

Hawks Cay Resort  
 Duck Key, Florida USA  
 www.hawkscay.com



Host Property Information



**Host Property Information**

<p><b>Company Website</b></p>	<p>www.hawkscay.com</p>
<p><b>Company Location</b></p>	<p>Duck Key, Florida</p>
<p><b>Company Description</b></p>	<p>Midway down the Florida Keys, there's an island called Duck Key. It's small. Yet central to Miami and Key West, and easy to reach by car, boat or plane. Duck Key has a few distinguishing Florida Keys vacation features: Aquamarine water all around. Glorious sunrises and sunsets. An island sensibility that lulls you to relax unless you want to fish or snorkel first. All of this and more awaits you at Hawks Cay Resort.</p> <p>Everyone's idea of a vacation is different, which is why we offer endless experiences on our tropical island resort. Enjoy our new kiteboarding program, dive a living coral reef, swim with dolphins, fight a trophy sailfish, relax poolside in the sunshine or visit the Calm Waters Spa - you choose.</p> <p>Duck Key is a small island, it is important participants understand and they are ready for "island living". Please do not accept an interview at this location if you do not feel "island living" will meet your personal living expectations, we understand it is not for everyone.</p>

Hawks Cay Resort  
 Duck Key, Florida USA  
 www.hawkscay.com



Host Property Information

	<a href="https://vimeo.com/176473476">https://vimeo.com/176473476</a> <a href="https://www.hawkscay.com/about-hawks-cay-resort-hawks-cay-resort/galleries/google-360-tours">https://www.hawkscay.com/about-hawks-cay-resort-hawks-cay-resort/galleries/google-360-tours</a> <a href="http://dailycatch.coastalliving.com/2016/07/14/restaurant-crush-angler-ale/">http://dailycatch.coastalliving.com/2016/07/14/restaurant-crush-angler-ale/</a>
--	---

### Internship/Training Information

<b>Available Opportunities</b>	Food and Beverage Housekeeping Culinary
<b>Length of Program</b>	4 months
<b>Hours Per Week</b>	You will be scheduled an average of 32 hours per week. Because the hospitality business includes times of busy season, shoulder season and low season, your scheduled hours will change as the business demands change. On occasion you may be scheduled less than 32 hours per week. During the busy season you can expect to be scheduled more than 32 hours and sometimes be offered overtime which applies to all worked hours over 40 in a work week.
<b>Pay Schedule (weekly or bi-weekly)</b>	Bi-weekly
<b>Other</b>	A social security card is required before starting your training program. If you do not already have a social security please review the "Social Security Waiting Period Agreement"

### Requirements

<b>Interview</b>	Skype Video Interview will be required Skype Address: <b>hawkscayresort</b>
<b>Drug Test Required?</b>	Yes. Failure to pass the drug test will result in your J-1 program ending, you will be required to immediately return home
<b>Are Uniforms provided? Please explain.</b>	Uniforms are provided, cleaned and maintained by the resort.
<b>What uniform items should participants bring or be</b>	Black non-slip shoes, black pants and a white shirt/ blouse.

prepared to purchase?	
-----------------------	--

### Housing Information

<b>Employer Provided Housing Details</b>	<p>Housing is primarily dormitory style rooms. The dormitory style rooms are double occupancy and small, with minimal furnishings and have shared bath facilities. Each room has a (twin) bed, closet, small table or nightstand and a chair. Depending on availability, you will be assigned to share a bedroom with one or two other interns. Please do not expect to be housed in facilities as seen on our web-site. You are encouraged to bring pictures and other decorations if you want to give your living quarters a more “homey” feel. Small appliances such as a fan, radio, television or toaster may also be considered. Limited space is available in the rooms for storage, so pack light. Your clothes should be professional, clean and comfortable.</p> <p>You will be provided with bed linens for a twin bed (pillow, sheets and comforter or blanket). You will need to bring your own bathroom towels and wash cloths. You will have access to a coin operated laundry, which is at your cost. A room deposit of \$200 will be deducted from payroll in \$50 installments and reimbursed, pending a satisfactory checkout, at the end of your stay.</p>
<b>Cost of Rent</b>	A weekly rent of \$85-\$100 will be deducted from your paycheck and this includes three meals per day in our employee cafeteria. Electricity, water and cable are included in the rent.
<b>Deposit Details</b>	\$200 deposit required. Deposit is fully refundable if the house is returned in the same condition as received (clean, no damage).
<b>Distance from Training Site</b>	On-site
<b>Meals</b>	Meals are provided when staying in housing

### Daily Transportation and Arrival Information

<b>Daily Transportation</b>	<p>Housing is onsite and within walking distance to the property. There is a bus stop conveniently located at the entrance of the property. The bus can take you north to the upper Keys and into Miami. The bus can also take you south into Marathon, Florida and down into Key West. Below are more details.</p> <p><a href="http://www.monroecounty-fl.gov/index.aspx?nid=349">http://www.monroecounty-fl.gov/index.aspx?nid=349</a></p>
-----------------------------	--

Host Property Information

Hawks Cay Resort  
 Duck Key, Florida USA  
 www.hawkscay.com



Host Property Information

<b>Airport Transportation</b>	When you arrive and depart from Hawk’s Cay Resort, transportation is your responsibility. Prior to making flight arrangements, please notify us of your travel plans for approval. The Human Resources office is open Monday through Friday, 8:30am to 5:00pm and you are to make your plans to arrive during that time. This will assure you that everything is ready to welcome you upon your arrival with us. If you cannot arrive during our office hours please plan to get a hotel room for the night. If you are in need of transportation from the airport you can contact <b>Keys Shuttle to arrange transportation, 305.289.9997 or <a href="http://www.keysshuttle.com">www.keysshuttle.com</a></b>
<b>Other</b>	<a href="http://www.monroecounty-fl.gov/index.aspx?nid=349">http://www.monroecounty-fl.gov/index.aspx?nid=349</a> <a href="http://www.fla-keys.com/marathon/beaches.cfm">http://www.fla-keys.com/marathon/beaches.cfm</a>
<b>Arrival</b>	Miami International Airport-MIA Fort Lauderdale–Hollywood International Airport-FLL Key West International Airport-EYW  You must secure transportation from the airport, Keys Shuttle information is above

**Important Details about Hawks Cay**

<b>Overview</b>	<p>Thank you for your interest with Hawk’s Cay Resort. We can assure you that your experience here will be enjoyable. We will share with you skills and knowledge that have enabled us to provide the legendary service Hawk’s Cay is known for. We are confident you will gain a life-long experience during your employment at Hawk’s Cay Resort - located in “the heart of the Florida Keys.”</p> <p>We are a drug-free work place and your employment with us is contingent upon a negative drug screening. Offer of employment will be withdrawn if your drug test returns with positive results. You will be given the drug test at our human resources office when you complete your new hire paperwork</p> <p>While here, you must follow and abide by U.S. Federal Law and Florida State Law as well as the policies and procedures outlined in the Hawk’s Cay Resort Employee Handbook. It is important for you to understand that employment in Florida is “at will” and this cannot be changed by any written document, including this letter. Upon arrival at Hawk’s Cay you will need to provide proof of identification, usually your passport, and a copy of your visa.</p>
-----------------	---