



## Rangeley IGA - Bakery Clerk

### HOST INFORMATION

**Company Description:**

*Rangeley is a picturesque town nestled in the western mountains of Maine, USA. Known for its stunning natural beauty and outdoor recreational opportunities, Rangeley attracts visitors year-round. The town sits along the shores of Rangeley Lake, one of the largest and most pristine lakes in the region, offering opportunities for fishing, boating, kayaking, and swimming in the summer, as well as ice fishing and snowmobiling in the winter. In addition to its outdoor pursuits, Rangeley boasts charming shops, galleries, and restaurants, making it a popular destination for tourists seeking a quaint New England experience. The surrounding mountains provide ample opportunities for hiking, camping, and wildlife viewing, with trails ranging from leisurely strolls to challenging treks. Rangeley is also home to the Rangeley Lakes Heritage Trust, which works to conserve and protect the area's natural resources and cultural heritage. The trust maintains several preserves and hiking trails for public enjoyment.*

*Rangeley IGA offers a small friendly work environment where you will work with a family oriented group who strives to offer the best customer service experience for both the residents and yearly tourists.*

*We offer all teammates a 10% discount on their grocery purchases\* as well as flexible schedules and the chance to make lifelong friends. PS. There is also a chance you will see a moose. They are real!*

**Host Website:** <http://www.rangeleyiga.com>

**Site of Activity:** Rangeley IGA

**Parent Account Name:** Adams Home Town Market

**Host Address:** 2185 Main Street Rangeley , Maine , 04970

**Nearest Major City:** Farmington , Maine , Less than 50 miles away

### PLACEMENT INFORMATION

**Job Description:**

*As a Bakery Clerk you are responsible for maintaining the freshness and presentation of fresh baked items within the store. You will be responsible for assisting customers as need as well as handling the proper rotation of the freshly baked goods.*

**RESPONSIBILITIES:**

- Arrange and display all bakery items in an appealing and organized manner based on store plan – o - grams*
- Rotate products to ensure that the older items are sold before the new ones (First in, First Out)*
- Inspect incoming shipments pf produce for quality and freshness*
- Remove any damaged or expired items to maintain highest level of quality*
- Maintaining quality standards of product throughout shift – working in a damage free manner*
- Monitor inventory levels and restock areas as needed*

*Assist customers in location and selection of fresh produce  
Provide information on various fruits and vegetables as needed  
Answer customer inquiries and address any concerns or issues related to department – communicating accordingly to leadership  
Keep the produce department clean and sanitized which includes display bins and shelves  
Remove products that do not meet store quality standards and dispose of according to store policies  
Communicate effectively with management regarding inventory levels, sales and any issues within produce department  
Ensure accurate pricing and labeling of all items and update/change price tags as needed  
Perform other duties as assigned by leadership*

*Environment:*

*Ability to work in varying temperature-controlled environments.*

*Schedule:*

*Available to work early morning shift as required by manager including weekdays, weekends and holidays.*

*Experience:*

*Preferred: Zero to One (0-1) years produce/grocery experience*

*Preferred: One (1) year experience in Bakery setting*

*Skills:*

*Physical abilities: May be required to lift up to 80-85lbs.; standing, bending, lifting and twisting for up to 90% of your shift; frequently lifting product from various heights including floor level to over your head; Ability to stand or walk at least 10 hours daily; working in various temperature controlled environments; the ability to operate required material handling equipment – getting on and off equipment throughout shift*

*Strong communication Skills: Ability to communicate clearly and effectively with peers and leaders on a daily basis*

*Organizational Skills: Ability to fulfill customer orders in a timely manner; ability to prioritize and meet deadlines*

*Working in a team based environment: Working independently and as a team player to ensure our customers are receiving orders timely and with the highest quality*

*Quality: Maintain integrity and high standards of product handling from all perspectives*

*Safety Culture: Maintain and drive safety policies; driving for accountability of safe practices throughout shift*

**Typical Schedule:**

*8 hour shifts that fall between the hours of 7am and 9pm*

**Seasonal changes to job duties or available hours:** Yes

*Hours may vary based on days and coverage needed. May cover in other departments as needed*

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$15

**Eligible for Tips:** No

**Estimated weekly wages including tips:** \$600

**Bonus:** No

\* All figures above are pre-tax

**Estimated average number of hours per week:** 40

**Estimated minimum number of hours per week:** 32

**Estimated maximum number of hours per week:** 40

**Potential fluctuation in hours per week:**

There is a potential for extra hours during busy times

**Average number of hours per week reached by last year's seasonal employees:** 40

**Overtime Policy:**

Yes, paid after 40 hours

**Job-Specific Benefits:**

10% Store Discount

## JOB REQUIREMENTS

**English Level required:**



**Intermediate**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

Lifting

Lifting requirement: 75lbs/34kgs

Description:

Lifting cases of product to stock shelves Pulling/Pushing Uboat with cases on it  
Standing for entire shift

**Job Training required:** Yes

Length of job training:

40 hours or less

Hours per week during training period: 40

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

No certifications needed

**Need to wear uniform:** Yes

Uniform Policy:

Adams Shirt with Khaki pants or jeans

Cost of uniform: \$30

*Uniform laundry: Participant responsibility*

**Dress Code:** Yes

*Description:*

*Uniform shirt with khaki pants or jeans*

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

*Holiday Events, Movie or Game Nights, Potlucks or Dinners, Trips to Nearby/Major Attractions, Will provide information about Events, Local Resources, Attractions/Sites, Local Community*

