

General Information for Star Island Applicants

This is a synopsis of what to expect working on Star Island, and what will be expected of you. Star Island is a religious and educational non-profit conference center based upon a mission of hospitality. Our vision is to create an environment that frees all who come (guests and employees alike) to renew spiritually, explore matters of consequence, and gain knowledge about the world as it might ideally be. One of the most important qualities we seek in potential staff is a willingness to contribute to realizing this vision – both in the way you serve our guests and in the way you participate in the community.

We live in a close, isolated, intense environment in which guests and employees share the space available for living and recreation far more closely than at mainland establishments. We value employees flexible enough to forgo a few of the privacy privileges that might be usual at home or on a college campus. An agreement to follow safety regulations and community life guidelines is a condition of employment. For the benefit of all concerned, we do not want to hire anyone who is unwilling or unable to adjust to these requirements.

The average work day for a first year employee is 6 - 8 hours (though this varies slightly from day to day), and the average work week consists of 6 days. 2019 compensation for a first year employee is \$8.08 per hour. Additionally, employees receive room and board, which is valued by the state at \$45 per week. Employees receive one day off per week, with specific days to be worked out with your supervisor on island. If you require any time away from the island that cannot be accommodated during your day off, you must discuss this with your supervisor.

EMPLOYMENT PERIODS

Open up: From the beginning of April until mid-June, the staff prepares the island and its systems for the conference season. We begin with a very small staff and gradually expand throughout the open up period, relevant open up skills range from maintenance to housekeeping.

Conference Season: The conference season runs from mid-June to mid-September. Preference is given to applicants who can work the full conference season. Exceptions to accommodate school schedules are possible only when stipulated at the time of hiring. If there is a change that will either shorten or lengthen your dates of employment, it is your responsibility to inform management as soon as you know of the change and understand that a significant change in your dates of availability may effect future employment.

End of Season: Starting in August, additional positions become available. Preference is given to applicants who can stay through mid-September, but all are encouraged to apply. Applicants should be able to work at least a week or more during this time period.

Close up: From mid-September until late October, the staff shuts down the island systems and closes the hotel for the winter. We begin with a large staff which gradually becomes smaller throughout the close up period, relevant close up skills range from maintenance to housekeeping.

JOB DESCRIPTIONS (subject to change if circumstances require):

Essential functions for *ALL* island jobs include the ability to act in a mature, tactful, careful and responsible way, particularly at times when a number of competing demands are being made by guests, other staff members and supervisors; and the ability to act in a manner that reflects the social adjustment required to live and work in a self-reliant isolated setting. Positions are physical in nature and requirements include but are not limited to lifting baggage and freight up to 50 pounds at a time. All Pelicans are responsible for fulfilling assigned Fire Watch duties and participating in the weekly clean up of Pelican residential areas.

Employees are divided into working crews. **Waitrae** serve three meals daily to the guests (some meals are buffet and some are family style), as well as set up, clean up, and cleaning the dining hall. They also wash dishes and pots manually and with the use of the dish machine three times daily. The **Kitchen Crew** helps prepare the food for guests and employees, and maintains and cleans the kitchen. The **Bakers** assist the Kitchen Crew by preparing all the baked goods from breads to desserts. **Snack Bar and Gosport Grill Attendants** operate the

island's Snack Bar and Gosport Grill, providing service to the guests of the island through customer service, cash handling, and food preparation.

The **Front Desk Crew** is responsible for recording guest charges, generating guest bills, receiving payment, reconciling transactions and assisting with boat schedules and logistics. The **Bell Hops** are the first responders in emergencies, assist guests, deliver hot water to rooms, assist with luggage, and keep the front porch, lobby and public areas clean. Together the Front Desk and Bell Hops are a central resource of island information for conferees, Pelicans and day visitors. **Conference Services** provide conferences with any materials needed in public spaces. These services range from audio/visual equipment set ups to keeping all public spaces and restrooms stocked and clean. **Housekeepers** care for all guest rooms by making beds, sweeping, dusting, emptying waste baskets, cleaning and stocking restrooms. Housekeepers also work in the laundry room, washing staff clothing and hotel linens.

Night Crew conducts hourly patrols throughout the night/early morning, basic lab testing, monitoring of island's infrastructure, provides customer service to guests and performs routine cleaning and administrative duties. Night Crew receives a slight pay differential based on the hours and responsibilities associated with this position.

Truck/Waterfront Crew is responsible for transport of freight and supplies, responsible for the safety of the waterfront area by attending to conferees and Pelicans in the swimming area, assisting with the docking of various boats and establishing a positive relationship with guests visiting the island for the day. Additionally they maintain the grounds and landscaping on the island. Truck/Waterfront crew members must have a current lifeguard certification.

The **Rounders** are all-purpose workers who fill in on certain crews to cover for days off and complete special projects.

For more information about working on Star Island, visit our web site at www.starisland.org, e-mail us at office@starisland.org, or call us at (603) 430-6272.

IMPORTANT NOTE ABOUT ALCOHOL USE ON STAR ISLAND:

Safe and legal use of alcohol is an essential part of the community we are creating on Star Island. In this spirit, we want to notify potential applicants of the following:

If you are under 21 years of age, you are committing to not having any alcohol for the summer. Do not apply to work on Star Island if you are unwilling to 100% commit to this.

If you are 21 years of age, you are committing to the following – do not apply to work on Star Island if you are unwilling to 100% commit to these:

- Responsible/safe alcohol consumption;
- Never providing an underage person with alcohol (to do so = immediate dismissal).