



Castle Farms - Hospitality Specialist

HOST INFORMATION

Company Description:

Castle Farms is a premier destination wedding and event venue, along with a historical site, known for its stunning location and exceptional service. Our venue is a hub for unforgettable experiences, offering a pristine, positive work environment in a picturesque setting. During the summer, you'll enjoy beautiful, sunny weather with temperatures averaging 75–85°F—perfect for outdoor events and exploration. We pride ourselves on creating a culturally enriching experience for our team and interns. At Castle Farms, students gain hands-on exposure to the dynamic world of event coordination, learning the intricacies of hosting up to four weddings in a single day. Beyond weddings, we also host historical tours, a variety of events, including concerts, game shows, and private parties, in our versatile event center. Located just a short walk (2 miles) from breathtaking beaches, our venue is a short distance from our vibrant local attractions such as charming downtown shops, farmers markets, festivals, and diverse dining options. We also offer convenient, affordable housing for rent, making it easy to immerse yourself in the full Castle Farms experience. Whether you're looking to grow your skills in event management or be part of an exciting and supportive workplace, Castle Farms is the perfect destination.

Host Website: <https://castlefarms.com/>

Site of Activity: Castle Farms

Parent Account Name: Castle Farms

Host Address: 5052 M 66 N Charlevoix, Michigan, 49720

Nearest Major City: Traverse City, Michigan, Less than 50 miles away

PLACEMENT INFORMATION

Job Description:

We are looking for a versatile and dedicated team member to handle event closing duties, assist with housekeeping and setup, and provide bar back support. This role is essential to ensuring a smooth and successful operation during and after events, maintaining a clean and welcoming environment, and supporting bar staff for excellent guest experiences.

Event Closer:

Ensure the venue is properly secured and cleaned at the end of weddings, events and parties.

Perform final walkthroughs to confirm all event spaces meet company standards.

Pack up and safely store event equipment and supplies.

Communicate any damages or concerns to management post-event.

Housekeeping & Setup

Set up tables, chairs, linens, and decor according to event specifications.

Maintain cleanliness of event spaces, including restrooms and common areas, before, during, and after events.

Assist with resetting the venue for upcoming events.

Bar Back Support

Restock bar supplies, including glassware, beverages, garnishes, and ice.

Maintain cleanliness of bar areas, including wiping down counters and emptying trash.

Assist bartenders with high-volume service by running orders or preparing simple items.

Qualifications:

Previous experience in hospitality, events, or bar support preferred.

*Ability to multitask and prioritize in a fast-paced environment.
Strong attention to detail and commitment to cleanliness.
Reliable, proactive, and able to work independently or as part of a team.
Flexible schedule, including late nights, weekends, and holidays as needed.*

Physical Requirements:
*Ability to lift and carry up to 50 lbs.
Prolonged periods of standing, walking, bending, and lifting.
Comfortable working in a fast-paced, physically demanding environment.*

Typical Schedule:

Hours/days of the week will fluctuate. Weekends will be expected. You will know your schedule the week prior. Housekeeping/set up typical 5am-2pm events team typical 8pm-4am one day per week

Seasonal changes to job duties or available hours: Yes

Hours will fluctuate to meet the needs of events. 40 hour work weeks with the bulk being on weekends

Drug Test required: Yes

COMPENSATION

Hourly Wage: \$16

Eligible for Tips: Yes

Bar service assistant will receive a non specified portion based upon work

Estimated weekly wages including tips: \$640

Bonus: No

** All figures above are pre-tax*

Estimated average number of hours per week: 40

Estimated minimum number of hours per week: 40

Estimated maximum number of hours per week: 40

Potential fluctuation in hours per week:

You will be guaranteed 40 hours per week

Average number of hours per week reached by last year's seasonal employees: 40

Overtime Policy:

Yes, paid after 41 hours

Job-Specific Benefits:

25% employee benefits in our gift shop

JOB REQUIREMENTS

English Level required:



Upper-Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 50lbs/22kgs

Description:

Cases of pop, banquet tables and chairs, rental greenery, vacuum, trash

Handling cleaning chemicals

Working outdoors

Working under direct sunlight

Job Training required: Yes

Length of job training:

1st week will be on the job training

Hours per week during training period: 40

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

This is on the job training. You will fill out new hire paperwork then be off with your department learning the job

Need to wear uniform: Yes

Uniform Policy:

We will provide 2 polo shirts, you are required to provide black or kaki pants that fit properly without holes (capri pants are acceptable). No shorts, skirts or open toe shoes

Cost of uniform: \$0

Uniform laundry: Provided at no cost

Dress Code: Yes

Description:

Work shirt that is provided. Black or kaki pants that fit properly, without holes. no shorts, skirts or open toe shoes. There is NO charge for 2 shirts, you can buy more if they choose. We don't have a laundry service BUT there is laundry available in the living space, you would just need to buy soap.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

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

Additional Details about Cultural Offerings:

Located in the heart of Charlevoix, Michigan, is not just a premier destination for weddings but also a cultural landmark, originally built in 1918, Castle Farms offers visitors and staff a glimpse into its fascinating architectural legacy, blending Old World elegance with modern functionality.

