



## Red Lodge Pizza Co - Restaurant Kitchen Worker

### HOST INFORMATION

**Company Description:**

*Our students are well taken care of and many want to return to us for another season....sometimes 3! We have a few other locations we hire students for as well, so second jobs with us are available.*

*Our town is a gateway to Yellowstone National Park & boasts many outdoor activities: hiking, biking, camping, climbing, horseback riding, skiing, disc golf, golf, fishing, rafting, & kayaking. We also offer many other activities with a nature sanctuary, an art gallery, a museum, a movie theater, dining & shopping. However, the nearest big city is 60 miles away. We have banks, grocery stores, post office, convenience stores, salons, & hardware stores. Please check out [redlodge.com](http://redlodge.com) for more information on events & activities around town. There are also multiple events throughout the summer: a four-day celebration of Independence Day, a motorcycle rally, a songwriter's festival, & much more.*

**Host Website:** <https://www.redlodgepizzaco.com>

**Site of Activity:** Red Lodge Pizza Co

**Parent Account Name:** Red Lodge Hospitality

**Host Address:** 115 Broadway Ave S , Po Box 1209 , Red Lodge , Montana , 59068

**Nearest Major City:** Billings , Montana , Over 50 miles away

### PLACEMENT INFORMATION

**Job Description:**

*Essential Job Duties: include the following; other duties may be assigned:  
Sets up and stocking stations with all necessary supplies and ingredients  
Prepares basic components of each dish on our menu using our proven recipes  
Memorizes and utilizes our serving portion sizes and all basic meal prep procedures used in the kitchen  
Ensures that the kitchen, all food prep areas, and all food storage areas meet restaurant cleaning standards  
Works with our team of cooks to do portion prep work for other shifts when needed  
Monitors product freshness and rotates out and old product based on a schedule  
Ability to operate an industrial dishwasher safely and rapidly  
Follows sanitation and safety policies at all times  
Performs daily duties such as opening, closing, and side work  
Ability to operate an industrial dishwasher safely and rapidly  
Dishwashing and Cleaning*

*Basic janitorial skills to clean up spills, broken glassware, etc. immediately*

**Typical Schedule:**

Please be prepared to work lunch and dinner shifts as early as 8:00 a.m. and as late as 12:00 p.m. Nights shifts, shifts on holidays and weekends are required.

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$15

**Eligible for Tips:** Yes

Kitchen workers receive tips. Tips are typically \$3-\$5 per hour in addition to their wage. Employees usually make in excess of \$10,000 per season in wage & tips.

**Estimated weekly wages including tips:** \$690

**Bonus:** No

\* All figures above are pre-tax

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

**Estimated minimum number of hours per week:** 35

**Estimated maximum number of hours per week:** 50

**Potential fluctuation in hours per week:**

Our restaurant is in a busy tourism community. Overtime hours are usually available throughout the summer if desired. Employees can often find a second job if they are interested in additional pay.

**Average number of hours per week reached by last year's seasonal employees:** 46

**Overtime Policy:**

Yes, paid after 40 hours

**Job-Specific Benefits:**

All employees receive discounts on meals at our affiliated restaurants as well as a larger discount on shift meals. Discount on gym membership.

## JOB REQUIREMENTS

**English Level required:**



**Intermediate**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

*Lifting*

*Lifting requirement: 50lbs/22kgs*

*Description:*

*Lifting boxes, pot/pans, dishes and dish trays*

*Standing for entire shift*

*Handling cleaning chemicals*

*Other qualifications or conditions*

*Description:*

*Kitchens are hot by nature and employee will be required to often work in this environment.*

**Need to wear uniform:** No

**Dress Code:** Yes

*Description:*

*Pants, closed-toe shoes, must be worn in the kitchen. Long hair must be tied back. The restaurant will provide a chef coat and t shirt to wear. All must be laundered by the employee.*

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

*Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Trips to Major City, Shopping Trips, Swimming*

**Additional Details about Cultural Offerings:**

*Red Lodge Pizza Co. will partner with other businesses in our company to offer trips to Billings for shopping, trips into Yellowstone National Park as well as allowing days to participate in local events & festivities. A list of local happenings is available on premises daily.*

**Local Cultural Offering:**

*In addition to the many nature outlets; hiking, trail running, biking, fishing, horseback riding, etc., Red Lodge offers many events and activities. Please visit [www.redlodge.com](http://www.redlodge.com) for a complete list of the many events and tourist activities available in our vibrant town! It is packed with ideas!*

## HOUSING AND TRANSPORTATION

**Housing Provided:** Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. May find own (can choose alternative).

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

*Our housing is on the second floor of our building just one block away from Red Lodge Pizza Co and requires a flight of stairs. It is dormitory-style housing in which tenants share a bedroom with one other tenant, with eight people accommodated. Housing units have a shared living area, shared kitchen, & two bathrooms. The kitchen has dishes, pans, a refrigerator, a stove, an oven, a microwave, and a washer/dryer. The shared living space does have a tv. Beds are twin size or full with bedding provided. Utilities and internet are included at no charge. If for any reason a student can not get along with others living in the provided housing, we MAY be able to move them only if another location is available, but their rent is subject to being higher at a different location.*

**Lease Agreement:** Yes

**Onsite Amenities:**

*WiFi: Yes*

*Description:*

*Free WiFi access is provided.*

*Phone Service: Yes*

*Description:*

*Verizon, T-Mobile and AT&T are all available networks in our area. There is also access to Straight Talk. Housing units do not have landlines but landlines are available at each restaurant.*

