



WORK & TRAVEL USA

Cornerstone Bakery - Front of House staff: Cashier, Server, Host

HOST INFORMATION

Company Description:

Cornerstone Bakery Cafe is celebrating 20 years in the business with a reputation for great customer service and good food. We have a tremendous following of both tourists and locals. We are proud to offer a positive work environment. This is a family ran and operated business. You will be working with the owners side by side. Our guests are some of the best! I am sure they will be eager to meet you.

Ruidoso, New Mexico is high in the Rocky Mountains of southeastern New Mexico. Sierra Blanca is 11,981 feet above sea level and home to Ski Apache. We are home to the richest Quarterhorse race in the world; the All American Futurity. Ruidoso's lush mountain setting and easy access to wilderness have inspired unforgettable experiences.

5 Minutes from work and lodging are many activities including; The Spencer Theater for the Performing Arts, live music, Ruidoso restaurants, outdoor recreation ,golf courses, horseback riding, high altitude bicycling, mountain biking, camping , hiking, skiing , golf, tennis, art galleries, museums, shopping, rainbow trout fishing, swimming, paddle-boarding and other water sport activities.

Weather in Ruidoso is cool with the high altitude of the Sierra Blanca Mountains. Even in July, the average maximum temperature is a warm but comfortable 80°F (27°C). Regardless of the season, nights tend to be quite cool.

History & Culture is rich in Ruidoso offering history buffs a region rich in Native American cultures, famous forts, and cowboy folklore.

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

Site of Activity: Cornerstone Bakery

Parent Account Name: Gomez Estates LLC

Host Address: 1712 Sudderth Drive Ruidoso , New Mexico , 88345

Nearest Major City: El Paso , Texas , Over 50 miles away

PLACEMENT INFORMATION

Job Description:

The Front of the House positions includes serving food, bussing tables, greeting and seating guests, and cashier/pastry counter. Our program will be a combination of all the above. A friendly, customer service personality is necessary for these positions. The cashiering and serving jobs require the ability to multi-task, to consolidate movements and have great money management skills. Hosting requires excellent speaking and communication skills, as well as the ability to stay positive and calm when busy.

When cashiering, you will be expected to promptly greet guests at the pastry counter, package pastries, get and slice loaves of bread, and make beverages for servers and customers. You will need to learn how to use the point of sale system to charge guests, take payments and make change. All of these should be done with a smile and a pleasing demeanor.

When serving tables, you will be expected to promptly greet your customers. You will learn to use the point of sale handheld device to accurately take food and drink orders and have excellent menu knowledge in order to answer any guest questions. You will need to move quickly to make and/or get guest drinks to the table. You are responsible for delivering food to tables throughout the restaurant, including those not in your section, as Cornerstone utilizes a teamwork system that requires all servers to take food from the Expeditors. You should check up on your guests, making sure their food order arrived properly and tastes great. As a server, you are in charge of your own money and should be good at handling and counting money. All of these tasks need to be done with a positive attitude and the Cornerstone smile

As a host, you are the first person to be seen by guests. As such, it is necessary for our hosts to have a great smile, welcoming air and a general happy vibe. You will greet guests, manage the waitlist, and follow a server rotation seating process. The hosts get busy and you must be able to quickly and efficiently enter names and phone numbers into the waitlist program and properly quote wait times. Great hosts learn the regular customers' names and look forward to seeing them come in.

Typical Schedule:

Server shifts vary from 6:30am – 4:30am, 7:30am – 4:30am, and 8am – 5pm. -Hours worked per week will average between 35 and 40

Seasonal changes to job duties or available hours: Yes

We often ask our employees to be trained in more than one position, so the job duties will change to fit the position. All front of the house positions are expected to serve, host, bus or cashier.

Drug Test required: No

COMPENSATION

Hourly Wage: \$9

Eligible for Tips: Yes

Server\$3.50/hr. plus tips. Tips range \$100-\$300 per day Host/Cashier\$9/hr tips range Busser\$3.50/hr. plus tips. Tips range \$40-\$80 per day Expediter\$3.50/hr. plus tips. Tips range of \$60-\$100 per day

Estimated weekly wages including tips: \$450

Bonus: No

* 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:

During this peak season our staff have the opportunity to pick up extra shifts from one another when turn over happens, illness, etc.

Average number of hours per week reached by last year's seasonal employees: 35

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

Each staff member gets a meal daily from our provided meal plan for employees. This is only for days that you are scheduled to be at work.

