

**SANTA'S WORKSHOP  
2010  
JOB INFORMATION SHEET**

**We appreciate your interest in working at Santa's Workshop. Please read all of this job information data & the wardrobe policy before you fill out the application.**

**Please print your application using blue or black ink. Be sure to complete both sides of application.**

**HOURS OF OPERATION**

May 15– May 20	10:00 – 5:00 (Closed Wed & Thurs)
May 21– August 24	10:00 – 5:00 (Open Daily)
August 25- Dec 23	10:00 – 5:00 (Closed Wed & Thurs)
Dec 24	10:00 - 4:00
Dec 25	Closed for the season

For the summer season (May through Labor Day) Santa's Workshop hires personnel to fill the following positions:

**\*\*\*FOOD SERVICE**

**\*\*\*CASHIERS**

**\*\*\*SALES PERSONS**

**\*\*\*OUTDOOR PARK PERSONNEL**

These positions help give experience in meeting the public, salesmanship and display/stock control of merchandise. Any experience in these areas should be noted on your application.

**In that Saturdays and Sundays are our busiest days, most employees are required to work those days.**

**THIS GENERAL INFORMATION SHEET IS INTENDED AS A GUIDELINE ONLY.** We reserve the right to have you perform other tasks as designated. All employees hired are considered to be Santa's helpers and appropriately dressed in costumes or uniforms which depict the various jobs which are an integral part of our village theme. There is a requirement to pose for photos taken by the visitors and for publicity purposes; therefore, a pleasing personality is a must.

Santa's Workshop does have a **high standard of appearance for all employees.** Our wardrobe policy sets forth in detail our wardrobe/appearance regulations. Please read this wardrobe policy before completing the application. Costumes are furnished by Santa's Workshop with the exception of shoes, shorts or pants.

**I-9** In order to comply with the Immigration Reform and Control Act of 1986 the employee will need to provide the following documents **within three days of the date employment begins**:

**A document that establishes identity** such as:

- A State-issued driver's license or a State-issued ID Card with a photograph, or information, including name, sex, date of birth, height, and color of eyes.
- U.S. Military Card
- A school ID card with a photograph.

**And a document that establishes employment eligibility** such as:

- Original Social Security Card
- A birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal. (A hospital issued memento birth certificate is **not** acceptable.)

**Or:**

**A document that establishes both identity and employment** such as:

- U.S. Passport (unexpired or expired)
- Permanent Resident Card
- An unexpired foreign passport with a temporary I-551 stamp

**Minors under the age of 18:**

- If a document from each category cannot be produced he/she is exempt from producing a document that establishes identity if a parent or guardian completes Section 1 and signs the "Preparer/Translator Certification. **The minor must still produce a document from the employment eligibility category.**

The above lists are some of the documents accepted. See back of I-9 for complete listing

The form **I-9** must be completed within **three** business days after your employment begins. The list of other accepted documentation is stated on Form I-9. Failure to comply within the three-day time limit will result in termination.

## ***SALARIES:***

This is general information and you will be given specifics as to which category and hourly rate will be yours when you are hired.

<b>CATEGORY</b>	<b>HOURS PER DAY</b>	<b>DAYS PER WEEK</b>	<b>HOURS PER WEEK</b>	<b>AGE</b>	<b>NEW HIRE AT THIS POSITION</b>	<b>2009 2<sup>ND</sup> YEAR RETURNEE AT THIS POSITION</b>
<b>FOOD SERVICE</b>	<b>6½</b>	<b>5</b>	<b>32 ½</b>	<b>16+</b>	<b>7.30</b>	<b>7.40</b>
<b>CASHIER</b>	<b>6½</b>	<b>5</b>	<b>32 ½</b>	<b>16+</b>	<b>7.30</b>	<b>7.40</b>
<b>OUTDOOR PARK PERSONNEL</b>	<b>6½</b>	<b>5</b>	<b>32 ½</b>	<b>16+</b>	<b>7.30</b>	<b>7.40</b>
<b>SHOP SALES</b>	<b>6½</b>	<b>5</b>	<b>32 ½</b>	<b>16+</b>	<b>7.30</b>	<b>7.40</b>

### **Note:**

- ❖ All positions are 6 ½ hours per day from May 15 – December 23, 2010. Hours are 10:00 a.m. – 5:00 p.m. (not paid for lunch)
- ❖ All positions on December 24 hours are 10:00 a.m. – 4:00 p.m. (paid for 6 ½ hours)



## **BONUS:**

In addition to this salary, there is a possibility of a **summer bonus**. The bonus is based upon attendance and working through a specified termination date. Bonuses will be paid on September 10 and only those employees that work through **our** specified termination date will be eligible for these bonuses. No employee starting after August 8, 2010 will be eligible for a bonus.

- A** If I will be attending high school, the earliest possible termination date is the day before classes begin for the 10/11 school year, plus any weekends in August after my school starts, plus Labor Day weekend (September 4, 5 & 6).
- B** If I plan to attend a local college such as PPCC and UCCS, then the earliest possible termination date is the day before classes begin (August 23), plus any weekends in August after my school starts, plus Labor Day Weekend (September 4, 5 & 6).
- C** If I will be attending a college which is not local, such as CU/Boulder, UNC, USC/Pueblo, Western State, Adams State, CSU/Fort Collins and Colorado Mountain College the earliest possible termination date is August 15, 2010. First day of class is August 23, 2010.
- D** If I will be attending college and the college starts after Labor Day, my cutoff date will be Labor Day, September, 6, 2010.
- E** If I will be attending college out of state, then the earliest termination date will be one week before classes begin. Documentation from college is required.
- F** If I am not going to school in the fall, the cutoff date will be Labor Day, September 6, 2010. *This will be the option for all people who are working thru the Fall season.*

Santa's Workshop does not provide living accommodations or transportation to and from work; however, transportation is not usually a problem as car pools are formed regularly from surrounding areas. Santa's Workshop does not arrange car pools. Arrangements for alternate transportation are needed should your driver have a different day off, illness, car problems, etc. A bicycle is not suitable transportation because of our location in the mountains. Transportation and living accommodations are the sole responsibility of the employee.

Any correspondence regarding further information or inquiry should be directed to the Personnel Office, Santa's Workshop, North Pole, Colorado 80809, (719) 684-9432.