

# The Claremont Hotel & Spa, A Fairmont Hotel

[www.fairmont.com/claremont-berkeley](http://www.fairmont.com/claremont-berkeley) | 41 Tunnel Rd. Berkeley, CA 94705



## Employer Description:

Overlooking the San Francisco Bay, Claremont Club & Spa sets new heights in service, amenities, and accommodations. For the past 102 years, Claremont has been recognized as an icon in the Bay Area. Its 276 rooms offer a mix of old world charm and California comfort. Claremont Club & Spa offers endless activities with state-of-the-art fitness facilities, 22 acres of landscaped gardens and a rejuvenating spa. Originally a romantic castle at the start of the Gold Rush and later a grand hotel, Claremont Club & Spa is a property rich with history and tradition.

**Job Descriptions:** At the end of this document are detailed job descriptions for all the jobs available. Here is a quick summary:

Job Title	Number Of Available Positions	Wage
Bartender	1	\$12.64 + tips*
Server/Bus Person	10	\$12.00 + tips*
Tennis Pro	5	\$15.45
Lifeguard	5	\$17.51
Pool Attendant	10	\$16.38

*\*union contract being negotiated, new deal will impact rate*

**Work Hours:** Students must be available to work a variety of shifts 7 days a week with no schedule restrictions. We do not offer guaranteed set schedules and schedules will fluctuate from week-to-week. You should expect to work roughly an average of **32 - 40 hours per week** however some weeks will have less hours and some weeks will have more hours.

**Work Start Dates:** You should plan your U.S. arrival so you can start working **May 15<sup>th</sup> – May 20<sup>th</sup>**. The earlier you can arrive, the better. Must be here for Memorial Day Weekend.

**End Dates:** We are looking for candidates who can work through **September 15<sup>th</sup>**. The later, the better. You must be here for Labor Day Weekend. We are looking for participants who can stay for a full 18 weeks of summer if possible. Applicants with the biggest date range of availability will take priority for hiring. Students need to give at least two weeks notice of their last official day of work.

**Uniform:** Participants are expected to maintain a neat and clean appearance at all times. Some positions require khaki pants or khaki shorts or black dress pants and plain gym shoes (black or white). We will provide you with a polo shirt as a uniform. Some positions provide a full uniform (except shoes).

**Interview Format:** We are able to interview and hire friend groups, so long as they remain professional while working. We are unable to interview and hire couples.

**Housing Information:** The Claremont Club & Spa does not provide housing but can assist with finding options or providing suggestions. We are approximately one mile from the University of California – Berkeley Campus, which offers lots of summer housing options in apartment buildings and fraternity houses as most students return home for the summer. Craigslist and Job Boards are very popular ways to find subleases or short term rentals. It is a very safe neighborhood and also has excellent public transportation (buses, train stations to San Francisco) very close by that can take you up to the campus or surrounding neighborhoods in Berkeley/Oakland.

## Area Description

The Claremont Hotel & Spa is located in Berkeley, in the San Francisco Bay Area. Berkeley, located in the East Bay, is where the University of California at Berkeley campus is located. Lots of cultural opportunities in the town of Berkeley and Oakland are available for exploring. As a major tourist destination in the US, there are plenty of cultural exploration opportunities in San Francisco, including: Chinatown, Little Italy, Crissy Field, Golden Gate Park, the California Academy of Science, Muir Woods, the De Young museum, Union Square, the Asian Arts Museum, Alcatraz Island, and of course the iconic Golden Gate Bridge. Those interested in traveling outside of San Francisco will find Santa Cruz Beach Boardwalk a fun day trip, or many of our students elect to take longer road trips to Los Angeles, Yosemite, and Lake Tahoe.

