



## Spinney's Restaurant and Lodging - Kitchen Staff / Food Runner

### HOST INFORMATION

**Company Description:**

*Spinneys Restaurant and Lodging is one of Maine's hidden gems located right on beautiful Popham Beach. With its 150 year history of serving summer guests, its a vibrant place to work serving clientele who are truly happy to be there. The restaurant strikes a nice balance of good coastal fare at a decent price. The lodging is comfortable but affordable.*

*Employees will have time to walk the beach, go on local hikes, swim, fish, interact with other international workers on the peninsula, all while learning valuable life skills on the job centered around human interaction, food service, and how to create a great guest experience in the most efficient way possible. An employee car will be provided (5 speed manual skills must be proven) to allow for local travel. Onsite lodging with water views is offered as well. Bring a a good attitude and willingness to work hard and you're guaranteed a rewarding experience.*

**Host Website:** <http://www.spinneysmaine.com>

**Site of Activity:** *Spinney's Restaurant and Lodging*

**Parent Account Name:** *Spinney's Restaurant and Lodging*

**Host Address:** *987 Popham Rd Phippsburg , Maine , 04562*

**Nearest Major City:** *portland , Maine , Less than 50 miles away*

### PLACEMENT INFORMATION

**Job Description:**

KITCHEN STAFF

**ESSENTIAL JOB FUNCTIONS:**

- *Understanding the importance of following recipes and plating food to ensure 100% Guest Satisfaction*
- *Taking pride in his/her appearance*
- *Following all safety and sanitation guidelines at all times*
- *Ensuring the highest quality preparation and presentation of food items*
- *Serving hot food hot and cold food cold every time*
- *Grill, fry, broil, steam, and microwave raw and prepared foods*
- *Measure and assemble ingredients and cooked items according to recipes, build charts and menu specifications*
- *Portioning food by correct weight into individual and bulk packages*
- *Washing and cleaning fruit and vegetables for peeling, dicing, shredding or slicing using kitchen hand-utensils or electric equipment.*
- *Preparing and handling any orders with allergies to current Spinneys Restaurant procedures*
- *Preparing food in a way to avoid waste and spoilage, ensure high quality, and to maintain food safety standards.*
- *Following proper dishwashing and pot washing procedures.*

- Completing specific cleaning responsibilities and station maintenance including but not limited to, the walk-in refrigeration, prep, and dry storage areas.
- Setting up, maintaining and breaking down the kitchen utilizing current Line Check and Kitchen Closing Check sheet
- Stocking or restocking items on the line according to specification.
- Responsible for the set-up, cleaning and stocking of assigned station.
- When required either by unit volume or staffing levels, capable of working a minimum of 4 consecutive hours without a break at a cooking station.

#### FOOD RUNNER

##### ESSENTIAL JOB FUNCTIONS:

- Verify order accuracy and deliver to proper table safe and fast
- Taking pride in his/her appearance
- Repeat contents of order to customers upon delivery and notify wait staff of any issues
- Menu/ feature menu knowledge
- Responsible for attention and prompt response to the guests needs and requests throughout their entire visit.
- Sanitation during service
- Follow all policies for handling a guest with an allergy
- Follow all policies regarding alcohol service
- Alerting MOD with every complaint immediately
- Completing end of shift cleaning including section's tables, chairs, walls and floors.
- Executing end of shift side-work as assigned by the on-site Manager.
- Following all safety procedures
- Knowing when to ask for help
- When required either by unit volume or staffing levels, capable of working a minimum of 4 consecutive hours without a break.

##### **Typical Schedule:**

Wednesday through Monday, 11 am to 9 pm

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

Busy season is from July 4th to Labor Day. September will allow more time off.

##### **Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$15

**Eligible for Tips:** Yes

Kitchen staff are tipped out by customers. Food Runners receive a percentage of all food sales.

**Estimated weekly wages including tips:** \$999

**Bonus:** Yes

All housing costs will be reimbursed upon successful completion of agreed upon employment window, i.e. free housing if you work hard, listen, behave, and stay the entire time.

\* All figures above are pre-tax

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

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

**Estimated maximum number of hours per week:** 65

**Potential fluctuation in hours per week:**

July 4th to labor Day is peak season. September will get quieter.

**Average number of hours per week reached by last year's seasonal employees:** 55

**Overtime Policy:**

Yes, paid after 40 hours

**Job-Specific Benefits:**

Shift meal, store discount. Weekly housing costs will be returned, upon FULL completion agreed upon work dates.

## JOB REQUIREMENTS

**English Level required:**



**Intermediate**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

Lifting

Lifting requirement: 75lbs/34kgs

Description:

Raw materials, pots and pans, etc.

