dock Attendant (2 positions):

These positions can be worked by the same person or by different staff as the leader team decides. The storekeeper maintains store hours, keeps track of purchases, entertains the customers under 12, and maintains the inventory. The gas dock attendant maintains the gas dock hours, assists members in docking boats that arrive at the gas dock, provides fuel to the boats, records the fuel purchases, and returns the records to the office at the end of the shift.

Arts and Crafts Director (2 or 3 positions):

These persons, in conjunction with the members of the Arts and Crafts Committee, design age-appropriate crafts for the children of members and their guests. Arts and Crafts classes are held three mornings a week. At the end of each class, the directors are responsible for making sure the Arts and Crafts room is left in good condition.

Additionally, the Arts and Crafts Director – with the help of others – is responsible for any decorations required for the Paddle Dinner.

Wages

The Human Resources Committee has set the wages at \$500 Canadian for the summer for first-year waiters. The wage for a first-year waiter who is trained and certified as a lifeguard is \$600. The pay for a second-year waiter is \$550 Canadian and second-year lifeguards will receive \$650 Canadian. The pay for a third-year waiter is \$625 Canadian and third-year lifeguards will receive \$725. The pay is prorated by the number of weeks a waiter is able to work. Each waiter can earn an additional \$25 each week by maintaining a clean cabin. Please note: wait staff members will not be paid until the end of the summer and wages will be deducted based on any damage to club or member property caused by the wait staff. Additionally, wait staff members are paid based on the amount of time they work; should a waiter arrive late or leave early, his or her base pay will be prorated.

Application Checklist

Before you submit your application to the Human Resources Committee Chair, use the checklist below to be sure you have completed and included each requirement. An incomplete application will affect the committee's hiring decision.

- ☐ Complete the employment application
- ☐ Complete and sign the emergency medical information
- ☐ Read and sign the staff regulations form
- ☐ Obtain a reference from at least one member (to whom you are not related) of Iron City Fishing Club (first-year waiter applicants only)
- ☐ Obtain a reference from at least one person outside the Iron City Fishing Club Community (all applicants)
- ☐ Email all forms to the Human Resources Committee Chairs, Nikki Lusk (ngwright@gmail.com) and Dave Brozeski (brozeski@comcast.net)