



Vermont Tent Company - Event Maintenance Team

HOST INFORMATION

Company Description:

Our company is located in the beautiful State of Vermont and located only a few miles from the Green Mountains and Lake Champlain. In addition to travelling the State while working, our location provides excellent hiking, sailing, and local beach options for recreation. There is also a bike path that runs along the shores of Lake Champlain which provides a great biking option for our students. In addition to outdoor activities, Burlington offers outdoor shopping and restaurants and many festivals throughout the summer months. One of the perks of the job is our access to free tickets to many of these festivals.

Employee Perks:

- *Students have the opportunity to take trips to popular cities like New York and Boston.*
- *Burlington offers various cultural events and activities such as concerts, festivals, parades, and more.*
- *Students will get t-shirts, hats and a sweatshirt.*

Host Website: <http://www.vttent.com>

Site of Activity: Vermont Tent Company

Parent Account Name: Vermont Tent Company

Host Address: 331 Sunderland Way Essex Junction , Vermont , 05452

Nearest Major City: Burlington , Vermont , Less than 10 miles away

PLACEMENT INFORMATION

Job Description:

- *Sorting, cleaning, preparation and delivery of event rental equipment. This position will specifically involve equipment such as ovens, refrigerators, grills, linen, silverware, glassware and china.*
- *Loading and unloading trucks with event rental equipment*

Typical Schedule:

Monday through Friday 8am-4pm and Sundays 8am-2pm

Drug Test required: No

COMPENSATION

Hourly Wage: \$19

Eligible for Tips: No

Estimated weekly wages including tips: \$855

Bonus: Yes

The bonus is \$3/hour worked between August 1 - end of the job contract. You must work until your agreed-upon end date, have no major employment issues, and housing must be left in good condition.

* All figures above are pre-tax

Estimated average number of hours per week: 45

Estimated minimum number of hours per week: 35

Estimated maximum number of hours per week: 55

Potential fluctuation in hours per week:

The average hours students work during their time here is 45. Some weeks may be a little slower than others but there will always be hours available if they want to work more.

Average number of hours per week reached by last year's seasonal employees: 45

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

Students will receive t-shirts, hats and a sweatshirt.

JOB REQUIREMENTS

English Level required:



Upper-Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 50lbs/22kgs

Description:

students will be pushing, pulling and carrying rental items during their work shifts

Standing for entire shift

Handling cleaning chemicals

Working outdoors

Other qualifications or conditions

Description:

Must have upper body strength and no concerns using entire body for lifting and moving equipment. This is a very physical job.

Need to wear uniform: Yes

Uniform Policy:

Shirts and hats will be provided. Pants and sturdy shoes will be your responsibility.

Cost of uniform: \$0

Uniform laundry: Participant responsibility

Dress Code: No

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Company Parties, Movie or Game Nights, Sporting Events, Trips to Major City, Trips to Nearby/Major Attractions, Holiday Events, Shopping Trips

Additional Details about Cultural Offerings:

Many of our students have attended the various festivals held in Burlington each year. More info here: <https://ccvermont.org/>

Tickets are available for our minor league baseball. Students have the opportunity to go to Boston or New York via short bus.

Local Cultural Offering:

Music concerts, food and drink, fireworks and more. All of these festivals happen in Waterfront Park on Lake Champlain and are within walking distance of downtown Burlington.

HOUSING AND TRANSPORTATION

Housing Provided: Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. Required to stay.

Employer-owned or employer-arranged housing description:

Students will live in a house or apartment with a maximum of 2 students per room. House will be equipped with the following - TV, WIFI, 2 refrigerators, 2 microwaves, all utensils and cooking equipment, and washer and dryer.

Lease Agreement: No

Onsite Amenities:

WiFi: Yes

Description:

WIFI

Phone Service: Yes

Description:

Cell service

Kitchen facilities: Yes

Description:

Full access to fully equipped kitchen in house

Laundry facilities: Yes

Description:

Washer and dryer on site at no charge

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 1 - 2

Rooming Arrangement Description:

rooms are not coed but living with friend is allowed

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$125

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: No

Transportation to Worksite:

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: short 3/4 mile walk from house

Biking

Estimated commute time: Under 15 minutes

Bicycles are provided free of charge: Yes

Bicycles are not provided: No

Bicycles are available to rent: No

Estimated cost: \$

Description: under 2 mile bike ride from house

Local Bus, Subway or Train

Estimated commute time: 15 to 30 minutes

Estimated cost: \$2

Total: No Per Day: Yes

Description: bus stop is very close to housing

ARRIVAL INFORMATION

Arrival Instructions:

Students can fly directly into Burlington International airport while others have flown to New York City or Boston and then taken the bus to Burlington (<https://locations.greyhound.com/bus-routes/destination/boston-ma/burlington-vt#searchResultsContainer>).

*Students may arrive on any day of the week and **preferred arrival times are between 8am-6pm**, but other arrival times can be accommodated. Student will be picked up from the Burlington airport or Burlington bus station by company staff and transported to housing.*

Students should communicate travel plans as soon as they have been confirmed. Please send to Mike Lubas at mlubas@vttent.com at least 2 WEEKS before arrival.

Suggested Arrival Airport:

Boston MA, BOS, Over 50 miles

New York, NY, JFK, Over 50 miles

Burlington VT, BTV, Less than 10 miles

Estimated cost of transportation to worksite from suggested airports: \$75 to \$100

If arriving after regular hours:

Suggested After-Hours Accommodation:

Burlington Hostel

53 Main St

Burlington, Vermont 05401

<http://www.theburlingtonhostel.com/>

8025403043

\$50 to \$75

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: No

Social Security Number:

Require participants to apply for SSN before arrival at worksite: No

Details about how to apply for Social Security Number:

We will assist in transportation to and from office to apply for social security number.

Nearest SSA Office: Burlington , Vermont , Less than 10 miles

Other:

Wage Payment Schedule:

Employees will be paid weekly.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Students must be neat and clean in appearance.

Second Job Availability: Yes, likely

Applicable Company Policies:

Students will be working outdoors the majority of their time in Vermont. It is recommended that they bring a pair of work or hiking boots and a rain coat. We provide t-shirts, hats, and a sweatshirt to each student.

Housing and workplace is smoke free. There are designated smoking areas as well.

Schedules come out every few days as events and times may vary, so students need to be flexible. Event Maintenance schedule tends to be Mondays-Fridays 8am-4pm and Sundays 8am-2pm. Tent Crew schedule is similar, but may be more of a variation of dates and times based on need. Students generally get Saturdays off, but no guarantee.

Second jobs are a possibility, but those hours will need to be in the evenings. Vermont Tent Company is your primary employer, and second jobs should not impact your schedule or work with us.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Food Market, Shopping Mall, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe

Walking Distance from Housing:

Food Market, Shopping Mall, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library

In Town, Requires Transportation:

Public Library