



Bishops Store - Kitchen Crew

HOST INFORMATION

Company Description:

Bishop's Store is located far from the city where neighbors are friends, and everyone knows you. Become part of our family and you will surely be invited to spend an evening by a campfire roasting marshmallows and eating smores. A day on the lake sound good to you? We are surrounded by lakes and ponds. Learn to fish or enjoy a leisurely hike. Our area offers a lot of outdoor activities. Bishop's Store is a family-owned 4th generation business. We have a gas station, a kitchen where we make food to order and also grab and go items. Our store is full of gifts, souvenirs, sporting goods, and everything you may forget on vacation. Summer is our busy time as many venture to our area for camping and outdoor time with their families. Others are passing through to head to Quebec Canada, or to the Coast. We are located 20 minutes from the Canadian border and many locals venture up for the day. Our summers are some of the best as it's not too hot, and not too cold. Students who choose to work for us will work in our kitchen taking and making orders. Some students may also be placed at our Ice Cream Parlor scooping ice cream, packing fudge, and enjoying that aspect of our establishment. Jackman is extremely peaceful and we look forward to working with you!

30% off food and gifts purchased in the store.

Host Website: <http://www.bishopsstore.com>

Site of Activity: Bishops Store

Parent Account Name: Bishops Store

Host Address: 464 Main Street Jackman , Maine , 04945

Nearest Major City: Portland , Maine , Over 50 miles away

PLACEMENT INFORMATION

Job Description:

Kitchen Crew learns most aspects of the Kitchen. You learn how make breakfast sandwiches, slice meat, dice vegetables, and restock for the day. Afternoon crew makes and takes orders. They make cold sandwiches, and desserts for the grab and go. They make pizza and grilled food for the warmers. The Evening crew stays busy by taking and making orders. They then restock and clean the kitchen for the morning crew. We do our best to match students with where they belong. independent works versus those who need direct instruction. We have many options to make it work.

Typical Schedule:

Our job is mainly weekends. Business opens at 4am and closes at 10. Most students work evenings; though they may train to open just incase.

Seasonal changes to job duties or available hours: Yes

Students will work 32-40 hours. July/August are busiest. You may have Long Shifts 10-12 hour days or short shifts 3-6 hour days depending on our need.

Drug Test required: No

COMPENSATION

Hourly Wage: \$15

Eligible for Tips: Yes

Students can receive cash tips paid out monthly; though it does not amount to a great deal.

Estimated weekly wages including tips: \$600

Bonus: Yes

If you work your entire contract; do not ask for schedule changes, willing to help out extra when needed, minimal conflicts, you will receive a bonus. The bonus will vary but will be up to \$250.

** All figures above are pre-tax*

Estimated average number of hours per week: 38

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 40

Potential fluctuation in hours per week:

May/June and September/October tend to be slower. If you ask for specific time off you may simply lose those hours if others are looking for more.

Average number of hours per week reached by last year's seasonal employees: 39

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

30% off food and gifts purchased in the store. If you bring a reusable cup- coffee and fountain soda are free while working. (Cup provided by store)

JOB REQUIREMENTS

English Level required:



Advanced

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 50lbs/22kgs

Description:

we use a lot of shoulder strength to stretch pizza dough. We also lift in order to put orders away and re-stock.

Standing for entire shift

Handling cleaning chemicals

Job Training required: Yes

Length of job training:

2 weeks to learn all aspects of the job.

Hours per week during training period: 35

Different wage during training period: Yes

Training wage description:

Training wage is Maine Minimum Wage. Once trained (2-4 weeks) and showing initiative, student will receive a raise of up to \$1.00.

Start on specific day of the week: No

Training requirements:

We have our staff train you on our protocol so our kitchen can stay consistent. The quicker you learn the faster you are on your own. The better you do the more hours you will be scheduled.

Need to wear uniform: Yes

Uniform Policy:

We provide a kitchen coat and hat to wear. We prefer black pants or shorts to the knee. Hair must be in a braid or bun and under a hat or hairnet.

Cost of uniform: \$0

Uniform laundry: Provided at no cost

Dress Code: Yes

Description:

Kitchen Crew wears Black Pants or Shorts to the Knee with no holes. Long hair needs to be in a bun or braids (secured together) and under a provided hat. No Fake Nails. Limited Jewelry. Closed Toed Shoes. NO CROCKS NO SANDALS.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Trips to Nearby/Major Attractions, Shopping Trips, Potlucks or Dinners, Holiday Events, Company Parties

Additional Details about Cultural Offerings:

We have found students who have worked for us often get invited by individuals in the community to go on various trips for the day; shopping out of town, Canada for their exquisite cheese, movies, bowling, etc. We highly recommend each student open themselves up to meeting new people and say yes!