A list of attractions for the Bay Area is below:

### East Bay

- **Chabot Observatory and Science Center:** Stellar exhibits and planetarium show. (510) 530-3480. [chabotspace.org](http://chabotspace.org)
- **Dunsmuir House and Gardens:** A 37-room mansion on a 40-acre estate is preserved as it stood in the early 1900's. Tour information (510) 562-0328.
- **Paramount Theater:** An art deco landmark movie palace. Public tours and year-round roster of performances. (510) 465-6400. [paramounttheater.com](http://paramounttheater.com)
- **Western Aerospace Museum:** Static aircraft displays, aeronautical artifacts, aircraft library and gift shop. (510) 638-7100. [oaklandaviationmuseum.org](http://oaklandaviationmuseum.org)
- **Oakland Zoo:** Home to over 300 animals. (510) 632-9523. [oaklandzoo.org](http://oaklandzoo.org)
- **Oakland Museum:** 3 permanent levels of Art, History and Natural Sciences of California. Open Tuesday- Friday, 10:00am - 5:00pm. (510) 238-2200. [museumca.org](http://museumca.org)

### On the Bay

- **Hornblower Dining Yachts:** Dinner and brunch cruises on the bay for one person or a group. (415) 788-8866 [hornblower.com](http://hornblower.com)
- **Ferry Rides:** From Alameda to San Francisco - a great way to commute or just see the bay! (510) 522-3300.
- **Potomac Public Cruise:** Public cruises, tours, and history cruises of the bay. (510) 839-8256. [usspotamac.org](http://usspotamac.org)
- **Jack London Water Taxi:** Located near Jack London Square, narrated inner harbor tours of the Oakland Estuary and taxi service to dock side restaurants. (510) 839-7572.

### Sports & Games

- **Oakland Coliseum Complex** - The Oakland Coliseum Complex is home to three professional sports teams: the Oakland Athletics (A's), Oakland Raiders, and the Golden State Warriors. Get there by Bus, BART or Taxi. (510) 569-2121 [coliseum.com](http://coliseum.com)

- **UC Berkeley Athletics** - Information on games and tickets. [calbears.com](http://calbears.com)
- **Tilden Park Golf Course** - A challenging public course with dramatic elevation changes, many trees and tricky greens only ten minutes away by car. (510) 848-7373 [tildenparkgc.americangolf.com](http://tildenparkgc.americangolf.com)
- **Oakland Ice Center** - Ice skating, open all year. Skate rental, classes and group rates available. (510) 268-9000 [oaklandice.com](http://oaklandice.com)
- **AT&T Park** - Home of the San Francisco Giants baseball team and host to several events throughout the year. (415) 972-2000 [giants.mlb.com/sf/ballpark](http://giants.mlb.com/sf/ballpark)

### Culinary Excursion

- **In the Kitchen with Lisa Rogovin**: Allow a local food expert lead you on a culinary excursion of the famed Gourmet Ghetto in the heart of Berkeley. Epicurean Concierge Lisa Rogovin, of In the Kitchen with Lisa, offers a variety of customized behind-the-scenes tours throughout the Bay Area. Eat and sip while you learn. Call (415) 806-5970 to book your tour. [edibleexcursions.net](http://edibleexcursions.net)

### Breweries

- **Bison Brewing Co.:** Microbrewery on Telegraph Avenue in Berkeley. Tours are offered occasionally. Bar is open every evening. All ales are brewed on premises. Live entertainment. (510) 841-7734. [bisonbrew.com](http://bisonbrew.com)
- **Triple Rock Brewery & Alehouse:** Pub style food and their own in-house brewed beer on Shattuck Avenue in Berkeley. (510) 843-2739. [triplerock.com](http://triplerock.com)
- **Takahara Sake U.S.A.:** America's largest Sake Brewery. Tastings daily 1:00pm-5:00pm, Monday-Friday and 12:00pm-6:00pm Saturday and Sunday. 708 Addison St., Berkeley (510) 540-8250. [takarasake.com](http://takarasake.com)

