



## Byers & Sons Long Island Bakehouse - Restaurant Crew

### HOST INFORMATION

**Company Description:**

*Byers & Sons Long Island Bakehouse is located on Long Island, Maine. It is accessible only by boat. Casco Bay Lines Ferries run many times per day to and from Portland, Maine. Long Island is home to beautiful beaches and an active commercial fishing/lobstering industry. The year-round community on Long Island is friendly & interested in its visitors. The Bakehouse sits waterfront overlooking Casco Bay. Beautiful sunsets & ocean views are available from the deck & inside store windows. The island is very busy with tourists, day trippers, and local sailing camp kids frequenting the store.*

*The Bakehouse is a family owned & operated small business, part take-out restaurant, part general store. We value quality food, hard work & fun. It offers ice cream, fresh baked goods from scratch, pizzas & sandwiches, beer & wine, lobster, take-home meals, and the island's only gas station. There is a fast-paced, fun work environment. An employee must cook food to order fast, do kitchen prep-work, keep a tidy work environment, scoop ice cream & serve beer and more.*

*Open 11a - 8p, 7 days a week, the Bakehouse is always active. Shifts allow for plenty of time to explore the island beaches, take long scenic bicycle rides, explore neighboring islands, and head off-island into Portland to explore the Old Port. Portland waterfront offers museums, bars & restaurants, shopping, tours & chartered cruises, all within walking distance from the ferry terminal.*

**Host Website:** <http://lobakehouse.com>

**Site of Activity:** Byers & Sons Long Island Bakehouse

**Parent Account Name:** Byers & Sons Long Island Bakehouse

**Host Address:** 262 Island Avenue Long Island, Maine, 04050

**Nearest Major City:** Portland, Maine, Less than 10 miles away

### PLACEMENT INFORMATION

**Job Description:**

*Line cook candidates will ideally possess excellent communication and multi-tasking skills. Great attention to detail and 'team' mentality is a requirement. Available positions include*

- Sandwiches: baking bread, using deli slicer, streamlining sandwich production*
- Fryer/Grill: identifying cook temperatures, making multiple orders at once*
- Pizza: Hand toss & stretch pizzas.*

*Specific skills sets are needed for each station, but cooks must be able to move between stations for efficient delivery of our fresh quality food.*

*Responsibilities include:*

- Set up and stocking stations with all necessary supplies*
- Prepare food for service (e.g. chopping vegetables, using deli slicer, or preparing sauces)*

- Cook menu items in cooperation with the rest of the kitchen staff
- Answer, report and follow kitchen managers instructions
- Clean up station and take care of leftover food
- Stock inventory appropriately
- Carry & lift kitchen inventory up & down stairs – some bending through doorways required
- Ensure that food comes out simultaneously, in high quality and in a timely fashion
- Comply with sanitation regulations and safety standards
- Maintain a positive and professional approach with coworkers and customers
- Accuracy and speed in executing assigned tasks

Team members must perform and prioritize all tasks with a sense of urgency and execute them in an efficient manner while maintaining a professional and calm demeanor. Flexibility in assisting with extra shifts, tasks, and duties when necessary for the efficient operation of the restaurant is important.

**Typical Schedule:**

Open 11a - 8p, 7 days/ wk. 5 hr. Flexible scheduling. Our goal is to have content workers who are happy to be contributing to a fun energetic work environment. Time off is given with advanced notice.

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

Job duties will not change. May & September/October are weekends only.

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$12

**Eligible for Tips:** Yes

Tips average \$8- \$15 per hour in addition to hourly pay.

**Estimated weekly wages including tips:** \$950

**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:** 60

**Potential fluctuation in hours per week:**

Employees may work as much as desired, with overtime.

