



Rangeley IGA - Grocery 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 Grocery Clerk you are responsible for completing various tasks related to the stocking, organization and maintenance of the grocery department.

RESPONSIBILITIES:

*Unload delivery trucks and stock shelves with products based on store plan - o - grams
Rotate products to ensure that the older items are sold before the new ones (First in, First Out)
Monitor inventory levels and restock shelves to ensure products are readily available to customers
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
Assist customers in locating products and provide information such as prices, sales etc*

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:

ServeSafe approved temperature

Schedule:

Weekday and Weekend hours as needed

Experience:

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

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: \$15.5

Eligible for Tips: No

Estimated weekly wages including tips: \$620

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 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@adamshrm.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