

**FAX IT!**

Send your Job Posting to your local  
Workforce Career Center



Workforce Office serving your area:  
Office E-Mail:

Date: \_\_\_\_\_  
Office Fax No.: \_\_\_\_\_

<b>Tell us about this position...</b> (please complete ALL sections, as we will not be able to post incomplete orders)		
Company Name: Sanderling Resort		
Job Title: Wait Staff		
Is this a new job posting? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Has a similar/identical job order previously been submitted for this occupation? <input type="checkbox"/> Yes* <input checked="" type="checkbox"/> No * If yes, may a staff member contact you regarding an expedited means of posting similar positions? Please indicate your contact information below and fax this form back to the Workforce Office. <input type="checkbox"/> Yes <input type="checkbox"/> No (The remaining form need then only indicate CHANGES from the previous order.)		
<b>Main/Corporate Contact Information</b>		
Contact Person: Diane Heppel		Title: Director of Human Resources
Mailing Address: 1461 Duck Road		
City: Duck		State: NC      Zip: 27943
Phone: 252-449-6652		Alternate Phone:
Fax:		Email: dheppel@benchmarkglobal.com
<b>Job Location Information</b> (if different from above)		
Job Location Contact Person:		Title:
Physical Address:		
City:		State:      Zip:
Phone:		Alternate Phone:
Fax:		Email:
Display online to job seekers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No - Please note that this job will not be displayed in online job search results and job seekers will NOT be able to apply directly online to this job. Only staff will be able to view the job and make referrals.	Display your company name? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Have our staff screen your applicants? <input checked="" type="checkbox"/> Yes - If yes, require the applicant to meet the staff member that is screening? <input type="checkbox"/> Yes; <input checked="" type="checkbox"/> No <input type="checkbox"/> No
Career Readiness Certification Required: <input type="checkbox"/> Bronze <input type="checkbox"/> Silver <input type="checkbox"/> Gold <input type="checkbox"/> Platinum <input checked="" type="checkbox"/> N/A		
Occupational Licenses/Certifications Specify: <input type="checkbox"/> Required <input type="checkbox"/> Preferred		
<b>Complete the following section only if this is your first time posting a job with NCWorks Online or information has changed.</b>		
<b>How would you like DWS to contact you?</b>		
<input checked="" type="checkbox"/> Internal Message (through NCWorks Online) <input checked="" type="checkbox"/> Email <input type="checkbox"/> Text Message (If Available) <input type="checkbox"/> Text Message Notification (If Available) <input type="checkbox"/> Mass Mail <input type="checkbox"/> Fax		
<b>Company Information:</b>		
Industry Title: Resort		No. of Employees: over 100
<b>Type of Employer:</b> <input checked="" type="checkbox"/> Private Sector <input type="checkbox"/> State Government <input type="checkbox"/> Local Government <input type="checkbox"/> Federal Government <input type="checkbox"/> International/Foreign Gov. <input type="checkbox"/> Non-Profit <input type="checkbox"/> Education (Higher) <input type="checkbox"/> Education (K-12)		
<b>Job Details</b>		
Number of Positions: 20	Keep Job Order Open Until: 03/11/2021 <i>(Cannot exceed 60 days without notifying Workforce Office)</i>	Number of Referrals Desired: all qualified
<b>Type of Job:</b>		
<input type="checkbox"/> Regular <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Volunteer <input type="checkbox"/> Contract [Length:      month(s)/year(s)] <input checked="" type="checkbox"/> Full-Time (30+ hours) <input type="checkbox"/> Part-Time (<30 hours) <input type="checkbox"/> Full and Part-Time Positions <input type="checkbox"/> As Needed (PRN)		

<p style="text-align: center;"><b>Job Summary</b></p> <p>Please provide a <b>detailed</b> job description of the position (including any specialized skills required).</p> <p style="text-align: center;"><b>(PLEASE PRINT)</b></p>	<p>Wait Staff - Sanderling Resort – 4/1/2021 to 11/1/2021. 20 temporary fulltime openings.</p> <p>Take orders and deliver food and beverages to guests at resort dining outlets or in-room. Facilitate food service, clean tables, carry dirty dishes, replenish supply of clean lines, silverware, glassware, serve water, butter and coffee to guests.</p> <p>Shifts: 6:30 am to 2:30 pm; 3:00 PM to 11:00 PM or any combination of 8 hour time increments within 7:00 am – 11:00 pm. Will work weekends, split and rotate shifts. Must have flexibility to work any days/hrs needed, including weekends, and holidays. 35 hours per week Thurs. to Mon. \$9.64 per hour; OT \$14.46 per hour when available.</p> <p>Employer will use single workweek to compute wages due. Pay bi-weekly on Fridays by check or direct deposit. Tools supplies and equipment required to perform job will be provided at no charge. 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.</p> <p>Employer will make all deductions from the worker’s paycheck required by law. Employer will provide workers without charge or deposit charge, all tools, supplies, and equipment required to perform the job. Workers have option to live in employer provided housing. Shared housing available at \$115/wk (payroll deducted) includes utilities and daily transportation to and from the jobsite.</p> <p>H-2B workers will be reimbursed in the first workweek for all visa, visa processing, border crossing, and other related fees, including those mandated by the government (excluding passport fees). Employer will provide transportation and subsistence (including meals and, to the extent necessary, lodging) from the place of recruitment to the place of work. If the worker does not use the Employer arranged and paid for transportation, the Employer will reimburse the worker for any transportation costs incurred. If the workers require reimbursement for any transportation costs, and subsistence (including meals and lodging), the employer will reimburse workers in the first workweek. Upon completion of the employment period or where the worker is dismissed earlier, employer will provide or pay for worker’s reasonable costs of return transportation &amp; 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. The amount of transportation payment or reimbursement will be equal to the most economical &amp; reasonable common carrier for the distances involved. Daily subsistence will be provided at a rate of \$12.68 per day during travel to a maximum of \$55.00 per day with receipts. Inquire at your nearest Career/Workforce Center or send resume to NCWorks Career Center-Dare County, 2522 S. Croatan Highway, P.O. Box 757, Nags Head, NC 27959. Phone 252-480- 3500. Reference Job Order Number.</p> <p>Employer Contact Info: Diane Heppel, Director of Human Resources, 252-449-6652 heppel@benchmarkglobal.com</p> <p>Work location: Sanderling Resort, 1461 Duck Road, Duck, NC 27943</p>
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<b>Hiring Requirements</b>			
Check hiring requirements for this job, if any:	<input type="checkbox"/> Drug Test	<input type="checkbox"/> Background Check	<input type="checkbox"/> Credit Check

