

## Staffords Pier Restaurant

Back of House- Kitchen  
Harbor Springs, MI



### Company Biography

We have participated in the Work & Travel program since 1998, and have had many satisfied employees! In fact, some of these students enjoy the job so much that they return to work for us consecutive summers! We offer affordable housing and a work place with managers and co workers who are excited to be working with people from other countries. Our staff enjoys meeting the students and getting to know about them and their country. We have not had a single bad experience with the program. We work hard at making students comfortable during their time working for us and living in Petoskey. You can learn more about us and our hotels on our website: <http://www.staffords.com/>

### Work and Pay Details

Position title: Back of House- Kitchen

Hourly wage: \$9.25

Tips? No

Description of position:

#### Food Runners/Expeditors

- Work in a high volume, fast paced, team-oriented environment
- Responsibilities include delivering food from kitchen to dining areas and bar, adhering to sanitation policies
- Be able to communicate effectively with kitchen, bar staff and wait staff
- Must be able to safely demonstrate tray service
- Must be able to work weekends and holidays
- Other duties as assigned

#### Line Cooks

- Prepare portions and food items by following recipe and standards
- Ensure proper food safety and sanitation
- Must have positive energy and be hospitable to all guests and co-workers at all times
- Experience preferred and must be willing to learn
- Must be able to work weekends and holidays
- Able to work in a fast paced environment
- Other duties as assigned

#### Dishwashers

- Must be able to demonstrate a working knowledge of sanitation
- Cleaning dishes, glassware, silverware, pots and pans and utensils
- Ensuring all equipment is safe and sanitized Responsible for stocking and restocking supplies
- Cleaning and mopping kitchen area
- Helping with food delivery
- Able to work in a fast paced environment
- Other duties as assigned

#### Pantry Cooks

- Must be able to handle fast paced, high volume work environment
- Prepare high quality food items to order
- Follow recipe and presentation standards
- Coordinate food orders to ensure proper timing and execution
- Ensure food safety and sanitation standards are exceeded
- Be able to safely use all equipment
- Demonstrate the ability to work in a team-oriented work environment
- Be able to effectively communicate with other cooks, chef and management
- Must be able to work weekends and holidays
- Other duties as assigned

Flexibility is required for this position as job tasks may vary throughout the summer.

Specific qualifications required:

- Due to the duties of this job, employees can't have allergies to cleaning chemicals or dirt/dust. Face masks may be provided, if needed.
- Must have the ability to read, write, and understand instructions given in the English language.
- Must have the ability to understand and respond to verbal instructions given in the English language.

Estimated weekly wage (incl. tips):

\$370.00

Bonus:

Amount not specified

Conditions of bonus:

Work and Pay Details			
Average hours for last year's students?	35 Hours	Maximum weekly hours allowed:	40 Hours
Minimum average number of hours?	35 Hours	Possibility of getting more than average hours:	Average
Students get the most hours in:	July, August	Students get the least hours in:	May, June
How often are students paid?	Every Two Weeks		
Do you pay overtime?	Yes	If yes, after how many hours per week do you pay overtime?	41 Hours
Does your company only operate weekends before or after specific dates?	No		
If yes, what are the dates?			
Position location:	102 East Bay Street Harbor Springs MI 49740-0576		

Other Job Details	
Minimum english level:	(5) Upper Intermediate
Description of working conditions:	<ul style="list-style-type: none"> <li>•All kitchen staff will perform physical activities that require moving one's whole body, such as lifting, balancing, climbing, and stooping or bending at the knee to clean.</li> <li>•Kitchen staff will be required to walk or stand for long periods of time, push or pull dish trays and other materials (up to 100 lbs), and/or lift up to 40 lbs on a repeated basis.</li> <li>•All kitchen staff will be required to use chemical-based cleaners.</li> <li>•Kitchen staff is required to sometimes work in small spaces such as dishtank and kitchen cook lines.</li> <li>•Employees must be able to work in primarily in an indoor environment (though breaks may be taken outdoors).</li> <li>•Employees may, on occasion, be exposed to outdoor elements such as rain, cold temperatures, or high heat and humidity.</li> <li>•Employees may be moved to other work areas as needed</li> </ul>
Will job duties be different at the beginning of the season?	No
If yes, provide details of specific job duties:	

