





## Majesty Staffing, LLC.

### What We Do

We offer our clients 5 primary staffing alternatives:

**Temporary** – One day or on-going assignments in which the employee “fills in” to cover an employee absence due to illness, vacation or additional staff requirements for large events.

**Permanent Placement** – At times, clients are looking for full-time, permanent help. They will send us the requirements of the position and we scour our database to find the right candidates. If your qualifications are a fit, we'll make all of the interview arrangements for you.

**Temp to Perm** – You will start in a temporary position with a client and based on your performance, they have the option to keep you as a permanent employee after you've worked 520 hours for Majesty or 400 hours if you're working for a Sodexo client. **Field employees are responsible for completion of temp to perm hours!**

**SmartHire** – If a client finds a candidate on their own, they can send them to our office and we'll do all of the paperwork and payroll for them. You will still work for Majesty, the client is “trying you out”.

**Alquiler Directo** – When clients have an urgent need for staff, they can hire one of our employees directly for a negotiated fee. The employee immediately goes from Majesty to the company's payroll.



SINCE 2001

## Majesty Staffing, LLC.

### What We Do

**Majesty Staffing, LLC.** is an agency that is exclusive to the food service and hospitality industries. Our job is to supply our clients with the professional food service and hospitality employees on a temporary, part-time, full-time or permanent basis.

We staff all employment levels of the food service and hospitality industry.

Our client base includes:

- Apartment Communities
- Catering Companies
- Convention Centers
- Corporate Clients
- Country Clubs
- Hospitals
- Hotels
- Private, At-Home Parties
- Resorts
- Restaurants
- Retirement Communities
- Schools
- Sports and Entertainment Venues

Positions we staff:

- Banquet Servers
- Banquet Set-Up Personnel
- Bartenders
- Cashiers
- Concession Workers
- Cooks & Chefs
- Demonstration Personnel
- Dishwashers/Utility Personnel
- Food/Tray Runners
- Housekeeping
- Line Cooks
- Line Cooks
- Maintenance Personnel

At Majesty Staffing, we realize that our employees are the most important aspect of our service. We strive on being professionals and so must you. All employees are expected to appear and conduct themselves in a professional manner in accordance with our mission statement:

*Our mission is to develop long term business partnerships with our clients by customizing our services to their individual needs. Majesty Staffing, LLC. is committed to providing total client satisfaction. We strive to exceed our client's expectations, support temporary personnel and be the elite in the hospitality staffing industry.*

# HOSPITALITY INDUSTRY EXPERIENCE

Name: \_\_\_\_\_

Please mark an X in the box of any of the following that apply to you.

**Availability:**

I will work any day of the week	<input type="checkbox"/>	AD1
I will work Mon - Fri	<input type="checkbox"/>	AD7
I will work weekends	<input type="checkbox"/>	AE1

**Languages (select all that apply):**

I am bilingual	<input type="checkbox"/>	AF9
I speak Spanish	<input type="checkbox"/>	AF1
I speak French	<input type="checkbox"/>	AF2
I speak German	<input type="checkbox"/>	AF3
I speak Japanese	<input type="checkbox"/>	AF4
I speak another foreign language	<input type="checkbox"/>	AF5
<hr/> No habla Ingles	<input type="checkbox"/>	AF6

**Transportation:**

I have my own transportation	<input checked="" type="checkbox"/>	AO4
I utilize Public Transportation	<input type="checkbox"/>	AO9

**Certifications:**

Food Handlers Certification	<input type="checkbox"/>	FHC
TABC Certification	<input type="checkbox"/>	TBC

**Computer/Software Skills (select all that apply):**

MS Word	<input type="checkbox"/>	LK6
MS Excel	<input type="checkbox"/>	LD6
MS PowerPoint	<input type="checkbox"/>	LF2
Access	<input type="checkbox"/>	LF7
MS Outlook	<input type="checkbox"/>	LF6
Quickbooks	<input type="checkbox"/>	PB7

**HOUSEKEEPING (select all that apply): HK**

Housekeeping - Commercial	<input checked="" type="checkbox"/>	HK1
Maid - Residential	<input type="checkbox"/>	HK2
Custodial - Flooring/Heavy Equipment	<input type="checkbox"/>	HK3

