



The Farmhouse Cafe - Cook

HOST INFORMATION

Company Description:

Perks:

- *Low-cost housing is provided!*
- *Shift meal discount provided!*
- *25% discount while off-duty*
- *Spend time in National Parks*

The Farmhouse Café is a quaint family-owned café, that emphasizes the power of spending time together around the table and sharing a meal. We are open seven days a week, offering breakfast, lunch, and dinner. While offering traditional American cuisine, we also have many unique items on our menu. Being in a tourism-driven town with plenty of visitors each day, our work environment is fast-paced, and the team knows that by working together we will achieve the best outcome. Each person's job is important for making a successful operation. We are looking for individuals who would love to be a part of our team.

Medora has plenty to offer such as a nightly outdoor musical, Theodore Roosevelt National Park just steps away, hiking, golfing, and biking. We will attend the musical together and also a unique pitchfork fondue.

In past years, we have traveled to Yellowstone National Park and Mount Rushmore. Each year we choose a destination.

Host Website: <http://www.medorandchamber.com>

Site of Activity: *The Farmhouse Cafe*

Parent Account Name: *Hatlee and Brae*

Host Address: *314 Pacific Avenue Medora , North Dakota , 58645*

Nearest Major City: *Dickinson , North Dakota , Less than 50 miles away*

PLACEMENT INFORMATION

Job Description:

In this Back of House role you may be asked to assist in any of the roles: We cross train everyone working in the restaurant. Team Work! Cleaning is included in all positions.

Cook - You will be responsible for 1 of the 2 cook positions cooking all food as taught and assuring plate appeal is adequate. Cook 1 is responsible for the grill items and Cook 2 is responsible for the deep fryer/salads/wraps/breakfast items. Responsible for keeping all items prepped, stocked and area clean in your station and entire kitchen- may be other duties as needed.

Always looking ahead to see what needs to be done and made without being asked.

Dishwasher - This includes keeping dishes washed/put away/ bus tables. Properly clean and sanitize all equipment in dishwashing station at end of day. May be asked to help in kitchen with various prep or cleaning.

Once adequately trained, all positions will be expected to look to see what needs to be done and prepared. The goal is to not have to stand over anyone telling them what to do. Come to work and do what needs to be done. There is always something to do.

Dishwasher/Busser

Ensuring the food preparation areas are kept clean and hygienic. Washing utensils and dishes and making sure they are stored appropriately. Loading, running and unloading the dishwasher.

Busser

Clear away dirty plates, glassware, flatware and clean and sanitize tables after diners have finished. Maintain a neat and clean dining area including floor clear of mess. Roll silverware, set up food stations and prep for the next shift. Replenish condiments and napkins.

As a cook your key responsibilities will be: setting up and stocking stations with all necessary supplies and maintaining cleanliness throughout entire shift. Preparing food for service (e.g. chopping vegetables, prepping meats, or preparing sauces). Cooking menu items in cooperation with the rest of the kitchen staff.

You will be cross trained in all positions and your responsibilities may include any of the above. You will also be required to help maintain the cleanliness of the restaurant.

Host/Hostess

Manage wait list, greet and seat customers, help bus and sanitize tables. Possible other duties as assigned. This is a new position this season.

Typical Schedule:

We are open from 7am-7pm Shifts could change periodically, but normally between the hours of 6:30am-7:30 plus clean-up. Your weekly hours will be between 35-40. Great possibility of OT when proficient.

Seasonal changes to job duties or available hours: Yes

7 days a week, approx. approximately 14 hours/day, You will be scheduled where and when as needed.

Drug Test required: No

COMPENSATION

Hourly Wage: \$15

Eligible for Tips: No

Estimated weekly wages including tips: \$600

Bonus: Yes

If you become very proficient as a cook (we are very mindful of watching and letting you know), there will be a bonus of .50/hour worked at the end of your contract.

** All figures above are pre-tax*

Estimated average number of hours per week: 50

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 55

Potential fluctuation in hours per week:

We need you to speak and understand English. Work hard and be dependable - there should be no problem getting 40+ hours. If you are willing to come to Medora and work hard let's do this!!