Standing for entire shift

Handling cleaning chemicals

**Job Training required:** Yes

Length of job training:

2 days

Hours per week during training period: 16

Different wage during training period: No

Start on specific day of the week: No

*Training requirements:*

**Need to wear uniform:** No

**Dress Code:** No

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

*Trips to Nearby/Major Attractions, Trips to Major City, Sporting Events, Shopping Trips, Potlucks or Dinners, Movie or Game Nights, Company Parties, boat rides*

**Additional Details about Cultural Offerings:**

*Located in a thriving summer community with a large community of international workers across the peninsula at Sebasco. Up and coming Bath is only 25 minutes away and Portland is only 60 minutes away.*

## 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:**

*Employee housing has the following amenities: Common area: - Refrigerator - Stove - Sink - microwave - table and chairs - utensils - couch - Private bath for employees - water views Address: 987 Popham Rd Phippsburg, ME 04562*

**Lease Agreement:** No

**Onsite Amenities:**

*WiFi: Yes*

*Description:*

*Superfast 800/20 cable internet*

*Phone Service: Yes*

*Description:*

*wifi calling works well*

*Kitchen facilities: Yes*

*Description:*

*employee housing has full kitchen*

*Laundry facilities: Yes*

*Description:*

*laundry located on premise*

**Occupancy Requirements for Provided Housing:**

*Minimum Occupancy Per Room: 2*

*Maximum Occupancy Per Room: 4*

*Suggested Occupancy Per Room: 2 - 4*

*Rooming Arrangement Description:*

*One of the housing rooms is setup with a queen size bed for a traveling couple. The other is a very large dormitory room with 2 bunk bed setups and a couch.*

**Provided Housing Cost:**

*Required to Pay for Provided Housing: Yes*

*Cost per Week: \$100*

*Housing Cost Deducted from Paychecks: Yes*

*Utilities Costs: No*

*Housing Deposit: Yes*

*Cost: \$250*

*Description:*

*Deposit will come from first paycheck.*

*Housing Deposit Refundable: Yes*

*Conditions for Deposit Refund:*

*As they found it. Weekly housing costs will be returned, upon FULL completion agreed upon work dates.*

*Details About Deposit Refund:*

*In cash upon departure*

**Transportation to Worksite:**

*Walking Commute Time*

*Estimated commute time: Under 15 minutes*

*Description: 20 meters from business*

## ARRIVAL INFORMATION

**Arrival Instructions:**

*The closest international is Boston (BOS) which is 2.5 hours away. You can then take Concord Coach to Portland where we will pick you up. They can also fly directly to Portland, but this is usually more expensive, but does directly connect to major American hubs.*

*Links:*

*Boston Logan International:*

*<https://www.massport.com/logan-airport/>*

*Concord Coach:*

*<https://concordcoachlines.com/>*

*Portland Airport:*

*<https://portlandjetport.org/>*

*There are 3 Social Security Offices located within an hour of Spinneys and we will provide a ride to the office.*

**Suggested Arrival Airport:**

*Portland Jetport, PWM, Less than 50 miles*

*Boston Logan International, BOS, Over 50 miles*

**Estimated cost of transportation to worksite from suggested airports:** \$25 to \$50

**If arriving after regular hours:**

**Suggested After-Hours Accommodation:**

*Spinneys*

*987 Popham Rd*

*Phippsburg, Maine 04562*

*2073892052*

*\$0 to \$25*

## TRAINING AND ONBOARDING

**Pre-Arrival Onboarding:** No

**Social Security Number:**

*Require participants to apply for SSN before arrival at worksite: Yes*

*Details about how to apply for Social Security Number:*

*We will provide transportation to Social Security office*

*Nearest SSA Office: Portland, Maine, Less than 50 miles*

**Other:**

*Wage Payment Schedule:*

*Employees will be paid weekly. Direct Deposit encouraged, checks can be provided to start.*

*Meal Plan: Not available*

*Provide Certificates/Performance Evaluations: Yes*

*Hire in Groups: Yes*

*Maximum Group Size:*

*Grooming Requirements:*

*No facial piercings/tattoos permitted. Hair must be reasonably well kept.*

*Second Job Availability: No, unlikely*

*Applicable Company Policies:*

*Working conditions are pleasant and clean. Plenty of air is exchanged through the restaurant.*

*Smoking is only permitted on the corner of the property. No indoor smoking allowed at any time. Cell phones may only be used during breaks.*

## COMMUNITY AMENITIES

***Walking Distance from Worksite:***

*Food Market, Restaurants, Internet Cafe*

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

*Shopping Mall, Post Office, Bank, Public Library*