Local Cultural Offering:

The 4th of July has a parade you can choose to participate in, or watch followed by events at the town field ending with fireworks. We take students to camp and enjoy a pontoon boat ride, sometimes knee boarding or tubing if you would enjoy that, with a Barbeque and fire to end the evening.

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:

The housing is a 3 bedroom 1 bathroom home with a nice size kitchen and laundry facilities. Housing is coed. The home is about 200 steps from where you will be working. Internet is included in the weekly price. The home has a shared television, couch, refrigerator, microwave, and everything you need to live comfortably and safely including smoke alarms, carbon monoxide detectors, and a fire extinguisher.

Lease Agreement: Yes

Onsite Amenities:

WiFi: Yes

Description:

We have great internet in our house!

Phone Service: Yes

Description:

There is no landline phone; the best way to communicate is through internet. Sim cards are best purchased prior to arrival in the US.

Kitchen facilities: Yes

Description:

Kitchen has a propane oven and stove top, refrigerator and freezer with all the pots, pans, and dishes necessary.

Laundry facilities: Yes

Description:

There is a Washer and Dryer on site included in the rent with enough laundry detergent to get you started with your stay.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 3

Suggested Occupancy Per Room: 1 - 3

Rooming Arrangement Description:

Rooms are Single-Sex with Bedding provided as well as towels and wash cloths. The house itself is co-ed with each bedroom being for only 1 gender. If there is a returning participant that participant has first option for a single room.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$125

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: No

Transportation to Worksite:

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: Home is 200 paces from work so the walking commute is very easy.

ARRIVAL INFORMATION

Arrival Instructions:

We are willing to pick you up from either the Portland or Bangor Airport. If you fly in to Boston- You can take a bus from Boston to Augusta, Maine and we can pick you up there. Regardless which one you choose, we are 2-3 hours drive from any of these locations. We try to do everything the same day as your arrival as it's still quite a drive to Jackman and I am certain you do not want to do the drive again the next

day. We also can bring you to a grocery store or other store to pick up necessities needed. We can also get you settled and bring you to the local grocery. Please send your Arrival details 3 weeks prior to your arrival date so we can make the necessary Accommodations.

Please plan to book flights for Weekday arrivals. Monday or Tuesday arrival preferred

Kimberly Danforth

kim@bishopsstore.com

207-668-3411

Suggested Arrival Airport:

Portland, PWM, Over 50 miles

Bangor, BGR, Over 50 miles

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

If arriving after regular hours:

Suggested After-Hours Accommodation:

Days Inn Bangor Airport

250 Odlin Rd

Bangor, Maine 04401

wyndhamhotels.com

207-942-8272

\$75 to \$100

Comfort Inn Airport

90 Maine Mall Rd

South Portland, Maine 04106

choicehotels.com

2079451898

\$75 to \$100

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: Yes

Staff is provided with Shirts; We would like to know your size, and favorite colors.

Social Security Number:

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

Details about how to apply for Social Security Number:

we will hopefully stop by the Social Security office on the way to Jackman directly upon your arrival; otherwise we will make accommodations to bring you within the first week.

Nearest SSA Office: Augusta, Maine, Over 50 miles

Other:

Wage Payment Schedule:

Participants will be paid bi-weekly through direct deposit. All participants we have had in the past have opened account with our local bank; though any American bank will work.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: No

Grooming Requirements:

No Hand or Neck Tattoos or vulgar language tattoos. Piercings must be able to be taken out when working in the kitchen. Hygiene must be good- Long hair tied back, and facial hair kept trimmed or shaved. Shirts will be provided; however Pants must be clean with no rips or tears. Black pants must be worn in the kitchen. Kitchen Staff and I Scream Parlor Staff MUST wear a hat or hair net at all times.

Second Job Availability: Yes, likely

Applicable Company Policies:

If you would like a second job, there are many options such as the grocery store and cleaning motel rooms. We ask that second jobs work around your store schedule and do not interfere. Your schedule will not be set and may regularly change so be prepared to communicate with your second employer when necessary.

Cell phones should remain in a locker. Students will have various work schedules to accommodate our needs. We will do our best to ensure Students are able to participate in events around town to get a good sense of our community. Students will work 32-40 hours a week generally 8-10 hour shifts; though it can be as few as 3 and as many as 12. Overtime sometimes is available if someone calls out or needs extended time off.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Food Market, Post Office, Bank, Restaurants, Public Library

Walking Distance from Housing:

Food Market, Post Office, Bank, Restaurants, Public Library

Unavailable:

Shopping Mall, Fitness Center, Internet Cafe