

# 2005 Application for End of Season Employment at Star Island Corporation

10 Vaughan Mall, Suite 8, Worth Plaza  
Portsmouth, NH 03801  
(603) 430-6272

Name: _____	Date: _____
Present Address: _____ _____	Home Address: _____ _____
Present Phone: _____	Home Phone: _____
Use this address from: __/__/__ to: __/__/__	Use this address from: __/__/__ to: __/__/__
Email Address: _____	Email Address: _____
Birth Date: _____	Education: _____
General Health: _____	
Any physical limitations? If yes, please explain.* _____	
_____	
<i>*All employees must be able to lift up to 50 pounds, be able to respond promptly to fire or other emergencies, serve as an evacuator in a multi-storied building, and make sound judgements in an emergency situation.</i>	
Have you ever been convicted of a misdemeanor or felony? If yes, please explain. _____	
_____	

Are you certified in: \_\_\_\_\_CPR \_\_\_\_\_ EMT \_\_\_\_\_ First Aid \_\_\_\_\_ Fire Fighting \_\_\_\_\_ Life Guard

Date of Certification(s): (please attach a photocopy of the certificate.) \_\_\_\_\_

## AVAILABILITY

The conference season is June 11 to September 12. End of season is generally from August 13 to September 12. Although there is some flexibility in hiring to accommodate the opening of schools and colleges in the fall, preference is given to people who can work for the longest period of time. A minimum of seven days is required.

First available date for ARRIVAL\* on Star Island: (indicate exact month and day) \_\_\_\_\_ / \_\_\_\_\_ / 2005

Necessary date of DEPARTURE\*\* from Star Island: (indicate exact month and day) \_\_\_\_\_ / \_\_\_\_\_ / 2005

\*\*If you are able to work after September 12, please indicate latest date available:

## PELICAN JOBS

Number consecutively, in order of preference with "1" being your first choice, at least five jobs for which you wish to apply. If you are open to any position, please check the appropriate box. If you are interested in being a crew supervisor, please indicate so below.

- |                                       |  |  |  |
|---------------------------------------|--|--|--|
| <input type="checkbox"/> Bakers       | <input type="checkbox"/> Bell Hops       | <input type="checkbox"/> Carpentry Crew      | <input type="checkbox"/> Conference Services |
| <input type="checkbox"/> Dish Crew    | <input type="checkbox"/> Dock Attendant* | <input type="checkbox"/> Front Desk          | <input type="checkbox"/> Housekeeping        |
| <input type="checkbox"/> Kitchen Crew | <input type="checkbox"/> Laundry         | <input type="checkbox"/> Lobby Store         | <input type="checkbox"/> Maintenance         |
| <input type="checkbox"/> Night Crew   | <input type="checkbox"/> Paint Crew      | <input type="checkbox"/> Rounders            | <input type="checkbox"/> Snack Bar           |
| <input type="checkbox"/> Truck Crew   | <input type="checkbox"/> Waitrae         | <input type="checkbox"/> <b>Any Position</b> | <input type="checkbox"/>                     |

\*If you are applying for a Dock Attendant position, you **MUST** send us a photocopy of your current Lifeguard Certification with your application.

Indicate any specific related job experience or certification(s) you have for any of the jobs you have applied:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL JOBS**

The island also offers additional part-time jobs, they are: (check those you are interested in)

- Candle Lighting – prepares lanterns for evening chapel services (hours vary depending on the number of services). \$10.00 per hour.
- Lantern cleaning- All lanterns are cleaned on changeover day. \$10.00 per hour.

How did you learn about Star Island and its summer job opportunities? (Please be specific: relative, friend, conferee, website, etc.)

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Please list conference affiliation, if applicable: \_\_\_\_\_

**Work Experience**

Please list past work or volunteer experience with name and telephone number of supervisor. \*

Organization	Responsibilities	Supervisor/Tele

**\*Although it is not required, we encourage you to attach a resume to this application. New applicants may receive a preliminary telephone interview.**

The Star Island Corporation, owner and operator of Star Island, is an equal opportunity employer.

**Your Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Applications must be returned to:

Star Island Corporation  
 Attention: Employment  
 10 Vaughan Mall, Suite 8, Worth Plaza  
 Portsmouth, NH 03801

## Information for Star Island Applicants

This is a synopsis of what to expect from a summer at Star Island, and what will be expected of you. Star Island is a religious and educational conference center organized and operated to serve the conferences that use the island facilities during our season. One of the most important qualities potential staff members should possess is a willingness to serve the conferees. The conferences, which offer a wide variety of programs and activities, are made up primarily of adults, many of whom bring their children. In order to serve the conferences to the best of our ability, we ask all our employees to embrace and respect our mission of hospitality. The second important quality is the capacity for personal growth.

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, therefore, 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. We do not want to hire anyone who is unwilling to adjust to these requirements. Details are included on the employment contracts.

The total estimated compensation for a first year employee is \$234.90 per week, or \$39.15 per day (based on a 6-day work week). You are also receiving room and board, which is valued at \$63.00 per week.

**Time Off Policy** –There will be one required day off per week except for the last week of employment, which will be worked out with your supervisor. If you require any time away from the island that cannot be accommodated during your day off, you *must* discuss this with your supervisor. We cannot give permission for any special days off before the season begins.

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 contract, it is your responsibility to inform management as soon as you know of the change.

### **JOB DESCRIPTIONS\***

*\*Subject to change if circumstances require.*

Essential functions for **ALL** island jobs are as follows: 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; to act in a manner that reflects the social adjustment required to live and work in a self-reliant isolated setting; and to have the stamina to do moderately heavy lifting of up to 50 pounds (serving trays, luggage, dry goods cases, laundry, etc.). In addition, you must be able to respond promptly to fire emergencies, assist in the evacuation of a multi-storied building, and act independently and make sound judgements in potentially life-threatening emergencies.

Employees are divided into working crews. **Waitrae** serve three meals daily to the guests, set up, clean up, sweep; each usually waits on two tables of ten people each. 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. The **Dish Crew** washes dishes and pots manually and with the use of the dish machine three times daily. **Snack Bar Attendants** operate the island's Snack Bar, providing service to the guests of the island and keeping the Snack Bar organized and clean.

The **Front Desk Crew** is responsible for recording guest charges, generating guest bills, receiving payment, reconciling transactions and coordinating daily tours and babysitting. The **Bell Hops** supervise the use of the Lobby telephone, assist guests, deliver hot water to rooms, assist with luggage, and keep the front porch, lobby and public areas clean. **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 rest rooms stocked and clean.

**Housekeepers** care for all guestrooms by making beds, sweeping, dusting, emptying slop buckets, cleaning and stocking restrooms.

**Maintenance** is responsible for maintaining, monitoring and repairing the island's plumbing, electrical, fire safety systems and Power House equipment. **Paint Crew** and **Carpentry Crew** work together to repair and paint the physical structures, including interior spaces and furniture. The **Truck Crew** is responsible for all heavy transportation, which includes supplies, luggage and trash, overseeing all the composting, and maintaining the island trucks, as well as maintaining the grounds. **Night Crew** conducts fire and safety patrols between 6 pm and 7 am and performs routine duties, such as waxing the lobby floor.

The **Laundry Crew** washes the Pelican clothing and hotel linens on a daily basis and is responsible for inventory control of the paper storage area. The **Dock Attendants** are responsible for the safety of the waterfront area by attending 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. **Rounders** assist a variety of crews by covering days off. Those crews range from Waitrae and Housekeeping to Truck Crew.

All Pelicans are responsible for fulfilling assigned Fire Watch duties.