



WORK & TRAVEL USA

Sunset Grille at 12933 Sunset Avenue - Back of House - Prep Cook/Line Cook Assistant

HOST INFORMATION

Company Description:

Sunset Grille and Teasers Dockside Bar is located waterfront in West Ocean City, Maryland at the Sunset Marina. Open 7 days a week serving lunch and dinner. The restaurant features beautiful views of the bay as you dine on fresh fish and seafood.

Sunset Grille provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression

Sunset Grille offers Waitstaff / Runner/ Expo and Host positions for J1 students in the summer of 2020.

Host Website: <https://ocsunsetgrille.com/>

Site of Activity: Sunset Grille at 12933 Sunset Avenue

Parent Account Name: Sunset Grille

Host Address: 12933 Sunset Avenue Ocean City , Maryland , 21842

Nearest Major City: ocean city , Maryland , Less than 10 miles away

PLACEMENT INFORMATION

Job Description:

Back of House - Prep Cook/Line Cook Assistant

Prep Cook:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential duties:

- * Clean up/break down of prep area continuously hourly
- * Cook food for customer orders which may include desserts and eggrolls continuously daily
- * Food prep tasks as assigned continuously hourly
- * Date dotting all recipes using stickers continuously daily
- * Checking the prep sheet continuously daily
- * Putting away all received items continuously daily

Other Responsibilities:

- * Function as dishwasher as needed occasional

Line Cook:

To perform this job successfully, an individual must be able to perform each essential duty

satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential duties:

- * Organize and set up kitchen line to include cleaning, continuously daily putting away inventory, prepping cook line, prepping food items to spec or recipe compliance by using large or small kitchen utensils in preparation for food service
- * Cook food for customer orders which may include grilling, continuously daily frying, cutting/chopping, and pizza making/baking, sauté, etc.
- * Clean up/break down of kitchen cook line to include 1-2 hours daily cleaning grill top, fryers and ovens, wiping countertops, sweeping and mopping
- * Food prep tasks as assigned continuously daily
- * Function as a Prep Cook as needed 2-4 hours daily

Other Responsibilities:

- * Bending to retrieve dropped items or inspect equipment 15 min daily
- * Function as dishwasher as needed occasional

Drug Test required: No

COMPENSATION

Hourly Wage: \$11

Eligible for Tips: No

Estimated weekly wages including tips: \$352

Bonus: No

* All figures above are pre-tax

Estimated average number of hours per week: 32

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 40

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:

Participants will get a 20% meal discount

JOB REQUIREMENTS

English Level required:



Upper-Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 75lbs/34kgs

Description:

* Lift and carry dry food ingredients, frozen food inventory, trash, plates of food items, small utensils, pot and pans * Lift and carry plates, plates of food items, small kitchen utensils, pots and pans **Frequent, 3-6 hours of workday*** * Lift and carry bags of onions, boxes of sweet potatoes, and various food inventory, vats of pizza dough to include mixing bowl, larger kitchen pots/pans, large and small kitchen utensils (knives, tongs, etc.) **Occasionally 1-3 hours of workday**

Standing for entire shift

Handling cleaning chemicals

Other qualifications or conditions

Description:

Continually avoids waste and respects company property Friendly and professional interactions with all other employees Excellent communication skills with the ability to interact positively and effectively with various types of people. Detail-oriented and able to prioritize tasks and time to ensure completion of all daily projects. Must be able to read, write and verbally communicate using the English Language. Must be able to communicate information and respond to questions (verbally and in written form) Push/Pull wheeled cooling cart and rolling racks, carts, brooms, mops and opening freezer or walk-in door Forward bending and/or kneeling and/or squatting Climbing stairs, ladders or step stools (if applicable) Simple and firm grasping Fine manipulation and pinching

Job Training required: Yes

Length of job training:

One week

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:

Busser's will be responsible to bring a black colored shirt. Prep Cook positions will need to bring sweatshirts and pants to keep warm in a 40 degree room and know that will get dirty. All shifts including set-up shifts, must wear approved non-slip (water and oil resistant) work

shoes such as Tred-Safe (available at Walmart or Shoes for Crews brand shoes available at www.shoesforcrews.com).

Cost of uniform: \$0

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

Busser's will be responsible to bring a black colored shirt. Prep Cook positions will need to bring sweatshirts and pants to keep warm in a 40 degree room and know that will get dirty. All shifts including set-up shifts, must wear approved non-slip (water and oil resistant) work shoes such as Tred-Safe (available at Walmart or Shoes for Crews brand shoes available at www.shoesforcrews.com).

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Potlucks or Dinners, Trips to Major City, Company Parties

Additional Details about Cultural Offerings:

Chamber of Commerce is heavily involved organizing activities, please visit <http://oceancity.org> also E-Point has numerous trips, housing and shuttles from the airports, please visit <http://www.ocstudentcenter.com>. Numerous church groups offer free meals for international students

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:

12718 Old Bridge Road 10216 Golf Course Road 12924 Swordfish Drive Please contact your housing coordinator as soon as you are hired:
Raluca Chelaru chelaruraluca88@gmail.com

Lease Agreement: Yes

Onsite Amenities:

WiFi: Yes

Description:

Free WiFi access.

Phone Service: No

Description:

The students will have free access to WiFi. We will also provide them with instructions regarding reliable cell service options.

Kitchen facilities: Yes

Description:

Each unit will have a fully equipped kitchen.

Laundry facilities: Yes

Description:

Accessible laundry on the premises.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 6

Suggested Occupancy Per Room: 2 - 6

Rooming Arrangement Description:

Please contact your housing coordinator as soon as you are hired: Raluca Chelaru chelaruraluca88@gmail.com. We will offer co-ed housing but will not offer co-ed bedrooms.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$118

Housing Cost Deducted from Paychecks: No

Description:

We will request that the participant open a local checking account and weekly rent will be transferred to landlord's account.

Utilities Costs: No

Housing Deposit: Yes

Cost: \$200

Description:

The payment of the security deposit will be made in advance, upon completing the housing reservation.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

The housing deposit is refundable, if the apartment is returned in the original conditions (clean without any damages). However, a 35\$ cleaning fee will be deducted at the end of the season, for the detailed cleaning of the house. An additional 15\$ fee will be deducted, if the unit has carpet.

Details About Deposit Refund:

For the deposit returns, the unit will be inspected once, after all the students leave. After the inspection, the deposits will be refunded individually, into the students bank or PayPal Accounts.

Transportation to Worksite:

Walking Commute Time

Estimated commute time: 15 to 30 minutes

Description: The options we offer for housing are conveniently located for the students working at Sunset Grille. The nearby area is safe both for walking or biking to work.

Biking

Estimated commute time: Under 15 minutes

Bicycles are provided free of charge: No

Bicycles are not provided: Yes

Bicycles are available to rent: No

Estimated cost: \$

Description: The roads to work are not major roads but they also do not have bike lanes.

ARRIVAL INFORMATION

Arrival Instructions:

We recommend that students fly into New York or Washington DC airports, and take a shuttle bus to Ocean City. The cost of a one-way bus or train ticket to Ocean City is somewhere between 70\$-80\$ per person, depending on your arrival airport. Epoint student center (<https://ocstudentcenter.com/airport-pick/>) provide a reliable pickup service from these locations. Students must make an advanced reservation to arrange their pickup. Details about a scheduled pickup will be communicated to the student prior to their departure.

Suggested Arrival Airport:

John F Kennedy, JFK, Over 50 miles

Washington Dulles, IAD, 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: Yes

Please make sure you check in with your sponsor (SEVIS REGISTRATION) as soon as you arrive in Ocean City. This way you will be able to apply for your Social Security Number in the shortest time. Sunset Grille does not permit students to start working until they have proof from the Social Security Administration Office, that the student applied for their SSN. After your arrival, make sure you visit EPOINT to sign up for transportation to the SSN office (VERY IMPORTANT) . You will be able to gather all necessary information from EPOINT student center. They are located at 1513 Philadelphia Ave, Ocean City, MD 21811; Also, Sunset Grille provides 3 t-shirts for work uniforms (per person), upon your approval for the job, please provide us with your T-shirt size.

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 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 employer immediately.

Nearest SSA Office: Salisbury , Maryland , Less than 50 miles

Other:

Wage Payment Schedule:

You will be paid every two weeks. 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: Yes

Maximum Group Size:

Grooming Requirements:

Hair should be clean, combed, & neatly trimmed/arranged. Hair should be of a natural color. Sideburns, mustaches, & beards must be neatly trimmed. 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. Cell phone use during a working shift is not permitted.

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. Second jobs are permitted only if students maintain their schedule requirements. Must be willing to work with many different cultures and races.

Smoking allowed in designated areas and while on break ONLY.

All Employees serve as a representative of our company and must display courtesy, respect, tact and discretion in all interactions with other associates, owners, managers, guests, and members of the local community.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Food Market, Shopping Mall, Post Office, Bank, Restaurants, Fitness Center

Walking Distance from Housing:

Food Market, Shopping Mall, Post Office, Bank, Restaurants, Fitness Center

In Town, Requires Transportation:

Bank, Internet Cafe, Public Library