### Other Websites

- <http://www.fairmont.com/claremont-berkeley/>
- [www.fairmontcareers.com](http://www.fairmontcareers.com)
- <http://www.ci.berkeley.ca.us/Home.aspx>
- <http://www.visitberkeley.com/>
- <http://www.visitoakland.org/>
- <http://www.sanfrancisco.travel/>
- <http://www.sanfrancisco.travel/>



## Bayview Café Bartender

As a Bartender with Fairmont Hotels & Resorts, you will be an ambassador for the exceptional service and flavours that are hallmarks of our restaurant and lounge experience. Your warm, attentive guest service and passion for mixology is worth raising a glass to!

**Hotel Overview:** Born of a golden era, the history of the Claremont dates back to the Gold Rush, when Kansas farmer by the name of Bill Thornburg "struck it rich." The Claremont boasts an award winning spa and The Club at the Claremont.

### **Summary of Responsibilities:**

Reporting to the Paragon Manager, responsibilities and essential job functions include but are not limited to the following:

- Consistently offer professional, friendly and engaging service
- Assist guests regarding all beverage menu items in an informative and helpful way
- Mix drinks and control the beverage stock as per guidelines
- Have full knowledge of beverage lists and promotions
- Have full knowledge of all menu items, garnishes, contents and preparation methods
- Follow outlet policies, procedures and service standards
- Follow all safety and sanitation policies when handling food and beverage
- Other duties as assigned

### **Qualifications:**

- Previous bartending experience preferred
- Excellent knowledge of all beverage products
- Previous point of sale system experience an asset
- Excellent communication and organizational skills
- Strong interpersonal and problem solving abilities
- Highly responsible & reliable
- Ability to work well under pressure in a fast paced environment
- Ability to work cohesively with fellow colleagues as part of a team
- Ability to focus attention on guest needs, remaining calm and courteous at all times

### **Physical Aspects of Position (include but are not limited to):**

- Constant standing and walking throughout shift
- Frequent lifting and carrying up to 20 lbs
- Occasional kneeling, pushing, pulling, lifting
- Occasional ascending or descending ladders, stairs and ramps

**Visa Requirements:** Must provide proof of eligibility to work in the United States.

**APPLY TODAY:** Whether you're launching your career or seeking meaningful employment, we invite you to visit <http://www.fairmontcareers.com/> to learn more about Fairmont Hotels & Resorts—and the extraordinary opportunities that exist!

**ABOUT FAIRMONT HOTELS & RESORTS**

At Fairmont Hotels & Resorts we offer our guests the finest hospitality experience in each of our destinations. And we know that, to offer our guests the best, we first need to offer our employees the best. That's why you'll find exceptional work opportunities—throughout North America and the Caribbean, Europe and Africa, the Middle East and Asia Pacific—as well as industry-leading training, career development, recognition and rewards. Fairmont Hotels & Resorts is a celebrated collection of hotels that includes landmark locations like London's The Savoy, New York's The Plaza, and Shanghai's Fairmont Peace Hotel. Our teams are guided by values of Respect, Integrity, Teamwork and Empowerment; we employ the highest ethical and quality standards, treating all colleagues with fairness and dignity. A community and environmental leader, Fairmont is also regarded for its responsible tourism practices and award-winning Green Partnership program. An exciting future awaits!

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EOE/M/F/V/D

## Bayview Café Pool Server

As a Bayview Café Pool Server with Fairmont Hotels & Resorts, you will be an ambassador for the exceptional service and cuisine that are hallmarks of our dining experience. Your warm, personal attention and knowledge of our outstanding Food & Beverage offerings makes guests of our restaurants and lounges feel unique and valued.

**Hotel Overview:** Born of a golden era, the history of The Claremont dates back to the early days of the Gold Rush, when a Kansas farmer by the name of Bill Thornburg "struck it rich". The Claremont boasts an award winning Spa & The Club at The Claremont.