*Kitchen facilities: Yes*

*Description:*

*Kitchen is a shared space and has fridge, stove, oven, microwave, toaster oven, dishwasher and dishes.*

*Laundry facilities: Yes*

*Description:*

*Laundry is on premise and has a working washer/dryer and is shared with others living in the dorm*

**Occupancy Requirements for Provided Housing:**

*Minimum Occupancy Per Room: 2*

*Maximum Occupancy Per Room: 2*

*Suggested Occupancy Per Room: 2*

*Rooming Arrangement Description:*

*This is a dorm-style apartment with four bedrooms and eight beds. There is a large shared living space and kitchen. The beds are either twin or full bunk beds. All are off the floor and have real mattresses. We do provide bedding. You can choose to share a bedroom with whomever you choose. We prefer you choose. Co-ed housing is a possibility and is determined only by the applicants who arrive.*

**Provided Housing Cost:**

*Required to Pay for Provided Housing: Yes*

*Cost per Week: \$50*

*Housing Cost Deducted from Paychecks: Yes*

*Utilities Costs: No*

*Housing Deposit: Yes*

*Cost: \$200*

*Description:*

*The housing deposit can be deducted from the employee's paycheck in increments of \$50 until paid in full or paid in one lump sum.*

*Housing Deposit Refundable: Yes*

*Conditions for Deposit Refund:*

*Upon departure of the tenant, housing should be left in the same condition as when they arrived. It must be cleaned, undamaged and emptied of any personal items including food.*

*Details About Deposit Refund:*

*The deposit amount will be refunded on the student's final paycheck after final inspection by the Office Manager.*

**Transportation to Worksite:**

*Walking Commute Time*

*Estimated commute time: Under 15 minutes*

*Description: All housing is just a few minutes walk. The weather in the summer is unpredictable in Montana. Although it is typically sunny and 65-75 degrees in the summer, it has been known to be 30 degrees with heavy precipitation (very rarely this can be snow).*

## ARRIVAL INFORMATION

**Arrival Instructions:**

*Students are responsible for paying for and making their flight arrangements to*

**Billings Logan International Airport**

*Red Lodge is 60 miles from the nearest airport. Red Lodge Hospitality does not have any required travel days.*

*We require students to fly into **Billings Logan International Airport (BIL)**, whose website is <https://www.flybillings.com>.*

*Students will travel by taxi 60 miles from Billings to Red Lodge. The cab fare will be at the expense of Red Lodge Pizza Co, and the Office Manager will make these arrangements for the student.*

**Participants arriving after 8:00 p.m. will need to stay overnight in Billings.** *A taxi will pick them up the following day to take them to Red Lodge. \*See after-hours accommodations.*

**If the flight arrives after 8:00 p.m.,** *please see the instructions below. Once participants arrive in Red Lodge, we will help them settle in their new summer home. Grocery, post office, pharmacy, and banks are all within walking distance from all employee housing and workplace locations.*

**Suggested Arrival Airport:**

*Billings Logan International Airport, BIL, Over 50 miles*

**Estimated cost of transportation to worksite from suggested airports:** \$0 to \$25

**If arriving after regular hours:**

**Suggested After-Hours Accommodation:**

*Best Western Plus ClockTower Inn  
2511 1st Avenue N  
Billings, Montana 59101  
[www.bwclocktowerinn.com](http://www.bwclocktowerinn.com)  
(406) 259-5511*

\$100 to \$150

Boothill Inn and Suites  
242 E Airport Rd  
Billings , Montana 59105  
www.boothillinn.com  
(406) 245-2000  
\$150 to \$200

## TRAINING AND ONBOARDING

**Pre-Arrival Onboarding:** No

**Social Security Number:**

Require participants to apply for SSN before arrival at worksite: No

Details about how to apply for Social Security Number:

After 10 days of employment, the employer will arrange for students to be shuttled to the Social Security Administration office in Billings, MT, to complete their applications.

Nearest SSA Office: Billings , Montana , Over 50 miles

**Other:**

Wage Payment Schedule:

Paychecks are dispersed every other Thursday. If employees sign up for direct deposit, they will receive their deposit electronically into their bank accounts every other Wednesday. Tips are added to payroll checks.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Our grooming requirements are simply that you arrive bathed and in clean clothes that are not in disrepair. You must have closed-toe shoes, preferably non-slip. Hair that is longer than shoulder length must be tied back. Depending upon the position, different attire may be required. Any logo uniforms will be provided by the employer.

Second Job Availability: Yes, likely

Applicable Company Policies:

We do not allow our staff to use their cell phones while clocked in unless there is express permission from the manager on duty. This would only be allowed for very specific reasons, such as family illness.

Smoking or vaping is not allowed in our housing or any of our properties. Please do this outside!

*Scheduling is done through an online application called 7shifts. Schedules are posted 3 weeks in advance therefore staff is required to make any requests for time off no less than 21 days in advance.*

## COMMUNITY AMENITIES

***Walking Distance from Worksite:***

*Food Market, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library, Movie Theater, Pharmacy, Hardware Store*

***Walking Distance from Housing:***

*Food Market, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library, Movie Theater, Pharmacy, Hardware Store*

***In Town, Requires Transportation:***

*Hiking, Hospital/Clinic*

***Unavailable:***

*Shopping Mall*