ShortStaf: How to Post a Shift

11:48 ◀ TestFlight

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Create an Event - Event Details

Minimum Event Posting $100

Event End Date

📅 Sep 16 2021 10:00 PM

Event Name

Beachfront Bistro Dinner Shift

Event Location

221 Pensacola Rd, Venice, FL 34285, USA

Number of Guests

200-300

Description

Beachfront Bistro needs support for Thursday's dinner shift. Busy waterfront restaurant, and dinner provided.

Event Type

Business

Continue to add Staf details

Save As Draft

1. After creating your account, you're ready to post your first shift. Press "Create Event" on the Home Screen to start building your shift. On the first screen, fill out the details regarding your position.

2. After pressing "Continue to add Staf details", specify your Staf Attire. You can specify detailed attire, or - if you're providing house-branded attire, you can mention that here. Then press the '+' button to build your positions.

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Create an Event - Staf Details

Staf Attire

Server: Black button down shirt and black pants.
Kitchen Staff: Plain TShirt and black pants.
Non-slip shoes.

Positions ⊕

Continue to review and post

Save As Draft

Screenshot 1

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Add Position ☑ same as event times

Server / WaitStaff ⌄ — 1 +

Provides quality, friendly service of food and beverages at an event. This may involve table service of full meals, stocking supplies, and clearing tables.

Start Time Sep 16 2021 03:00 PM ⌄

When do you need your Staf to start

End Time Sep 16 2021 10:00 PM ⌄

When will your Staf be finished

Staf Responsibilities

Greet and serve guests in a friendly, professional manner. Take orders, run food, and help bus tables. Side-work will include rolling silverware and stocking the beverage station. Tips included.

Payment Type

[Hourly] (Flat)

Hourly Rate 10

Minimum $10/hr

[Cancel] [Update]

Save As Draft

Screenshot 2

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Add Position ☑ same as event times

Line Cook/Prep Cook ⌄ — 1 +

Sets up and stocks food items and other necessary supplies. Prepares and cooks food items to specified recipes and standards. May include cutting, chopping, sautéing, grilling, frying. Will need to maintain a clean and stocked area.

Start Time Sep 16 2021 03:00 PM ⌄

When do you need your Staf to start

End Time Sep 16 2021 10:00 PM ⌄

When will your Staf be finished

Staf Responsibilities

Line cook to work the sautée station. Prepare dishes according to menu and guest specifications. Keep a clean, tidy station.

Payment Type

[Hourly] (Flat)

Hourly Rate 18

[Cancel] [Add]

Save As Draft

3. Now, build your positions. First, select your position from the drop-down. If your position times match the times you specified on the initial screen, check off "same as event time" to pre-populate this information. Next, you will specify the position-specific responsibilities, details, and compensation.

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Create an Event - Staf Details

Staf Attire

Server: Black button down shirt and black pants.
Kitchen Staff: Plain TShirt and black pants.
Non-slip shoes.

Positions **+**

Sep 16 03:00 PM	**Sep 16** 10:00 PM

Server / WaitStaff X 1
Hourly $10.00
Total $70.00

Sep 16 03:00 PM	**Sep 16** 10:00 PM

Line Cook/Prep Cook X 1
Hourly $18.00
Total $126.00

Continue to review and post

Save As Draft

4. Review your attire specifications and position details. Then, "Continue to review and post".

5. Review your details and enter a promo code (if applicable). Then press "Next"

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Event Details

Beachfront Bistro Dinner Shift
221 Pensacola Rd, Venice, FL 34285, USA

Beachfront Bistro needs support for Thursday's dinner shift. Busy waterfront restaurant, and dinner pro...

16 - 16
03:00 PM   10:00 PM
Sep

Sep 16 03:00 PM	**Sep 16** 10:00 PM

Server / WaitStaff X 1
Hourly $10.00
Total $70.00   Position Details...

Sep 16 03:00 PM	**Sep 16** 10:00 PM

Line Cook/Prep Cook X 1
Hourly $18.00
Total $126.00   Position Details...

Have a Promo Code?

Promo Code   **Apply**

Grand Total $246.35
(Grand Total Details)

Next

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☑ I accept ShortStaf Terms and Conditions

☑ I accept the ShortStaf fee

Saved Cards

No Cards are available

Add New Card

◉ VISA 4242   12/21   123

Scan Card ⟦⟧

☐ Save this card for future use

Post Event

6. After accepting the Terms & Conditions and the ShortStaf fee, enter your payment information. Then, click "Post Event".

Congratulations, your event has been posted!