**Average number of hours per week reached by last year's seasonal employees:** 40

**Overtime Policy:**

Yes, paid after 40 hours

**Job-Specific Benefits:**

Overtime Pay 50% food discount while on shift. flexible time off

## JOB REQUIREMENTS

**English Level required:**



**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

Lifting

Lifting requirement: 25lbs/11kgs

Description:

lifting inventory - cases of canned goods, frozen boxes

Standing for entire shift

Handling cleaning chemicals

Other qualifications or conditions

Description:

Storage area is low clearance - must be able to duck head when walking through doors to collect inventory in basement

**Need to wear uniform:** Yes

Uniform Policy:

Issued t-shirt, closed toe/non slip-shoes, hair tied back & covered

Cost of uniform: \$0

Uniform laundry: Participant responsibility

**Dress Code:** Yes

Description:

issued t-shirt, closed toe/non slip-shoes, hair tied back & covered. No sleeveless shirts

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

*Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Trips to Nearby/Major Attractions, Trips to Major City, Sporting Events, Potlucks or Dinners, Movie or Game Nights, Karaoke Nights or Talent Shows*

**Additional Details about Cultural Offerings:**

*Long Island hosts pot-luck dinners in the community center. A library offers movies throughout the summer. A Historical Society, a community garden, a recreation department, a pottery art studio, a Catholic church & a Methodist church all offer volunteering & classes*

**Local Cultural Offering:**

*Long Island holds a Forth of July celebration, parade & road race. A Wharf Street Festival selling goods, food & hosting a regionally renown music band. The annual Long Island Lobster boat Races can be viewed from the front of the island.*

## HOUSING AND TRANSPORTATION

**Housing Provided:** *Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. May find own (can choose alternative).*

**Employer-owned or employer-arranged housing description:**

*A small 3 bedroom/ 1 bathroom house with a large yard, centrally located on island is available. It comes furnished, linens & bedding provided, with a full kitchen & washer/dryer. WiFi & Electricity included. Tenants are required to pay \$100 for cleaning 113 Leavitt St. Long Island, ME 04050*

**Lease Agreement:** *Yes*

**Onsite Amenities:**

*WiFi: Yes*

*Description:*

*Included*

*Phone Service: Yes*

*Description:*

*Landline phone & services included in with rent. cell reception available on island.*

*Kitchen facilities: Yes*

*Description:*

*Full kitchen with microwave, refrigerator, electric range, dishes, cooking equipment.*

*Laundry facilities: Yes*

*Description:*

*washer & dryer in bathroom*

**Occupancy Requirements for Provided Housing:**

*Minimum Occupancy Per Room: 2*

*Maximum Occupancy Per Room: 4*

*Suggested Occupancy Per Room: 2 - 4*

*Rooming Arrangement Description:*

*Room share requests encouraged. Floors potentially will be co-ed. Rooms will not be co-ed unless requested by couple. Bedroom 1: Queen bed, dressers, closet, fan, lights Bedroom 2: (2) sets of bunks consisting of 4 twin beds, shelving, dresser, closet with hangers, fan, lights Bedroom 3: Detached from house, queen bed, love seat, shelving, dresser, fan, lights*

**Provided Housing Cost:**

*Required to Pay for Provided Housing: Yes*

*Cost per Week: \$125*

*Housing Cost Deducted from Paychecks: No*

*Description:*

*cash, check, or deducted from paycheck*

*Utilities Costs: No*

*Housing Deposit: Yes*

*Cost: \$250*

*Description:*

*cash/check*

*Housing Deposit Refundable: Yes*

*Conditions for Deposit Refund:*

*The house/ room & all furnishings must be left in the same condition as found. There must be great attention paid to the well, as it will run dry with over-use. Also, the septic system is delicate, and all conditions of use described in lease must be followed, or the security fee will be forfeited.*

*Details About Deposit Refund:*

*Check/cash upon departure.*

**Transportation to Worksite:**

*Walking Commute Time*

*Estimated commute time:*

*Description: 1.3 mile walk. Dirt & paved roads with little automobile traffic.*

*Biking*

*Estimated commute time:*

*Bicycles are provided free of charge: Yes*

*Bicycles are not provided: No*

*Bicycles are available to rent: No*

*Estimated cost: \$*

*Description: 1.3 mile walk. Dirt & paved roads with little automobile traffic.*

## ARRIVAL INFORMATION

**Arrival Instructions:**

*There are two options for your travel to Portland Maine.*

*1) Boston Logan International Airport (BOS). Flying into Boston offers more flight options and is typically more affordable for students. We recommend that students fly into Boston Logan International Airport (BOS) and take a bus or train to Portland, Maine (approximate travel time 2-2.5 hours). The cost of a one-way bus or train ticket to Portland will be about \$30.00. The Concord Coach Bus*