Average number of hours per week reached by last year's seasonal employees: 58

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

Allowed 1 meal per full shift maximum of \$15 for \$3. Over \$15 you pay for at the time of order to the manager. You are allowed one soda/one refill per shift. Unlimited coffee. 25% off when duty.

JOB REQUIREMENTS

English Level required:



Advanced

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 25lbs/11kgs

Description:

various lifting. mainly food items or garbage, pop canisters

Standing for entire shift

Handling cleaning chemicals

Job Training required: Yes

Length of job training:

1-2 days

Hours per week during training period: 8

Different wage during training period: Yes

Training wage description:

There will be a salary decrease of -1\$ per hour until you are comfortable and adequately trained.

Start on specific day of the week: No

Training requirements:

It will be an on the job training. You will be trained to help as we go! Easy to learn! If you come to us willing to learn, you will have the opportunity to make good money. Those that work hard, are honest in all aspects (if we need to step out- our expectation is that you will continue your job as if we never left will find hours will come to them. Any mistake of food is not to be eaten or given away. All items are to be given to the manager to dispose of as they see fit. We have had employees that make what is a "mistake" to be eaten by employees. This is a form of theft. We expect complete honesty with food and funds/money being handled. At no time will any employee delete an item after the order is sent to the kitchen. Management only deals with anything to be deleted or changed in the system. At no time is any employee allowed in any portion of the square (or the like) besides entering orders. If you are found to be in an area besides this, you will be reprimanded.

Need to wear uniform: Yes

Uniform Policy:

Hat and t-shirt provided. Nice jeans (no holes) are to be worn for each shift. All attire is expected to be clean when starting your shift. No sandals, flip flops, crocs. No toeless shoes

Cost of uniform: \$0

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

Clean jeans that are neat in appearance (no holes). No leggings. Closed toe shoes.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Company Parties, Potlucks or Dinners, Shopping Trips, Trips to Major City, Trips to Nearby/Major Attractions, International Night

Additional Details about Cultural Offerings:

Medora hosts students from around the globe! There are daily opportunities to meet others. Our plan is to take a day or two to get you into Montana and/or South Dakota to get cultural experiences. We will get through the National Park and spend some evenings at the Medora Musical as a group.

Local Cultural Offering:

The Musical and Park will be free of charge when we do this as a group. The 4th of July with have parades and festivities. There are events for students such as International night and bonfires and events that are of no charge throughout the summer and others to which we will provide tickets.

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:

We have an apartment above both businesses with fully functional bathroom, bed/bath linens, microwave, stove, refrigerator, utensils, WIFI, and air conditioning. If you choose to find other housing, it is at your own expense. All housing costs will be reimbursed at end of the season if the contract is fulfilled and housing is in the same/better condition as when participants moved in, at the discretion of the employer. It is expected that your living quarters are kept neat and clean at all times. This includes vacuuming, scrubbing and keeping the kitchen area cleaned and sanitized. No dishes just sitting in the sink. You are expected to clean up After yourselves. Tenants are expected to have clean shoes when using the stairs. Vacuuming of these steps bi-weekly in the entry of the apartment will be your responsibility. Bedding needs to be washed and dried weekly. Beds are to be made daily. Must be responsible with all appliances. If you are cooking, do not leave the kitchen area. No deep frying. Keep in mind there is a business below your apartment. No loud music. No parties. This property is adjacent to business stock room. At no time are you allowed within this space. Absolutely No smoking. No pets. No parties. No alcohol. The hot water heater is shared with the business below the apartment. Be considerate of this at all times when it comes to hot water. Hot water is mandatory during business hours. Please use the washer/dryer when you have a full load to conserve water. The lint trap on the dryer MUST be emptied after every use. Tenants are responsible for laundry and dish detergents. Also responsible for toiletries, trash bags etc. trash must be taken to the dumpster in a tied garbage bag. No trash build up allowed in apartment. Absolutely nothing but toilet paper is to be flushed in the toilets. No paper towels, feminine products, etc. If there is a need for a repairman for plugged stool/sinks, you may be charged a fee. Keep shades pulled during daylight hours to help with the apartment getting too warm. Air conditioners must be off while you are away. Lights are to be turned off when are away.

Lease Agreement: No**Onsite Amenities:**

WiFi: Yes

Description:

Internet access is available at no charge.