ShortStaf: How to Post a Shift
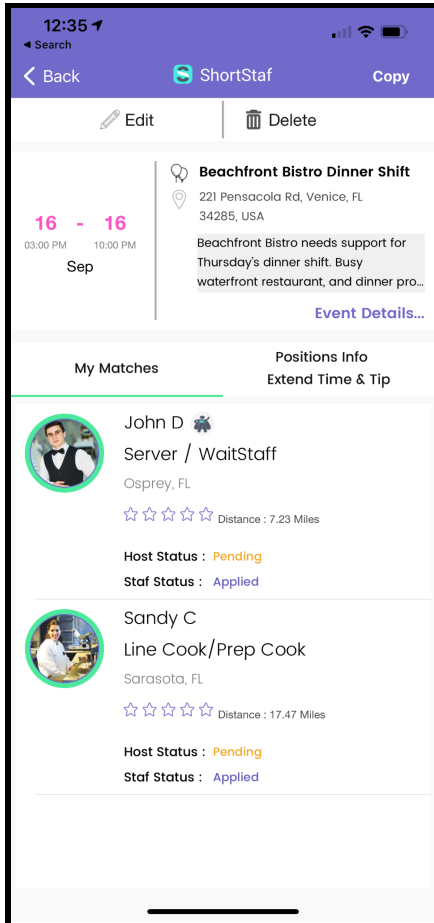
After being notified of new applicants, access your event from the Home Screen to view your candidates. Click on each applicant to view their profile and accept or decline.

You can accept as many Staf as you'd like - only the first to confirm gets the job. Accepting additional applicants is recommended to build your Reserve List. Once an applicant is declined, they are no long eligible to view/work the position.
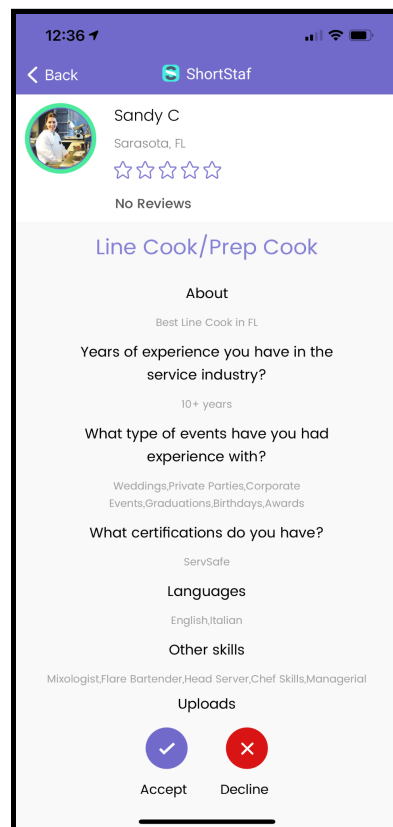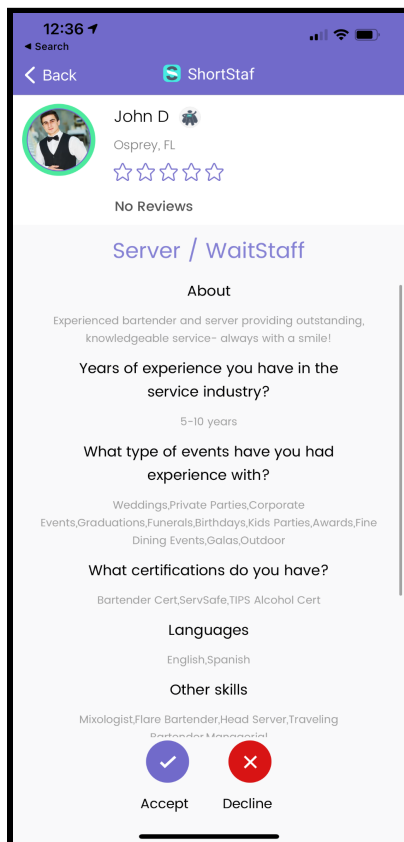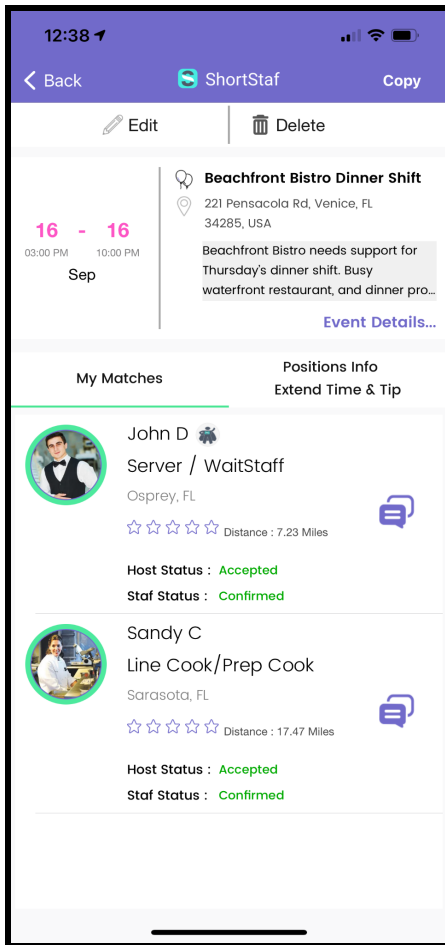
Once your applicants are accepted, they will be notified to confirm. Applicants will also be required to check-in @ 24 hours prior the shift start.

For same-day postings, check-in is immediately available. Payment is transferred directly through the app following the completion of the shift.

info@shortstaf.com