### Summary of Responsibilities:

Reporting to the Outlets Manager, responsibilities and essential job functions include but are not limited to the following:

- Consistently offer professional, friendly and engaging service
- Assist guests regarding menu items in an informative and helpful way
- Take food and beverage orders in a timely manner from the deck to the main pool area
- Assist with operations and orders of the pool side amenities program.
- Enter orders into POS terminals
- Follow outlet policies, procedures and service standards
- Have full knowledge of beverage lists and promotions
- Have full knowledge of all menu items, garnishes, contents and preparation methods
- Check outgoing orders for quality and accuracy of set up
- Pick up orders efficiently from the kitchen
- Buss and maintain the Bayview and deck/pool areas.
- Follow all safety and sanitation policies when handling food and beverage
- Assisting in the overall cleanliness of the pool deck
- Other duties as assigned

### Qualifications:

- Previous service experience an asset
- Previous point of sale system experiences an asset, but not required
- Excellent communication and organizational skills
- Strong interpersonal and problem solving abilities
- Highly responsible & reliable
- Ability to work well under pressure in a fast paced environment
- Ability to work cohesively with fellow colleagues as part of a team
- Ability to focus attention on guest needs, remaining calm and courteous at all times

- Food Handlers Certification required

**Physical Aspects of Position (include but are not limited to):**

- Constant standing and walking throughout shift.
- Frequent lifting and carrying up to 50lbs
- Occasional kneeling, pushing, pulling, lifting
- Occasional ascending or descending ladders, stairs and ramps

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## Bayview Café Busser

As a Bayview Café Busser with Fairmont Hotels & Resorts, you will be an ambassador for the exceptional service and cuisine that are hallmarks of our dining experience. Your warm, personal attention and knowledge of our outstanding Food & Beverage offerings makes guests of our restaurants and lounges feel unique and valued.

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### Summary of Responsibilities:

Reporting to the Outlets Manager, responsibilities and essential job functions include but are not limited to the following:

- Consistently offer professional, friendly and engaging service
- Assist guests regarding menu items in an informative and helpful way
- Take food and beverage orders in a timely manner from the deck to the main pool area
- Assist with operations and orders of the pool side amenities program.
- Enter orders into POS terminals
- Follow outlet policies, procedures and service standards
- Have full knowledge of beverage lists and promotions
- Have full knowledge of all menu items, garnishes, contents and preparation methods
- Check outgoing orders for quality and accuracy of set up
- Pick up orders efficiently from the kitchen
- Buss and maintain the Bayview and deck/pool areas.
- Follow all safety and sanitation policies when handling food and beverage
- Assisting in the overall cleanliness of the pool deck
- Other duties as assigned

### Qualifications:

- Previous service experience an asset
- Previous point of sale system experiences an asset, but not required
- Excellent communication and organizational skills
- Strong interpersonal and problem solving abilities
- Highly responsible & reliable
- Ability to work well under pressure in a fast paced environment
- Ability to work cohesively with fellow colleagues as part of a team
- Ability to focus attention on guest needs, remaining calm and courteous at all times
- Food Handlers Certification required

**Physical Aspects of Position (include but are not limited to):**

- Constant standing and walking throughout shift.
- Frequent lifting and carrying up to 50lbs
- Occasional kneeling, pushing, pulling, lifting
- Occasional ascending or descending ladders, stairs and ramps

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# Tennis Pro

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## **Summary of Responsibilities:**

Reporting to the Director of Tennis, responsibilities, essential job functions, and qualifications include but are not limited to

