



WORK & TRAVEL USA

Subway at 11001 Manklin Creek Road - Sandwich Artist

HOST INFORMATION

Company Description:

Berlin, MD, is a hidden gem for the younger crowd - cool vibes, historic charm, and just the right amount of small-town fun! Just a hop, skip, and a jump away from the sandy shores.

Join the amazing Subway Team! Subway started small in the USA before becoming the largest string of sandwich shops in the world. Today, the SUBWAY® brand is the world's largest submarine sandwich chain with more than 40,000 locations around the world. We've become the leading choice for people seeking quick, nutritious meal options that the whole family can enjoy.

Free meals while working, great opportunities for tips.

Host Website: <https://www.subway.com/en-us>

Site of Activity: Subway at 11001 Manklin Creek Road

Parent Account Name: Subway Ocean City, MD

Host Address: 11001 Manklin Creek Road Unit 2 Berlin , Maryland , 21811

Nearest Major City: Washington , District Of Columbia , Over 50 miles away

PLACEMENT INFORMATION

Job Description:

Sandwich Artist

Servicing sandwiches and smiles...we're not just in your neighborhood. We're part of it. You are the face of a global brand. Your smile and warm, friendly greeting start every guest's experience. This winning attitude and the ability to make delicious sandwiches quickly and efficiently, will make you a key member of the team. You are the reason why customers keep coming back.

As a Sandwich Artist® you will greet and serve guests, prepare food, maintain food safety and sanitation standards, and handle or process light paperwork. Exceptional customer service is a major component of this position.

Position summary:

The Sandwich Artist® greets and serves guests, prepares food, maintains food safety and sanitation standards, and handles or processes light paperwork. Exceptional customer service is a major component of this position.

Checks products in sandwich unit area and restocks items to ensure a sufficient supply throughout the shift.

Ability to understand and implement written and verbal instruction.

Performs Cash-In Procedure- accounting for all forms of money, bread, etc., during the shift.

Flexibility with schedule required. Friends may not be able to work the same shifts or have the same days off. Subway should always be your first priority, as it is your primary position. Second jobs need to work around your current schedule with us. Must be willing to work with many different cultures and races.

Ability to understand and implement written and verbal instruction.

Completes University of Subway@courses as directed

Typical Schedule:

Open Monday-Sunday 8:30am-12:00am (2:30am in the peak of the summer months). You will be getting different shifts throughout summer. Please expect fluctuating schedule that may vary from week to week.

Drug Test required: No

COMPENSATION

Hourly Wage: \$15

Eligible for Tips: Yes

Tips are split between staff, generally add up to making \$20-\$22 an hour.

Estimated weekly wages including tips: \$700

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: 35

Potential fluctuation in hours per week:

Hours will be lowest In May, June and the end of September and the most in July, August and the beginning of September.

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

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

Free meals when working, great opportunities for tips!

JOB REQUIREMENTS

English Level required:



Advanced

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 50lbs/22kgs

Description:

Physical: Must be able to work any area of the restaurant when needed and to operate a computerized Point of Sale system/cash register. Position requires bending, standing, and walking the entire workday. Must have the ability to lift 10 pounds frequently and up to 30 pounds occasionally.

Standing for entire shift

Handling cleaning chemicals

Other qualifications or conditions

Description:

Exhibits a cheerful and helpful manner while greeting guests and preparing their orders. Demonstrates a complete understanding of menu items and explains them to guests accurately. Uses Point of Sale system/cash register to record the order and compute the amount of the bill. Collects payment from guests and makes change. Prepares food neatly, according to formula, and in a timely manner. Understands and adheres to proper food handling, safety and sanitation standards during food preparation, service and clean up. Cleans and maintains all areas of the restaurant to promote a clean image. Understands and adheres to the 3-step method for cleaning. Understands and adheres to all quality standards, formulas and procedures as outlined in the Subway® Operations Manual. Maintains a professional appearance and grooming standards as outlined in the Subway® Operations Manual. Performs light paperwork duties as assigned.