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**NCWorks**  
Connecting Talent to Jobs

<input type="checkbox"/> Reference Check	<input type="checkbox"/> Motor Vehicle Record Check	<input type="checkbox"/> Other - specify:
<b>Testing Requirement:</b> <input type="checkbox"/> Employer will perform <input type="checkbox"/> Other Source will perform testing		
Provide a brief description of the testing being performed and the collection method(s):		
<b>Education, Licenses, and Certifications</b>		
Minimum age of applicants to this position, if any? C		
This minimum age is due to the following:		
<input type="checkbox"/> Alcohol	<input type="checkbox"/> Hazardous work/materials involved	<input type="checkbox"/> Hours of Work
<input type="checkbox"/> Insurance	<input type="checkbox"/> Other (Specified in Job Summary)	<input type="checkbox"/> Special Program/Category <input type="checkbox"/> Bonding
Minimum education required, if any:		
Minimum months of prior experience required, if any? 6		
Is job accessible by public transportation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Driver's License Required: <input type="checkbox"/> Yes (operator) <input type="checkbox"/> Yes (CDL) <input checked="" type="checkbox"/> No		
Driver's License Type Required: <input type="checkbox"/> Class A <input type="checkbox"/> Class B <input type="checkbox"/> Class C <input checked="" type="checkbox"/> N/A		
Endorsements: <input type="checkbox"/> Class H <input type="checkbox"/> Class N <input type="checkbox"/> Class P <input type="checkbox"/> Class S <input type="checkbox"/> Class T <input type="checkbox"/> No Endorsements Required		
<b>Compensation and Hours</b>		
<b>Hiring range (required)?</b> Minimum Pay: 9.64 Maximum Pay: Display to Jobseekers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Basis of salary/pay:</b> <input checked="" type="checkbox"/> Hour <input type="checkbox"/> Day <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year <input type="checkbox"/> Quarter <input type="checkbox"/> Other - specify:		
<b>Pay comments:</b> <input type="checkbox"/> Depends upon Experience <input type="checkbox"/> Commission only <input type="checkbox"/> Salary + Commission		
<input type="checkbox"/> Piece rate <input type="checkbox"/> Salary + Tips <input type="checkbox"/> Salary + Bonus <input type="checkbox"/> Per Diem only <input type="checkbox"/> Will discuss with applicant		
<b>Hours per week?</b> <input type="checkbox"/> Not specified <input type="checkbox"/> Vary <input checked="" type="checkbox"/> Are Specific (# per week = 35)		
<b>Shift:</b> <input type="checkbox"/> Day <input type="checkbox"/> Evening/Swing <input type="checkbox"/> Night/Graveyard <input checked="" type="checkbox"/> Rotating <input type="checkbox"/> Split <input type="checkbox"/> Other (Specified in Job Summary)		
<b>Benefits Offered</b>		
Please list benefits that you plan to offer to the incumbent, if any:		
<b>Job Application Methods Accepted</b>		
Check the methods that individuals may use to apply for this job:		
<input checked="" type="checkbox"/> Provide a NCWORKS Online Resume (recommended)	<input checked="" type="checkbox"/> Provide a NCWORKS Online Application	<input checked="" type="checkbox"/> At nearest Workforce Office
<input type="checkbox"/> Directly to employer via: <input type="checkbox"/> Phone <input type="checkbox"/> In Person <input type="checkbox"/> Email Resume	<input type="checkbox"/> Via Company Website	<input type="checkbox"/> Mail Resume
http://		

<b>Additional Information</b>
Is this a Green Job? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are you a Federal Contractor? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does a court ordered affirmative action plan require posting this job order? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does this job order require security clearance? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is this a mandatory job order being filed in connection with an application to the Department of Labor to employ H-2B, temporary non-agricultural, guest workers in the United States? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Specified
Are there any fees, upfront cost or out-of-pocket expenses associated with this job listing for an applicant seeking to fill this position? <b>In order for an employer to use NCWorks Online, no fee may be charged to a job applicant.</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No