- Be familiar with and adhere to all policies and procedures in CRS Employee Handbook
- Be aware of and promote all Club activities and respond to inquiries with accurate information and/or referral in a courteous and helpful manner
- Conduct yourself at all times with a service-oriented attitude. Be pleasant, positive and upbeat while at work
- Use your best judgment when representing the Club and dealing with a member's concern
- Attend general staff meetings and training sessions when scheduled
- Adhere to the department dress code, which includes no advertising of other clubs or organizations and maintain a high standard of personal appearance at all times
- Be on time for all your lessons. Start your lessons on time and finish on time
- Keep departmental problems, gripes and other dissatisfactions within the department and do not "share" with members
- Accept other tasks as assigned
- Be professional in manner, appearance and attitude at all times
- Try not to let personal problems interfere with your job
- Three plus years playing tennis
- Team experience (league, high school, college)
- CPR or First Aid certification required within 6 months of employment
- Excellent supervisory skills
- Good oral and written communication skills
- Superb interpersonal/customer service skills
- Great telephone presence
- Positive, pleasing and service oriented attitude
- Ability to generate repeat clientele

## Lifeguard

At Fairmont Hotels & Resorts, ensuring the safety and wellbeing of our guests and visitors is an integral part of our operations. As a Lifeguard, your attentiveness and commitment to safe practices will facilitate enjoyable aquatic and waterside experiences for our guests.

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### **Summary of Responsibilities:**

Reporting to the Director, Aquatics, responsibilities and essential job functions include but are not limited to the following:

- Consistently offer professional, friendly and engaging service
- Welcome guests to the pool facility and ensure they have a safe and enjoyable experience
- Assist in the cleanliness and the daily upkeep of the pool area
- Guard and safeguard all guests/members using the pool facility
- Ensure guests are aware of all services and activities available at the pool
- Ensure that proper pool testing has taken place prior to guests using the facility
- Ensure all guests are registered prior to using the pool and are aware of the rules of the facility
- Provide a high level of guest satisfaction and safety through effective communication
- Follow departmental policies and procedures
- Follow all safety and sanitation policies

### **Qualifications:**

- Previous experience as a Lifeguard preferred
- Certification in CPR First Aid required
- Certification as a Lifeguard required
- Strong interpersonal and problem solving abilities
- Highly responsible & reliable
- Ability to work cohesively as part of a team
- Ability to focus attention on guest needs, remaining calm and courteous at all times

### **Physical Aspects of Position (include but are not limited to):**

- Frequent standing and walking throughout shift
- Occasional lifting and carrying up to 20 lbs.
- Frequent kneeling, pushing, pulling, sitting
- Occasional ascending or descending ladders, stairs and ramps

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## Pool Deck Attendant

Fostering the health and wellbeing of our guests, visitors and Colleagues is an integral part of our Fairmont Hotels & Resorts culture. Whether our guests are swimming for fitness or leisure, the thoughtful attention you provide as a Pool Attendant will make them feel welcome and valued.

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### **Summary of Responsibilities:**

Reporting to the Director, Club, responsibilities and essential job functions include but are not limited to the following:

- Consistently offer professional, friendly and engaging services
- Welcome guests to the pool facility and ensure they have a safe and enjoyable experience
- Oversee the cleanliness and the daily upkeep of the pool, pool area, locker and change rooms
- Ensure guests are aware of all services and activities available at the pool
- Ensure an adequate supply of towels and water are available to guest
- Ensure that proper pool testing has taken place prior to guests using the facility
- Ensure all guests have registered into the facility
- Assist in promoting the facility and organizing special events as required
- Follow departmental policies and procedures
- Follow all safety and sanitation policies
- Other duties as assigned

### **Qualifications:**

- Previous guest service experience preferred
- CPR and First Aid certification preferred
- Excellent communication and organizational skills
- Strong interpersonal and problem solving abilities
- Highly responsible & reliable
- Ability to focus attention on guest needs, remaining calm and courteous at all times

### **Physical Aspects of Position (includes but are not limited to):**

- Frequent standing and walking throughout shift
- Occasional lifting and carrying up to 25 lbs
- Frequent kneeling, pushing, pulling, sitting



- Occasional ascending or descending ladders, stairs and ramps

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