Uniform and Grooming Requirements			
Are students required to wear a uniform?	Yes	If yes, what is the cost of the uniform?	Not specified
Are uniform laundry services available?	No	If yes, what is the cost of the laundry service?	\$0.00
Do students need to purchase specific clothing or footwear?	Yes		
Details of purchasing required clothing or footwear:	Kitchen employees wear dark shoes, with 'covered toes' - ex: No sandals. Employer will provide uniform at no charge.		
Do you have company grooming requirements?	Yes		
Details of company grooming requirements?	Employees need to appear for work clean and well groomed. We maintain a conservative professional image. No tattoos or facial piercings permitted. Employees must maintain a professional hair color and style, .i.e dying hair bight colors such as pink, blue, green, etc. would not be acceptable. Facial hair must be neatly maintained or staff must be clean shaven. Men's hair can't be longer than collar of shirt or long enough to tuck behind their ears. Employees are required to have a daily bath or shower, use deodorant and cannot wear strong perfumes.		

Other Company Details			
Company hires couples?	Yes	Company hires groups of up to 4?	Yes
Drug test required?	No	Do students complete an additional application upon arrival?	No
Does your company issue completion certificates?	No	If requested, will you evaluate the student's performance?	No
Any additional company details?			

Training Information			
Is job training required?	Yes	Length of training:	One Week
Are students paid during training?	Yes	Hourly pay rate during training:	\$9.25
How many hours per week are students likely to receive during training period?	40		
Any other details?			

Worksite Location			
Worksite location:	102 East Bay Street Harbor Springs MI 49740-0576		
Nearest major city:	Detroit/ Grand Rapids	Worksite setting:	Resort/Ocean/Lake

Worksite Location	
Nearest major airport: Detroit/ Grand Rapids	Distance to nearest major airport: 280 miles
Additional worksite setting details:	

Standard Arrival Information	
Are students required to arrive or depart on specific dates?	Yes
Details of required arrival or departure dates:	
See work dates; we recommend students arrive 48 hours prior to job start date to allow time to apply for social security number, get familiar with the area, and get settled in the house.	
Mode of transportation: Public Transportation	Students must arrive between these hours: 10am-8pm
Cost: \$100.00	
Other details:	
It is our recommendation, and also most affordable, to fly into Chicago-O'Hare (ORD) Airport, and take the transfer to Union Station. From Union Station, take the Indian Trails ( <a href="http://www.indiantrails.com">www.indiantrails.com</a> ) or Greyhound ( <a href="http://www.greyhound.com">www.greyhound.com</a> ) interstate bus to Petoskey, Michigan. Please note this is at least a nine hour ride. The Employer will meet you at the bus station IF PRIOR ARRANGMENTS ARE CONFIRMED WITH EMPLOYER prior to arrival. Contact: Ann Schaefer ( <a href="mailto:anns@staffords.com">anns@staffords.com</a> ). The closest airport is Pellston (PLN) however, if you fly into Pellston, you will either need to take a shuttle service to Petoskey (fee is about \$50), or stay overnight at the Pellston Lodge.	

After Hours Arrival Information	
General information:	*IMPORTANT: Student(s) MUST communicate travel arrangements with Employer at least one week in advance of arrival.* Upon arrival by interstate bus to Charlevoix, Employer will meet student at bus station and check them into house
Name of accommodation:	Accommodation address:
Cost per night: Not Specified	
Best way to travel from airport to overnight accommodation:	Interstate Bus: <a href="http://www.indiantrails.com">www.indiantrails.com</a> OR <a href="http://www.greyhound.com">www.greyhound.com</a>

Social Security	
Are students required to apply for a social security card prior to arriving at worksite?	No
Will the company assist students with their social security application?	No
Assistance detail:	Petoskey, MI
Where is the nearest social security office?	Petoskey, MI
	Distance:
How will students be paid until their social security card arrives?	By check