Local Cultural Offering:

Beyond the castle's gates, Charlevoix boasts an array of cultural offerings: Art and Festivals, Historic Sites, Farmer's Markets and Local Cuisine. Beaches and Outdoor Adventures, Lake Michigan's pristine shores to hike. At Castle Farms, we extend this cultural immersion to our staff and interns.

HOUSING AND TRANSPORTATION

Housing Provided: Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. May find own (can choose alternative).

Employer-owned or employer-arranged housing description:

We will have housing available, will have shared rooms, tv, internet, stove, fridge, microwave, adequate cookware, shared bathroom, air conditioning, heat. We are considering 2 locations to house students. Will know more as we get closer to arrival.

Lease Agreement: Yes

Onsite Amenities:

WiFi: Yes

Description:

WiFi - secured

Phone Service: Yes

Description:

You will need to go into the event center for landline phone usage. Cell service works well outside of the rock castle walls

Kitchen facilities: Yes

Description:

Kitchenet is very functional

Laundry facilities: Yes

Description:

There is a stackable washer & dryer in the apartment

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 2

Rooming Arrangement Description:

2 students per room, will have twin beds and or bunk beds, will provide bedding (pillow, sheets, comforter) rooms are not co-ed, can request to room with a friend

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$150

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: \$150

Description:

You can mail payment to Castle Farms, 5052 M-66 N, Charlevoix MI 49720.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

Deposit will be returned upon exit interview and apartment is left as it was found

Details About Deposit Refund:

Via check mailed to addressee or added to last paycheck

Transportation to Worksite:

Walking Commute Time

Estimated commute time: 15 to 30 minutes

Description: sidewalk and or bike path

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: you will be able to commute by bike. and pretty much go anywhere in charlevoix

Employer-Provided Transportation

Estimated commute time: Under 15 minutes

Estimated cost: \$20

Total: No Per Day: Yes

Description: We can pick up for work, drop off after work. schedule shopping trips to local areas within 50 miles. will have to agree as a group

Local Bus, Subway or Train

Estimated commute time: Under 15 minutes

Estimated cost: \$3

Total: No Per Day: Yes

Description: There is a Charlevoix Community Transit available for \$3/ride that will go anywhere in Charlevoix county

ARRIVAL INFORMATION

Arrival Instructions:

*Airport Pickup and Arrival Details: As part of our commitment to ensuring a smooth transition for our team members, a Castle Farms representative will pick you up from Traverse City Airport and drive you to your seasonal residence in Charlevoix, Michigan. The drive takes approximately one hour. Arrival Flexibility: We can accommodate arrivals any day of the week, preferably during daytime hours. Flight Details: Please provide your flight itinerary at least two weeks prior to your arrival. Contact Information: Name: Kristin Frazho **Phone: 231-237-0884, Ext. 249 Email: kfrazho@castlefarms.com** We will assist with shopping trips, visits to the Social Security office if required, housing has twin beds, linens provided, a dresser/closet also provides access to on-site laundry. If you have any special requests or need additional support before your arrival, don't hesitate to reach out to Kristin Frazho for assistance.*

Suggested Arrival Airport:

Cherry Capitol Airport, TVC, Less than 50 miles

Estimated cost of transportation to worksite from suggested airports: \$50 to \$75

If arriving after regular hours:

Suggested After-Hours Accommodation:

Kristin Frazho
5052 M66 N
Charlevoix, Michigan 49720
castlefarms.com
231-373-2308
\$50 to \$75

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: No

Social Security Number:

Require participants to apply for SSN before arrival at worksite: Yes

Details about how to apply for Social Security Number:

In person, sometimes appointments can be booked online.

Nearest SSA Office: Petoskey, Michigan, Less than 25 miles

Other:

Wage Payment Schedule:

Pay is every other week on a regular basis, direct deposit is desired by not mandatory

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

We will supply uniform tops, workers will need to wear either black or kaki colored pants. be neatly groomed and presentable. no holes in pants, no open toe shoes

Second Job Availability: Yes, likely

Applicable Company Policies:

We schedule 1 week ahead, bi-weekly pay periods, prefer direct deposit, workers are allowed to trade shifts as long as some is there to work for them, if the other does not arrive on time, that original employee is responsible. No call No show is grounds for termination. We are very busy on weekend, all hours of the day, must be flexible. No smoking indoors, there are designated smoking areas outside.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Food Market, Post Office, Bank, Restaurants, Public Library

Walking Distance from Housing:

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

Unavailable:

Shopping Mall