**Additional Details about Cultural Offerings:**

*Be sure to visit Quill hill where on a clear day you can see both Canada and New Hampshire as well as spectacular Maine.*

*The Atlantic Ocean is a mere 1 and 1/2 hours away and Boston Mass - the home of the famous Boston Red Sox is a only 4 hours away.*

## HOUSING AND TRANSPORTATION

**Housing Provided:** Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. Required to stay.

**Employer-owned or employer-arranged housing description:**

*Participants will be staying in houses. They are fully furnished houses with full kitchens, shared living room/dining rooms. Complete details of homes will be available during the interview process. Houses will be gender specific.*

**Lease Agreement:** Yes

**Onsite Amenities:**

*WiFi: Yes*

*Description:*

*Internet access will be available. Due to the seclusion of Rangeley, service may be spotty at times.*

*Phone Service: Yes*

*Description:*

*Reliable cell service is available at the houses, as well as at work. Please be aware that when traveling/hiking outside of the town, cell service may not be available.*

*Kitchen facilities: Yes*

*Description:*

*Yes, kitchens are available with basic amenities for cooking, etc.*

*Laundry facilities: Yes*

*Description:*

*Depending on the house chosen/assigned. Laundromat also available in town.*

**Occupancy Requirements for Provided Housing:**

*Minimum Occupancy Per Room: 1*

*Maximum Occupancy Per Room: 6*

*Suggested Occupancy Per Room: 1 - 6*

*Rooming Arrangement Description:*

*Participant may be required to share a room and homes may be co-ed.*

**Provided Housing Cost:**

*Required to Pay for Provided Housing: Yes*

*Cost per Week: \$200*

*Housing Cost Deducted from Paychecks: Yes*

*Utilities Costs: No*

*Housing Deposit: Yes*

*Cost: \$200*

*Description:*

*Housing deposit must be paid upon arrival to Rangeley.*

*Housing Deposit Refundable: Yes*

*Conditions for Deposit Refund:*

*Provided the house and rooms are in good condition and all rent has been paid, their money will be refunded*

*Details About Deposit Refund:*

*Final Pay Check*

**Transportation to Worksite:**

*Walking Commute Time*

*Estimated commute time: Under 15 minutes*

*Description: Short walk for one home*

*Biking*

*Estimated commute time: Under 15 minutes*

*Bicycles are provided free of charge: No*

*Bicycles are not provided: Yes*

*Bicycles are available to rent: No*

*Estimated cost: \$*

*Description: Main Street*

## ARRIVAL INFORMATION

**Arrival Instructions:**

1) Boston Logan International Airport (BOS) We recommend that students fly into Boston Logan International Airport (BOS) and take a bus or train to Portland, Maine (approximate travel time 2-2.5 hours). The cost of a one-way bus or train ticket to Portland will be about \$30.00. The Concord Coach Bus (<https://concordcoachlines.com/>) and the Amtrak Train Downeaster (<http://amtrakdowneaster.com>) both arrive at the Portland Transportation Center. Students MUST email their arrival information to Janelle Margolies, HR Director @ [jmargolies@bozzutos.com](mailto:jmargolies@bozzutos.com) at least 2 WEEKS prior to arrival to the United States. Details about a scheduled pickup will be communicated to the student prior to their departure.

2) Portland International Airport (PWM) Students also have the option to fly into Portland International Jetport (PWM) where the employer will be available to pick up students at the arrivals terminal. Students MUST email their arrival information to Steve Grant, Store Manager at [sgrant@adamshtm.com](mailto:sgrant@adamshtm.com) at least 2 WEEKS prior to arrival to the United States. Details about a scheduled pickup will be communicated to the student prior to their departure.

Upon pickup, students will be taken to the grocery store.

**Suggested Arrival Airport:**

Portland Maine, PWM, Over 50 miles

Logan Airport - Boston Mass, BOS, Over 50 miles

**Estimated cost of transportation to worksite from suggested airports:** \$50 to \$75

**If arriving after regular hours:**

**Suggested After-Hours Accommodation:**

Rangeley Inn  
2443 Main St  
Rangeley, Maine 04970  
<https://therangeleyinn.com>  
2078643341  
\$100 to \$150

## TRAINING AND ONBOARDING

**Pre-Arrival Onboarding:** Yes

They will have to request housing as well as complete an I-9 with proper documentation so we can properly get you into the system.

**Social Security Number:**

Require participants to apply for SSN before arrival at worksite: Yes

Details about how to apply for Social Security Number:

We will supply information on how to obtain a SS number.

Nearest SSA Office: Augusta, Maine, Over 50 miles

**Other:**

Wage Payment Schedule:

Teammates will be paid on a weekly basis by check. They can sign up for direct deposit as soon as they are hired - however it can take up to 3 pay periods for direct deposit to take effect. Teammates can cash their checks in the store.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Clean, neat appearance. Company shirts will be issued. Company issued name tags are required. Company issued hats may be required in certain departments.

*Second Job Availability: Yes, likely*

*Applicable Company Policies:*

*Personal cell phone usage is not allowed while working - smoking is not permitted inside the buildings, including housing. Schedules are posted on a weekly basis by Friday of every week. Requests for time off are requested to be two weeks in advance.*

## COMMUNITY AMENITIES

***Walking Distance from Worksite:***

*Food Market, Post Office, Bank, Restaurants, Fitness Center, Public Library*

***Unavailable:***

*Shopping Mall, Internet Cafe*