Job Training required: Yes

Length of job training:

On going

Hours per week during training period: 32

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Need to wear uniform: Yes

Uniform Policy:

Uniform cost will be deducted from your paycheck

Cost of uniform: \$30

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

Participants will need to purchase black and/or khaki colored pants and slip & oil-resistant shoes. Shoes are to be safe, in good repair, shined and properly maintained. Subway will issue you a uniform or shirt and you must wear it when you report for work. You are expected to keep it neat and clean at all times and must be returned when you leave your position. You will also be issued a name tag as part of your uniform. Your name tag must be worn at all times.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

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

Additional Details about Cultural Offerings:

E Point has organized trips to numerous locations such as Washington, DC & New York City, sporting events & concerts. Website www.ocstudentcenter.com. Plus ISOP j1rehoboth.com offer fun events, help, listings of free meals.

HOUSING AND TRANSPORTATION

Housing Provided: No

Community Housing Options:

Available: Yes

Description:

Please reach out to your employer for assistance, they will provide housing leads.

Minimum Average Cost Per Week: \$175

Maximum Average Cost Per Week: \$300

Transportation for Community Housing Description:

Biking or walking mostly. Local buses are available as well.

ARRIVAL INFORMATION

Arrival Instructions:

New York JFK and Washington Dulles airports are the most common airports that most of the students use.

Transportation to Ocean City from airport:

Students are responsible for their own transportation from the airport to Ocean City.

*Please plan to arrive at your previously secured housing and **not to the store. Employer DOES NOT provide transportation to Ocean City.** Participants can utilize a local shuttle service through Student Centers: E-Point Student Center <https://ocstudentcenter.com/>, Let's Go Student Center <https://letsgooc.net/>*

Students are required to provide arrival date and time in Ocean City at the housing facility **two weeks prior to arrival date.**

This information is to be sent to Morad Ramadan at moradr83@aol.com

Greyhound Bus: **You will need to purchase a ticket in advance and check bus schedules prior to departure.** For details go to <http://www.greyhound.com>

We are also here to help you if you would have any difficulties to contact with them, but you must make airport transportation arrangements **BEFORE** arriving in the US.

Suggested Arrival Airport:

John F Kennedy International Airport, JFK, Over 50 miles

Estimated cost of transportation to worksite from suggested airports: \$75 to \$100

If arriving after regular hours:

Suggested After-Hours Accommodation:

Hotel Ninety Five - JFK Airport
145-07 95th Avenue
Jamaica , New York 11435
<https://hotelninetyfive.com/>
718-291-4000
\$100 to \$150

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 give you directions to the Salisbury Social Security Administration location and direct you toward websites and organizations that offer shuttles there for discounted pricing such as E Point www.ocstudentcenter.com. Upon receipt of your Social Security Number, you are to supply this to your store leader as soon as possible.

Nearest SSA Office: Salisbury, Maryland, Less than 25 miles

Other:

Wage Payment Schedule:

You will be paid weekly. Please note that the first check can take up to 3 weeks in order to get student situated in payroll. Please plan accordingly.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: No

Hire in Groups: No

Grooming Requirements:

Hair should be clean, combed, & neatly trimmed/arranged. Unkept hair is not allowed. Hair should be of a natural color. Sideburns, mustaches, & beards must be neatly trimmed & may not be grown at work. Uniforms must be clean & odor free at all times. Nose/face/tongue studs are not allowed. Male associates who come or may come in contact with the public may not wear earrings. Fingernails should be clean and trimmed. Nail polish must either be clear or of neutral shades

Second Job Availability: Yes, likely

Applicable Company Policies:

Flexibility with schedule required. *Friends may not be able to work the same shifts or have the same days off. Subway should always be your first priority, as it is your primary position. Second jobs need to work around your current schedule with us. Must be willing to work with many different cultures and races.*