

Dear Class of 2028,

Welcome Home! We are so excited for you to join our community and can't wait to meet you all this fall. As you consider your job options for the fall, we hope that you apply to work with us at Wyndham Alumnae House. At Wyndham, we offer several services on campus. First, we handle all catering needs from plated dinners to coffee breaks to bartending. Second, our restaurant is open for lunch Tuesday through Thursday. Third, we are a Bed and Breakfast, however for the Fall of 2024 this operation is closed for renovations.

We are looking for hard-working, independent students who are interested in serving their community. While we appreciate prior experience in food service, it is not required. At Wyndham we work hard to cultivate a culture where we take charge, take responsibility and are excited to come to work. As we often serve community members, our staff should be comfortable working with people. We understand that as student workers, the student part comes first. Your classes and mental health are prioritized at Wyndham, so if you feel that your schedule is interfering with that, then we are eager to adjust to help you succeed at Bryn Mawr. We will assign shifts at the start of the semester depending on your schedule, and each week, we will post additional open shifts online and you can pick them as your time permits.

These shifts may have clear jobs, such as prep or catering, or you may be expected to fill several jobs over the course of your shift. It is important to remember that as a Wyndham worker you will be expected to be flexible and prepared to step into various functions throughout the course of your shift.

Prep - For prep, you will support Chef Tom or our Cook Tiffany in the kitchen. You may be asked to prepare salads, bake muffins, or help with anything else Tom or Tiffany need. These shifts typically last two hours and can be any time of day.

Party Packing - For party packing, you will review catering orders posted in the kitchen and gather all necessary products needed for the event. This may include cups, plates, tablecloths, etc. You will get more guidelines for how to determine what is needed at the start of the semester. You may also unpack after events and put all leftover products back on their shelves. These shifts can be from two to four hours and are typically morning or late afternoon-evening.

Catering - For catering, we have several different positions. On every shift you will be expected to help set up before and break down after the event. You may be asked to supervise the buffet or serve from it. For plated meals, you will carry the plates and serve the guests at the tables. You will keep track of drinks and refill water or alcohol. When there are appetizers at cocktail events, you will plate and carry appetizers around the room. We also have bartending shifts where you will serve alcohol and soft drinks to guests. For drops, you will take a cart or van with the party prepped box and food to wherever the event is and set up. For pick-ups, you will break down everything after the event and take all leftover food and products back. After these shifts, you are expected to fully put away all items. Catering shifts can be anywhere from two hours to six hours.

Training - Once hired, we invite all new workers to Wyndham to introduce them to the building and our supervisors. We give preliminary training and information at this meeting, but most of our training will occur over the semester. All new hires will be given a "training passport" which includes all tasks you need to be trained in. On your shifts, you will shadow our supervisors or managers as they demonstrate how to complete different tasks. Once they feel that you know how to complete it on your own, they will initial the task on your passport. As a reminder, this is just a guideline for what potential shifts may include. Every day at Wyndham is unique and as a worker with us you will get to step into many different roles throughout your time with us. Keep an eye out for us during some of your customs week events like the ice cream social and come say hi! We look forward to meeting you and hope that you apply to join our team.

Wyndham Love, Your Student Managers,

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