**FRONT OF THE HOUSE (select all that apply): FH**

Banquet Server	<input type="checkbox"/>	HB1
Bartender	<input type="checkbox"/>	HB2
Bar Back	<input type="checkbox"/>	HB3
Barista	<input type="checkbox"/>	HB4
Cashier	<input type="checkbox"/>	HB5
Concession Workers	<input type="checkbox"/>	HB6
Demonstration	<input type="checkbox"/>	HB7
Dietary Clerk	<input type="checkbox"/>	HB8
Host / Hostess	<input type="checkbox"/>	HB9
Line Server	<input checked="" type="checkbox"/>	HBA
Tray Runner	<input type="checkbox"/>	HBB
Wait Staff	<input type="checkbox"/>	HBC
Banquet Captain	<input type="checkbox"/>	HC1
Captain	<input type="checkbox"/>	HC2
Concierge - Day	<input type="checkbox"/>	HC3
Concierge - Night	<input type="checkbox"/>	HC4
Event Management	<input type="checkbox"/>	HC5
Site Supervisor - Lead	<input type="checkbox"/>	HC6

**BACK OF THE HOUSE (select all that apply): BH**

Chef - Certified	<input type="checkbox"/>	HA1
Sous Chef - Certified	<input type="checkbox"/>	HA2
Cook - General	<input type="checkbox"/>	HA3
Grill Cook	<input type="checkbox"/>	HA4
Line Cook	<input type="checkbox"/>	HAS
Overnight Cook	<input type="checkbox"/>	HA6
Prep Cook	<input type="checkbox"/>	HA7
Busser	<input type="checkbox"/>	HD1
Dishwasher	<input type="checkbox"/>	HD2
General Labor	<input type="checkbox"/>	HD3
Housemen	<input type="checkbox"/>	HD4
Set-up	<input type="checkbox"/>	HDS
Utility	<input type="checkbox"/>	HD6



## Acknowledgement of Employment Guidelines

I have received a copy of Majesty Staffing's Employment Guidelines. By signing below, I acknowledge that I have read and understand the policies and agree to comply with such.

### EMPLOYEE

Printed Name: MINERVA Luis

Signature: Luis Minerva

Date: 1-20-15

## Attendance Policy

Effective January 6, 2014:

Timely and regular attendance is an expectation of performance for all Majesty employees. To ensure adequate staffing to our clients, employees will be held accountable for adhering to this policy. The policy operates on a 3 strike system within a 90 day time frame. Three unexcused absences within any 90 day time period will result in an employee becoming ineligible for new assignments and will be transitioned into a by request only capacity.

Those employees who have perfect attendance will be put into a monthly drawing for a \$30 gift card.

### **PROBATIONARY PERIOD**

All new employees will be on a 21 Day (3 week) probationary period from their first day of work. What this means is there is zero tolerance for call outs, being more than 15 minutes late, unexcused absences, early departures, and negative feedback from the client concerning attitude and work performance for this time period. Once this period is over these matters are still unacceptable, but will transfer to the 3 strike policy.

### **UNEXCUSED ABSENCES**

An absence will be defined as failure to report to work as scheduled without proper and timely notification. An absence becomes unexcused when proper/verifiable documentation is not provided. In the event you cannot make it to work, notification is required 24 hours prior to the assignment. 24 hour notification does not warrant an excused absence, documentation will still be required.

- 1<sup>st</sup> Occurrence – Formal Written Warning
- 2<sup>nd</sup> Occurrence – Final Written Warning, 30 day probation period
- 3<sup>rd</sup> Occurrence - Request Only Capacity

### **TARDY/EARLY DEPARTURE**

A tardy will be defined as arriving to an assignment outside of the grace period after the shift has started. Early departure will be defined as leaving before a shift ends without the approval of your Majesty supervisor. Both a tardy and an early departure will be counted as a half occurrence.

### **NO CALL/NO SHOW**

No call/no show will be defined as not reporting to work and not calling to report the absence. This is a serious matter. The first instance of a no call/no show will result in a final written warning pending verifiable documentation. Without the proper documentation this may be grounds for termination.

### **FAMILY AND MEDICAL LEAVE ACT**

Absences due to illnesses or injuries which qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

**By signing this I am showing I have read and understand this attendance policy.**

Print Name Minerva Luis  
Signature Minerva Luis

Date 1-20-15

**Certification, Consent and Authorization**  
**Please Read**

In submitting this application for employment, I authorize investigation of all statements contained herein. I state that the information provided to you in this application is true and complete. I understand and agree that any misrepresentation (including omission of information) by me in this application will be sufficient cause for cancellation of the application and/or for separation from Majesty Staffing.

I understand that if accepted for employment, I will be on Majesty's payroll at your clients' location. I understand that any information obtained while working for Majesty's clients will be kept confidential. It is agreed that I will obtain permission from Majesty before discussing any permanent opportunities with your client.

I also agree to call or text the Majesty office immediately following completion of my assignment to make myself available for work. If I fail to do so, Majesty Staffing may assume that I am not available for work, that I voluntarily quit and that unemployment benefits may be denied.

Applicant Name (Print): Mineru

Date: 1-20-15

Signature: Mineru