Housing Details	
Is housing provided?	Yes
If not, will you assist students in finding housing?	N/A
Are there affordable housing options in the area?	N/A
Housing options in the area:	N/A
Local housing resources:	N/A
Housing address:	147 Beaubien Ave Petoskey MI 49770
Is the student required to sign a separate housing contract?	Yes
Type of housing provided:	Other
Number of students to a room:	2
Housing details:	Living arrangements are in a home/community style living, all four students living in one house, two to a bedroom, and shared bathroom. Room assignment is upon arrival. Coin operated laundry, full kitchen, cable television, and wireless internet, are provided at no extra cost. All linens, tableware, flatware, utensils, and basic appliances (i.e. microwave, coffee maker) are included. Employee is eligible for a rent refund of \$25 per week from each rent week paid (up to \$250.00) at the end of the summer, if the student completes their job contract work dates, and separation is favorable. Housing deposit may also be refunded upon completion of contract work dates, satisfactory housing inspection, and favorable separation. Both the rent refund and housing deposit, if returned, will be paid out in the final payroll check.
Do you offer co-ed housing?	No
Cost of housing - per week:	125.00
Includes utilities?	Yes
Are housing costs deducted from paycheck?	Yes
Is a housing deposit required?	Yes
Amount of housing deposit:	\$300.00
Instructions for payment of housing deposit:	Completion of contract dates, satisfactory housing inspection at checkout, and favorable separation.

Housing Details	
Housing deposit due date:	Is deposit refundable? Yes
Conditions of deposit refund:	Deposit is taken from first paycheck, and is returned on final payroll check, upon completion of work dates and favorable separation.
How will deposit be refunded?	Completion of contract dates, satisfactory housing inspection at checkout, and favorable separation.
Are students required to live in provided housing upon arrival?	Yes
During their work stay, can students find alternate housing?	No
If yes, is there a penalty?	Yes

Transportation to/from Worksite	
Method of transportation to worksite:	Shuttle
Distance to worksite: 10 miles	Is worksite within walking distance of housing? No
Cost of public transportation to worksite:	Not specified
Details of public transportation to worksite:	Employer will provide transportation at no cost to the student
Cost of transportation to worksite provided by employer:	Not specified
Details of transportation to worksite arranged by employer:	
Cost of arranging own transportation to worksite:	Not specified
Details of arranging own transportation to worksite:	

Housing Amenities			
Available public transportation:	Interstate Bus		
Access to public transportation?	None		
On Site Housing Amenities			
Laundry:	Yes	Linens:	Yes
Refrigerator:	Yes	Microwave:	Yes
TV:	Yes	Telephone:	Yes
Computer/Internet Access:	Yes	Utensils:	Yes
Individual Beds:	Yes	Private bath:	Yes
		Air conditioning:	No
		Security guard:	No
		Gym:	No
Nearby Amenities			
Supermarket:	Walking Distance	Restaurants:	Walking Distance
Shopping mall:	Requires Transportation	Fitness center:	Requires Transportation
Post office:	Walking Distance	Laundry:	Walking Distance
Bank:	Walking Distance	Internet cafe:	In town/accessible
Movie theater:	Walking Distance	Library:	Walking Distance
Additional amenities:			

Meal Information	
Are meals included in rent cost?	No
If not, meal plan cost per day:	Not Specified
Meals covered:	Not Specified
Is the purchase of a meal plan mandatory?	No

Cultural Opportunities	
Types of cultural opportunities provided	
Organized Holiday Event(s):	No
Organized Trip(s) to Major Attraction(s):	Yes
Organized Potluck(s) or Dinner(s):	No
Organized Trip(s) to Major City:	Yes
Organized Karaoke Night(s):	No
Information about Events:	Yes
Organized Movie Night(s):	No
Information about Local Resources:	Yes
Organized Sporting Event(s):	No
Information about Attractions/Sites:	Yes
Organized Staff Exchange Event(s) - Other:	No
Information about Local Community:	Yes

## Cultural Opportunities

Organized Trip(s) to Nearby Attraction(s):	Yes	Other:	No
If Other, please describe:	N/A		
Additional details about cultural offerings:	Enjoy the crystal clear fresh waters aboard a chartered sailboat or rent a boat, kayaks or paddleboards. Experience recreational opportunities of more than 20 trails and natures preserves. People return to soak in the rich views, breathe the clean air, eat at world-class restaurants and shop in the specialty shops and boutiques of its historic downtown		