



## Bishops Store - Kitchen Crew / Cashier

### 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, learning how to work the register, and getting to know the locals, 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 all aspects of the Kitchen. You learn how to open, 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. Some Students also learn how to run the cash register during the slow time. 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 and can be any hours of the day. Business opens at 4am and closes at 10. We do our best to fit students where they belong. Morning people vs Evening warriors.*

**Seasonal changes to job duties or available hours:** Yes

Students will work 32-40 hours. Sometimes overtime is offered and weekends are busiest.

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$15

**Eligible for Tips:** Yes

Students can receive cash tips paid out monthly.

**Estimated weekly wages including tips:** \$550

**Bonus:** No

\* All figures above are pre-tax

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

**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 -hours may be on the lower side. 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:** 37

**Overtime Policy:**

Yes, paid after 40 hours

**Job-Specific Benefits:**

30% off food and gifts purchased in the 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: No*

*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 to wear and require black pants or shorts to the knee.*

*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 and under a provided hat.*

## 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; however if you would like a cell phone US Cellular works in our area and it can get set up in Skowhegan on the way to town.

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.

**Occupancy Requirements for Provided Housing:**

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 1 - 2

Rooming Arrangement Description:

1 room will be a single and there is a possibility of the larger bedroom being shared by members of the same gender.

**Provided Housing Cost:**

Required to Pay for Provided Housing: Yes

Cost per Week: \$120

*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:** No

**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 2 weeks.

Nearest SSA Office: Augusta , Maine , Over 50 miles

**Other:**

Wage Payment Schedule:

Participants will be paid bi-weekly through direct deposit. Students are expected to have their funds directly deposited into a bank account; All participants we have had in the past have opened account with our local bank.

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.

Second Job Availability: Yes, likely

Applicable Company Policies:

If you would like a second job, there are many options such as the grocery store, cleaning motel rooms, or up at the Jackman Trading post as a cashier.

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*