

South Carolina Job Order Print Document

Job Order: 1553979

Print Date: 11/8/2024 3:52:56 PM

Office: Charleston Center

LWDB: Trident

Employer Information:

Employer Name: KIAWAH ISLAND GOLF RESORT

How to Apply: **Provide a SCWOS Resumé Online or uploaded Resumé (recommended), At the Nearest One-Stop**

Company Website: <https://www.kiawahresort.com/about-the-resort/careers.php>

Application Comments:

Apply for or inquire about the job opportunity at SC Works Charleston Comprehensive Center located at 1930 Hanahan Rd, Ste 200, North Charleston, SC 29406 (843) 574-1800
www.scworks.org

Location:

Main Address:

**KIAWAH ISLAND GOLF
RESORT
1 SANCTUARY BEACH DR
KIAWAH ISLAND, SC 29455**

Mailing Address:

**1 SANCTUARY BEACH DR
KIAWAH ISLAND, SC 29455-5434**

Contact:

Contact: **Sarah Morgan**

Title: **Director of Human Resources**

Phone: **(843) 768-2803 x**

Email: **sarah_morgan@kiawahresort.com**

Fax:

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Job Details:

Occupational Code: **35903100 Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop**

Job Title: **Hosts/Hostess**

Industry Code: **72111 - Hotels and motels, except casino hotels**

Number of Positions: **8** Referrals: **9999**

Earliest Date to Display: Last Date Job Order Will Display: **01/16/2025
11/09/2024**

Job Order Followup: **12/09/2024**

Job Type: **Temporary**

Job Time Type: **Full Time (30 Hours or More)**

Duration: **Over 150**

Special Job Category:

Days

Job Duties and Skills:

Description:

Kiawah Island Golf Resort, 1 Sanctuary Beach Dr, Kiawah Island, SC 29455 (843) 768-2700 (main) or (843) 768-2803 (HR)

8 Host/Hostess needed for temporary, full-time employment from 2/7/25 to 11/30/25 in Kiawah Island, SC. Work will be performed at multiple worksites within the Kiawah Island Golf Resort.

Job Duties: Greet guests upon arrival and offer a thank you upon departure. Responsible for answering the phone, taking and confirming reservations, and receiving to-go orders. Manages the flow of guests into the dining and bar areas; provides accurate wait times when appropriate. Escort and seat guests in the dining or bar area. Act as a liaison between the kitchen and dining area, and relay messages to support staff and managers as needed. Inform guests of current promotions and who will be serving them. Work with serving staff to tend to guests' needs to ensure high quality service. Assist other dining room staff by setting or bussing tables as needed. Other job-related duties as assigned.

No minimum education or experience required. Must be at least 16 years old. Must be able to lift at least 20 lbs. across short-medium distances - including trays. Must be able to stand for the entirety of shift, while bending, stooping and reaching. Must be able to communicate with guests in English. Must be able to work a flexible 5-day schedule with varying shifts, including evenings, weekends and holidays. Post-employment criminal background check required, cost paid by employer and applied equally to all workers, U.S. and foreign/H-2B. Applicant must complete an employment application. Required uniform provided at no charge to the worker.

The employer will offer 40 hours of work per week. Open 7 days a week. 5-day work schedule varies Sunday through Saturday. Shift times vary including 6am-2pm, 8am-4pm, 11am-7:00pm, 12pm-8pm, 2pm-10pm, 4pm-12am, 5pm-1am. Other 8-hour day and evening shift times possible/may be required. Workdays, hours, and shift times may vary with occupancy.

Basic wage rate of pay from \$16.00 per hour to \$20.00 per hour. Workers may work at different basic wage rates of pay during the same work week based on where they are working. Employer may increase wage based on experience, changes in market conditions, and/or provide additional pay for performance and tenure.

Overtime may be available. An overtime premium will be paid when required by Federal, State, or local law, including at time-and-a half after 40 hours per workweek. Generally, when overtime is available it will be paid from \$24.00 per hour to \$30.00 per hour. The regular rate will be computed by adding together total earnings for the workweek from all sources, then dividing that number by the total hours worked in the workweek. Workers will be provided with on-the-job training to perform the duties assigned.