Phone Service: Yes

Description:

reliable cellular service is available

Kitchen facilities: Yes

Description:

Located in apartment.

Laundry facilities: Yes

Description:

Onsite laundry is available, located in the bathroom of apartment. All roommates must work out a laundry schedule amongst themselves. Wash only when you have a full load to avoid over usage of water.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 4

Suggested Occupancy Per Room: 1 - 4

Rooming Arrangement Description:

We do have the availability to house co-ed. Yes, you can request to live with friend(s)/partner. This will hold true if enough room for an all individuals hired. You will be housed in the same apartment.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$20

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: \$50

Description:

The housing deposit can be made after the first pay period. This deposit will be returned at departure IF the apartment/steps/entry are kept clean throughout stay, left in the same condition as when you arrived and you fulfill your contract dates.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

See above.

Details About Deposit Refund:

Payment upon departure.

Transportation to Worksite:

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: Apartment will be directly above Hatlee & Brae at 394 Pacific Ave, Either is less than a city block in distance.

ARRIVAL INFORMATION

Arrival Instructions:

We recommend that students fly into the Dickinson airport in Dickinson, ND. We would arrive to pick you up at the airport and also transport you back on your return flight at no cost to you if you fulfill your contract with us. If you choose to fly in/out of the Bismarck airport, there will be a fee of \$75 one way and times must match our schedules. Dickinson and Medora are on Mountain Standard Time. You could email your itinerary to bhemedora@gmail.com. The travel time to Medora would be approximately 45 minutes one way. Monday-Wednesday are the suggested travel days. Your travel plans/itinerary must be emailed to the above address.

We would provided transportation back to Bismarck to the Social Security Office for the convenience of obtaining your social security number at no cost to you.

Suggested Arrival Airport:

Bismarck Municipal Airport, BIS, Over 50 miles

Dickinson Municipal Airport, DKN, Less than 50 miles

Estimated cost of transportation to worksite from suggested airports: \$50 to \$75

If arriving after regular hours:

Suggested After-Hours Accommodation:

Jodi Schweitzer

394 Pacific Avenue

Medora, North Dakota 58645

701-260-1647

\$0 to \$25

Fairfield Inn & Suites by Marriott Bismarck South
135 Ivy Ave
Bismarck, North Dakota 58504
\$75 to \$100

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: Yes

Tshirt size for work uniform

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 provide transportation to the Social Security office in Bismarck ND and stay with you while you apply for your social security number.

Nearest SSA Office: Bismarck, North Dakota, Over 50 miles

Other:

Wage Payment Schedule:

biweekly via direct deposit We will get you to a bank to set up an account and obtain a debit card.

Meal Plan: Optional

Estimated Cost Per Day: \$0

Meal Plan Description:

Allowed a 60% discount on one meal during your shift. 1 soda with one refill allowed per shift. Coffee unlimited. 25% discount allowed for staff only while off duty.

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Hair must be properly pulled back before coming to work. Must be neat, clean and dressed appropriately. Two T-shirts will be provided. Nice jeans with no holes must be worn while working. A Farmhouse hat could possibly be required. Two aprons will be provided. If you need more, there will be an \$8 charge.

Second Job Availability: Yes, likely

Applicable Company Policies:

Your workplace will be located within walking distance. Distance will be less than a city block. You will be expected to be neat and clean for all shifts. Hair must be pulled back and a provided cap may be required. Cell phones and other electronic devices are not allowed during your work shift (common place provided for all) and there is no smoking in or within the outer boundaries of the property. We prefer non smokers. You will be expected to be at your shift 10 minutes early to check in and be prepared to start your shift on time. Cleanup is a vital part of our business and the closing and cleaning duties need to be performed daily to adequately prepare for the following day. All health code policies must be followed at the workplace.

There is a NO smoking (no candle) policy at your place of residence. We do not allow for loud behavior and quiet hours start at 10 pm out of respect for each other and neighbors.

If English is excellent, there is an excellent opportunity (if approved by CIEE) for you to obtain a 2nd job within our other business, Hatlee & Brae, INC

COMMUNITY AMENITIES

Walking Distance from Worksite:

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

Unavailable:

Fitness Center