(<https://concordcoachlines.com/>) and the Amtrak Train Downeaster (<http://amtrakdowneaster.com>) both arrive at the Portland Transportation Center.

2) Portland International Airport (PWM). Flying directly into Portland.

Once in Portland, students will need to take a taxi (approximately \$25) to Casco Bay Lines Ferry Terminal at 56 Commercial St. (<https://www.cascobaylines.com>). Please plan accordingly for which ferry you will take to Long Island (approximately \$10). Ferry service runs from 6a - 9:30p daily. Once on island, a Bakehouse employee will drive you from the ferry to the house.

Students MUST email their arrival information to both John Smith in the Participant Services team ([jsmith@ciee.org](mailto:jsmith@ciee.org)), and the business owner Catlin Byers ([byers@lobakehouse.com](mailto:byers@lobakehouse.com)) at least 2 WEEKS prior to arrival to the United States. Details about a scheduled pickup will be communicated to the student prior to their departure. CIEE Prefers that students arrive on Mondays or Wednesdays.

**Suggested Arrival Airport:**

Portland International Jetport, PWM,

Boston Logan International Airport, BOS,

**Estimated cost of transportation to worksite from suggested airports:**

**If arriving after regular hours:**

**Suggested After-Hours Accommodation:**

Hilton Garden Inn Portland Airport

145 Jetport Blvd.

Portland , 04102

[https://www.hilton.com/en/hotels/pwmpagi-hilton-garden-inn-portland-airport/?SEO\\_id=GMB-GI-](https://www.hilton.com/en/hotels/pwmpagi-hilton-garden-inn-portland-airport/?SEO_id=GMB-GI-PWMPAGI&y_source=1_MTU3NzA1MS03MTUtbG9jYXRpb24uZ29vZ2xlX3dlYnNpdGVfb3ZlcnJpZGU%3D)

[PWMPAGI&y\\_source=1\\_MTU3NzA1MS03MTUtbG9jYXRpb24uZ29vZ2xlX3dlYnNpdGVfb3ZlcnJpZGU%3D](https://www.hilton.com/en/hotels/pwmpagi-hilton-garden-inn-portland-airport/?SEO_id=GMB-GI-PWMPAGI&y_source=1_MTU3NzA1MS03MTUtbG9jYXRpb24uZ29vZ2xlX3dlYnNpdGVfb3ZlcnJpZGU%3D)

(207) 828-1117

## 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:

1355 Congress St fl 2, Portland, ME 04102

Nearest SSA Office: Portland , ,

**Other:**

Wage Payment Schedule:

Pay is distributed every 2 weeks, either by paper check or direct deposit set up by student. Tips are paid daily.

Meal Plan: Not available

*Provide Certificates/Performance Evaluations: Yes*

*Hire in Groups: Yes*

*Maximum Group Size:*

*Grooming Requirements:*

*Maintain personal cleanliness by bathing regularly. • Oral hygiene (brushing of teeth) required. • Use deodorant/antiperspirant to minimize body odors. • No heavily scented perfumes, colognes and lotions. These can cause allergic reactions, migraines and respiratory difficulty for other employees and guests. • Clean and trimmed fingernails (¼ inch long or less).*

*Second Job Availability: Yes, likely*

*Applicable Company Policies:*

*General job conditions include, but are not limited to:*

## COMMUNITY AMENITIES

***Walking Distance from Worksite:***

*Food Market, Post Office, Restaurants, Public Library*

***Walking Distance from Housing:***

*Food Market, Post Office, Restaurants, Public Library*

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

*Food Market, Shopping Mall, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library*