The employer will use a single workweek as its standard for computing wages due. Workers will be paid bi-weekly.

The employer will make all deductions from the worker's paycheck required by law.

Optional employee only dormitory style shared housing, including utilities and internet, available at approx. \$140-\$190 per person per week. Housing requires a \$300 deposit, of which \$200 will be refunded if the worker completes the employment period and housing is clean upon departure. Cost of housing and deposit will be deducted from the worker's pay if the worker elects.

Optional medical and dental insurance available at approx. \$40-\$112 per pay period, depending on plan(s) chosen. Cost of insurance will be deducted from the worker's pay if the worker elects.

Optional meal tickets available for \$3 per ticket, cost deducted from the worker's pay if the worker elects. Optional safety/non-slip shoes available for purchase, cost varies and will be deducted from the worker's pay if the worker elects.

Optional daily transportation provided between employer's housing and all worksite locations for approx. \$25 per week, cost deducted from the worker's pay if the worker elects.

If the worker completes 50 percent of the period of employment, the employer will arrange and pay directly for transportation and subsistence from the place of recruitment to the place of work. Upon completion of the work contract or where the worker is dismissed earlier, the employer will provide or pay for worker's reasonable costs of return transportation and subsistence back home or to the place the worker originally departed to work, except where the worker will not return due to subsequent employment with another employer or where the employer has appropriately reported a worker's voluntary abandonment of employment. The amount of transportation payment or reimbursement will be equal to the most economical and reasonable common carrier for the distances involved. Daily meals will be provided at a rate of at least \$15.88 per day during travel to a maximum of \$59 per day with receipts. If necessary, employer will reimburse worker within first pay period for approved cost of meals and lodging at the applicable exchange rate, not to exceed reasonable costs. Receipts must be submitted.

The employer will reimburse H-2B workers in the first workweek for all visa, visa processing, border crossing, and other related fees, including those mandated by the government (excluding passport fees).

The employer will provide worker at no charge all tools, supplies, and equipment required to perform the job.

The employer guarantees to offer work for hours equal to at least three-fourths of the workdays in each 12-week period of the total employment period.

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Special Software/Hardware Skills Needed: **No**

Special Skills:

Job Requirements:

Minimum Age: **16**

Test Done By: Required Tests: **Post-Employment Criminal Background**
Employer will perform check is required, cost paid by employer and applied testing equally to all workers, U.S. and foreign/H-2B.

Hiring Requirements: **Background Checks**

Hiring Requirements Other:

Education Level: **No Minimum Education Requirement**

Months of Experience: **0**

Requires a Drivers License: **No** Near Public Transportation: **Yes**

Drivers License Certification:

Drivers License Endorsements:

Compensation and Hours:

Minimum Salary: **16.00 Hour**

Maximum Salary: **20.00 Hour**

Pay Comments: **Will discuss with applicant**

Supplemental Compensation: **No**

Hours per Week: **Hours Vary**

Actual Hours:

Shift: **Other, see job description**

Benefits: **Medical, Dental, Other**

Other Benefits: **Optional employee only dormitory style shared housing, including utilities and internet, available at approx. \$140-\$190 per person per week.**

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Job Order Information to be Displayed Online:

Job Order Information Online: **Company Name is displayed, One-stop staff does not screen applicants**

Job Application Information Needed:

Req Section

- Contact Information
- Employment History Allow individuals that have never had a job to apply (eg. College graduates)
- Education History
- Certifications
- Desired Job Type

Other Information:

Green Job: **No**

Subsidized by ARRA (Stimulus): **No**

Featured Job: **No**

In an Enterprise Zone: **No**

Federal Contractor: **No**

Court Ordered Affirmative Action: **No**

Job Order is for Veterans Only: **None Selected**

Staff Information:

Category: **Foreign Labor Cert H2B**

Job Developer Mandatory Listing: **None of the items listed**

Status: **Veteran Hold**

Employer Status:

Reason: **NA**

Future Release From Hold: