



Sunset Grille at 12933 Sunset Avenue - Front of House - Busser

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:

A busser is someone who is attentive to customers and coworkers so that the guests dining in the restaurant have the best service possible. Cleaning tables, booths, and chairs, quickly removing dirty dishes, and serving drinks are all part of a busser's day. The busser will help the wait staff and bartenders by setting tables, filling beverage glasses, and providing silverware. They will occasionally serve food and beverages to patrons at tables. The ideal busser candidate will be professional, friendly, and will strive to meet the highest standards of quality customer service.

Busser Job Duties:

- Preparing for guests by cleaning and setting tables
- Setting up any seasonal decorations, candles, or table cloths
- Greeting patrons, and if needed, escorting guests to tables
- Assisting guests by providing menus; keeping menus clean and presentable
- Serving water to guests and refilling beverage glasses as needed
- Placing and replacing silverware as needed
- Delivering beverages from the bartender
- Stocking wait staff serving stations with napkins, utensils, trays, condiments, and salt and pepper containers
- Removing guests' dirty dishes and utensils
- Delivering used dishes and utensils to the kitchen for cleaning
- Assisting dishwashers to scrape, stack, or load dishes into dishwasher as needed
- Vacuuming, sweeping, or mopping dining room

- Removing trash and recycling; replacing trash bags
- Cleaning up guest spills as needed
- Directing guests to restrooms or exits as needed
- Clearing table as guests complete their meals and preparing tables for next guests
- Following and maintaining all sanitation and safety procedures
- Performing closing activities such as cleaning chairs and tables, stacking chairs, preparing stations for morning shift
- Additional duties may include assisting kitchen staff with preparing ingredients and cleaning kitchen surfaces

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: 50

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

Participants will get a 20% meal discount

JOB REQUIREMENTS

English Level required:



Advanced

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 50lbs/22kgs

Description:

Physically able to wipe down table tops, chairs, and booths; able to pick up debris from floor; able to carry 25 or more pounds; able to push vacuum or mop

Standing for entire shift

Handling cleaning chemicals

Other qualifications or conditions

Description:

Qualifications • Able to move and clean quickly in a fast-paced environment • Friendly “people-person”; polite and courteous to all patrons • Works well as part of a team and on individual tasks • Excellent at verbal communication • Works well and efficiently under pressure • Willing to work nights and weekends • Eager to learn and grow with restaurant * Lift and carry dry food ingredients, frozen food inventory, trash, plates of food items, small utensils, pot and pans **Minimally less than 1 hour a day** * Lift and carry plates, plates of food items, small kitchen utensils, pots and pans **Frequent, 3-6 hours of workday*** * Standing for all required work tasks **constantly, 6+ hours of workday** * Forward bending and/or kneeling and/or squatting **constantly, 6+ hours of workday** * Climbing stairs, ladders or step stools(if applicable) **Constantly, 6+ hours of workday** * Simple and firm grasping **Constantly, 6+ hours of workday** * 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

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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