

**SANTA'S WORKSHOP  
2024  
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**

<b>May 18-Oct 30</b>	<b>10:00 – 5:00 (Closed Tues &amp; Wed)</b>
<b>Oct 31 - Nov 18</b>	<b>9:30 – 4:30 (Closed Tues &amp; Wed)</b>
<b>Nov 21 – Dec 2</b>	<b>9:30 – 4:30 (Open Daily)</b>
<b>Nov 28</b>	<b>Closed (Thanksgiving)</b>
<b>Dec 2 – Dec 16</b>	<b>9:30 – 4:30 (Closed Tues &amp; Wed)</b>
<b>Dec 19 – Dec 23</b>	<b>9:30 – 4:30 (Open Daily)</b>
<b>Dec 24</b>	<b>9:30 - 4:00</b>
<b>Dec 25</b>	<b>Closed for the season</b>

For our season (May through Christmas Eve) 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.

## **Form I-9**

In order to comply with the Immigration Reform and Control Act of 1986, the employee will need to provide the following documents:

### **A document which established identity such as:**

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

### **And a document which establishes employment eligibility such as:**

- Original social security account number card (Unless it contains one of the following restrictions: Not Valid For Employment, Valid For Work Only With INS Authorization, or Valid For Work Only With DHS Authorization.
- A birth certificate issued by state, county, or municipal authority bearing a seal or other certification. (A hospital issued memento birth certificate is not acceptable)

### **OR:**

### **A document that established both identity & employment such as:**

- U.S. Passport (unexpired)
- 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 or she is exempt from producing one 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 Form I-9 must be completed within three business days after your employment begins. Failure to present required documents within 3 days will lead to termination of employment. The complete list of accepted documentation is stated on Form I-9.**

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

## ***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>AGE</b>	<b>NEW HIRE AT THIS POSITION</b>	<b>2024 2<sup>ND</sup> YEAR RETURNEE AT THIS POSITION</b>
<b>FOOD SERVICE</b>	<b>6 1/2</b>	<b>15+</b>	<b>15.50</b>	<b>16.00</b>
<b>CASHIER</b>	<b>6 1/2</b>	<b>15+</b>	<b>15.50</b>	<b>16.00</b>
<b>OUTDOOR PARK PERSONNEL</b>	<b>6 1/2</b>	<b>16+</b>	<b>15.50</b>	<b>16.00</b>
<b>SHOP SALES</b>	<b>6 1/2</b>	<b>15+</b>	<b>15.50</b>	<b>16.00</b>

## **Note:**

- ❖ Management will set your days and working hours. Your days and hours may change throughout the season.
- ❖ All positions are 6 1/2 hours per day from May 18 – December 24, 2024.
- ❖ Park Hours are 10:00 a.m. – 5:00 p.m. thru October 30, then starting October 31, 9:30 a.m. – 4:30 p.m. thru December 23 (not paid for lunch) You may be scheduled to work different hours than those listed.
- ❖ All positions on December 24 hours are 9:30 a.m. – 4:00 p.m. (paid for 6 1/2 hours)

## **I understand**

**That I will receive a Bonus based upon my attendance and working through the specified termination date listed below. Bonuses are paid after Labor Day (on September 13th) and only those employees who work through their specified termination date will receive their bonus. No employees with a start date after August 18, 2024 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 24/25 school year, plus any weekends in August after my school starts, plus Labor Day weekend (August 31- September 2).**
- B If I plan to attend a local college such as PPCC & CC (first day of class is 8/26/24) the earliest possible termination date is the day before classes begin plus Labor Day Weekend (August 31- September 2).**
- C If I plan to attend UCCS, which is a local college (first day of class is 8/26/24) the earliest possible termination date is the day before classes begin plus Labor Day Weekend (August 31- September 2).**
- D If I will be attending a college which is not local, such as Adams State, Colorado Mesa University, UNC, CSU, CSU-Pueblo, Colorado Mountain College, UC/Boulder, Western State, or UC/Denver the earliest possible termination date is August 12, 2024. First day of class is August 18, 2024.**
- E If I will be attending college and the college starts after Labor Day my cutoff date will be Labor Day, September 2, 2024.**
- F 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.**
- G If I am not going to school in the fall, the cutoff date will be Labor Day, September 2, 2024. *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, 5050 Pikes Peak Highway, Cascade, Colorado 80809, (719) 684-9432.