JOB REQUIREMENTS

English Level required:



Upper-Intermediate

Required to be 21+: No

Previous Experience required: Yes

We are looking for some people who have some experience working in hospitality for these positions. A friendly demeanor is a must. Good communication skills will be needed. Front of the house=Happy!

Qualifications & Conditions

Lifting

Lifting requirement: 25lbs/11kgs

Description:

Servers will lift trays filled with plates of food and/or beverages and trays with empty dishes once patrons are done eating, as well as trash, racks of glasses and clean dishes.

Standing for entire shift

Job Training required: Yes

Length of job training:

4 days

Hours per week during training period: 35

Different wage during training period: Yes

Training wage description:

Training wages are \$9.00 per hour no tips. Menus will be sent out in the pre arrival package for preparation of knowledge test. The student will be expected to learn the menu prior to their arrival.

Start on specific day of the week: No

Training requirements:

Anyone over 19 that will be serving alcoholic beverages will need to become Alcohol Server Certified. Cornerstone Bakery Cafe will train new employees by pairing them with a Cashier, Server or Host trainer that will show them all the requirements of the job position. Each day, they will take over more responsibilities of the job position. When the new employee performs to the expectation of said job, they will get placed on the schedule. The participant will be best prepared when they arrive with the menu knowledge test complete and already having their alcohol certification.

Need to wear uniform: Yes

Uniform Policy:

Cornerstone Bakery requires the Front of the House employees to wear a pressed white, long sleeve, button down shirt. Along with an apron. These are provided by Cornerstone for the employees for a \$1.25 fee each day they are scheduled. This fee will be taken out of each FOH employee's paycheck every week. Participant will be required to bring their own black pants, and non-slip shoes. Non-slip shoes can be purchased and deducted from the paychecks.

Cost of uniform: \$30

Uniform laundry: Provided at additional cost

Uniform Laundry Cost (per week): \$1.25

Dress Code: Yes

Description:

Participants are expected to come in well groomed and with good hygiene.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Company Parties, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Holiday Events

Additional Details about Cultural Offerings:

Because Ruidoso is a resort town we have weekly events that are scheduled throughout the year. We have great outdoor concerts, historical reenactments, festivals, arts, outdoor movies, parades, rodeos and theater. During the summer months we often have live music free in our downtown area.

Local Cultural Offering:

These are a few websites to take a closer look at all the local events that take place throughout the year. Many local restaurants and venues have open mic nights, karaoke, dancing and music.

Ruidoso Valley Chamber of Commerce

Discover Ruidoso

Ruidoso Calendar of Events

Cornerstone Bakery Cafe

HOUSING AND TRANSPORTATION

Housing Provided: Conditional. Housing is provided first come, first served.

Employer-owned or employer-arranged housing description:

Lodging opportunities vary a bit from one housing property to another. Options can be had at both locations. The restaurant is less than 5 miles from lodging and as close as 2.6 miles from the housing. Fees range from \$50.00 - \$75.00 per week per bed. Bedroom occupancy from 1 to 4 with shared bathrooms. All homes have more than one area to get ready for the day. Most accommodations include: Full

community kitchen with utensils and cooking equipment, community living/family rooms, equipped lockable bathrooms (commodes, sink/vanity and shower),

Lease Agreement: Yes

Onsite Amenities:

WiFi: No

Description:

Most people use their cell phones for this service.

Phone Service: Yes

Description:

Cellular service is available in our area. Walmart or Verizon are two options to get started.

Kitchen facilities: Yes

Description:

Most of our lodging opportunities have community Kitchens equipped with everything needed to hold and prepare meals. Groceries not included.

Laundry facilities: Yes

Description:

Most of our lodging opportunities have access to full service laundry facilities. Washer/Dryer/Iron/Ironing Board

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 4

Suggested Occupancy Per Room: 1 - 4

Rooming Arrangement Description:

Community Home will be a co-ed living environment. Most of the individual bedrooms will be gender specific.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$75

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: \$200

Description:

Housing deposits will be deducted after the first week's pay. Housing deposits are \$200 per person for the duration.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

A check in and check out sheet will be used to determine the condition of the home when you arrived vs when you departed. Only normal wear/tear will be acceptable. Your deposit is fully refundable with a good check out form. This document is provided in your prearrival package.

Details About Deposit Refund:

Housing deposit will be released to participant within 30 days of their departure or before they leave the U.S.

Transportation to Worksite:

Biking

Estimated commute time: 15 to 30 minutes

Bicycles are provided free of charge: No

Bicycles are not provided: No

Bicycles are available to rent: Yes

Estimated cost: \$175

Total: Yes Per Day: No

Description: Bicycles share the road of other commuters. Views, Wildlife and fresh air on your way to and from work.

Other

Estimated commute time: Under 15 minutes

Estimated cost: \$5

Total: No Per Day: Yes

Description: Lyft is available all through town and we are currently negotiating with bus company to provide daily route service to and from lodging and restaurant. I will update as we close this deal.

ARRIVAL INFORMATION

Arrival Instructions:

Welcome to the Cornerstone Bakery Cafe Team.

Ruidoso, New Mexico is in the Southern part of New Mexico. The closest International Airport is in Roswell, New Mexico (ROW). The airline is American Airlines (American Eagle). This airport is 1 hour and 15 minutes from our location. This is a very small airport and is extremely easy to navigate. No cost transportation from this airport is available. This transportation will need to be set up directly with steven@CornerstoneBakeryCafe.com.

The next two larger airports are in Albuquerque, NM and El Paso, Texas. These airports are usually less expensive to fly to; however, they add additional transportation costs to finish the commute. These airports are much larger international airports with many providers. These two locations are about 3 hours from our location.

The round trip bus fare from Albuquerque, NM is as low as \$125.00 - \$350.00.

The round trip bus fare from El Paso, TX is between \$125.00 - \$350.00.

<https://locations.greyhound.com/bus-routes/destination/albuquerque-nm/ruidoso-nm#fare-search>

The best option would be to fly into Roswell (ROW) for a short trip up to the mountain.

Arrival dates between June 1st and June 15th.

Departure dates between September 14th and September 21st.

Arrival time flexible

The restaurant is about 2.6 miles from the housing. This location is still under negotiation but an alternative is in place for under 4 miles.

Students MUST email their arrival information to Steven Gomez in the Participant Services team at Steven@CornerstoneBakeryCafe.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.

Main Contact: Steven J Gomez

Main Contact#: 1-575-937-8306

E-Mail: steven@CornerstoneBakeryCafe.com

Suggested Arrival Airport:

Roswell NM, ROW, Over 50 miles

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

If arriving after regular hours:**Suggested After-Hours Accommodation:**

Brian Gomez
1712 Sudderth Drive
Ruidoso , New Mexico 88345
www.cornerstonebakerycafe.com
17196591122
\$25 to \$50

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: Yes

The package will be provided 90 days before arrival with preliminary documents. All inquiries or questions should be directed to steven@gomezestates.com.

Social Security Number:

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

Details about how to apply for Social Security Number:

Cornerstone will provide transportation to the Social Security Office for a full day during the first two weeks of arrival. DIRECTIONS: 1 h 18 min (73.0 miles) via Billy the Kid Trail and US-380 E/US-70 E Fastest route, the usual traffic from 1712 Sudderth Dr Ruidoso, NM 88345 Head east on Billy the Kid Trail/Sudderth Dr toward Weldon Ave Pass by KFC (on the right in 1.6 mi) 2.2 mi Continue straight onto US-70 E/Billy the Kid Trail Continue to follow US-70 E 70.3 mi Turn left onto N Lea Ave 0.2 mi Turn right at the 3rd cross street onto W 5th St 0.3 mi Turn left at the 3rd cross street onto N Richardson Ave Destination will be on the left 141 ft Roswell Social Security

Nearest SSA Office: Roswell , New Mexico , Over 50 miles

Other:

Wage Payment Schedule:

Employees receive a paycheck one time weekly.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Non-offensive Tattoos, piercings and manicured facial hair are all permitted. Maintain personal cleanliness by bathing regularly. • Oral hygiene (brushing of teeth) required. • Use deodorant/antiperspirant to minimize body odors. • No heavily scented perfumes, colognes or lotions. These can cause allergic reactions, migraines and respiratory difficulty for other employees and guests. • Clean and trimmed fingernails (¼ inch long or less).

Second Job Availability: Yes, likely

Applicable Company Policies:

A full policies and procedures manual can be found at:

COMMUNITY AMENITIES

Walking Distance from Worksite:

Food Market, Shopping Mall, Bank, Restaurants, Fitness Center, Internet Cafe

Walking Distance from Housing:

Post Office, Bank, Restaurants, Public Library

In Town, Requires Transportation:

Post Office