WORK & TRAVEL USA

Alaska Collection Seward Windsong Lodge - Prep Cook

HOST INFORMATION

Company Description:

Have you dreamed of exploring the great Alaskan wilderness, or working and playing in a quintessential Alaskan community at the doorstep of adventure? The Seward Windsong Lodge, an experience by Pursuit, can offer you the ultimate in seasonal employment. We are looking for adventurous, hardworking, conscientious people. The Seward Windsong Lodge is a seasonal property tucked away just outside the community of Seward, surrounded by temperate rainforest and the Resurrection River.

The Alaskan community of Seward is a quiet town nestled between the sea and the mountains, offering numerous opportunities for adventure: glacier viewing, hiking, kayaking, berry picking, whale watching, and so much more. Please be prepared for an Alaskan experience, with limited outside services. This location has some cell service, while internet service may be limited to certain areas of property. Many of our seasonal employees get hooked on the adventure the wilderness offers and come back to work year after year, advancing in pay and status each time they do.

Host Website: https://www.alaskacollection.com/lodging/seward-windsong-lodge/

Site of Activity: Alaska Collection Seward Windsong Lodge

Parent Account Name: Pursuit

Host Address: 31772 Herman Leirer Road Seward , Alaska , 99664

Nearest Major City: Anchorage , Alaska , Over 50 miles away

PLACEMENT INFORMATION

Job Description:

Assist in the preparation of meals as directed and will provide the highest quality of service to the guests at all times. Prep-Cook is responsible for washing all forms of dishes/pans and keeping the kitchen clean, stocked and organized. Employees in this position will work with various cleaning chemicals.

ESSENTIAL JOB FUNCTIONS
Wash dishes, glassware, flatware, pots, or pans, using dishwashers or by hand
Place clean dishes, utensils, or cooking equipment in storage areas
Set up an maintain dish machine and dishwashing stations
Spot check all wares from dish machine for cleanliness
Remove garbage from kitchen as necessary and keep loading dock area clear

Leave station and dish area clean and empty, ready for next shift
Drain and de-lime machine and refill for next shift
Turn off dish machine, hot water heater and thoroughly clean inside of dish machine including screens and sprayers
Regularly log dish machine temperatures
Assist in the preparation of meals by chopping vegetables, making salads, and assembling snacks, appetizers and entrees
Ensure that leftover food is stored properly and test the temperature of food at specified intervals
Stock supplies, like food or utensils, in serving stations, cupboards, refrigerators, or salad bars
Sweep or scrub floors and clean garbage cans with water or steam
Load or unload trucks delivering or picking up food/supplies
Clean and sanitize workstations and equipment and follow all HACCP and applicable food regulatory rules and procedures
Implementation of kitchen-wide safety and sanitation practices as required by AK DEC

Skills + Abilities:
Operate standard kitchen equipment
Safely use knives to: chop, mince, cube, dice, slice, julienne, cut meats, trim fat, and de-bone
Must be able read and understand English writing and basic cooking directions
Must be organized and able to follow and take directions
Works professionally and courteously when under pressure in a busy environment
Arrive to work on time, ready to work, dressed in clean uniform, with a neat and clean appearance
Effectively solve problems, receive directions and manage time efficiently
Work independently and with others to meet the goals and standards of the position
Deliver communications to guests, employees and management with a pleasant and positive demeanor
Work efficiently with purpose, multitasks, and accepts other duties as assigned

Typical Schedule:

Schedules are put together by department manager and may vary week-to-week. Scheduled hours can be 8 hours a day, 5 days a week or 6 hour days, 6 days a week.

Drug Test required: No

COMPENSATION

Hourly Wage: $18

Eligible for Tips: No

Estimated weekly wages including tips: $595

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:

TBD

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

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

30% off at restaurant & gift shop.

JOB REQUIREMENTS

English Level required:

★★★★★★ Advanced

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 50lbs/22kgs

Description:

Physical Abilities: / Must be able to reach at, above/below shoulder height with regular frequency and possess the ability to handle and or move up to 50 pounds / Must be able to walk, sit and stand for extended periods of time under conditions of high temperatures
Standing for entire shift

Need to wear uniform: Yes

Uniform Policy:

The Talkeetna Alaskan Lodge is a premium facility. We require that all staff be appropriately dressed. Please contact your manager for further information.

Cost of uniform: $0

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

Uniform + black non slip shoes.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Company Parties, Holiday Events, Potlucks or Dinners, Movie or Game Nights, Trips to Nearby/Major Attractions

Additional Details about Cultural Offerings:

Summer Solstice Party

4th of July BBQ

National Park Christmas

Hiking opportunities

Local Cultural Offering:

Community events & festivals in Seward

Kenai Fjords sightseeing boat tours

Kayaking

Helicopter tours

Farmers Market

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:

Windsong Lodge offers two types of employee housing: Dorm-Style Dry Cabin/Container-Style Housing: Employees share housing with a roommate and communal spaces with other team members. Housing includes shared mini-fridge, clothing storage, and space heater. Shared facilities include cooking areas, leisure/TV rooms, and gender-specific shower/restroom facilities. Apartment-Style Housing: This option includes four bedrooms, a kitchen, bathroom, and television. Employees may share a bedroom with a roommate and the common areas with 4-8 other staff members. Both housing options come with provided bedding and towels. Housing is provided, but placements first come, first served, with no guarantees of being housed with people from the same country or department.

Lease Agreement: Yes

Onsite Amenities:

WiFi: Yes

Description:

Wifi available.

Phone Service: Yes

Description:

Landline (Office) & Cellular, Wifi available. AT&T has been the most reliable cellular provider in the area.

Kitchen facilities: Yes

Description:

All kitchens are equipped with refrigerators, stoves, microwaves, and cooking equipment and utensils.

Laundry facilities: Yes

Description:

Complimentary onsite laundry available.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 4

Suggested Occupancy Per Room: 2 - 4

Rooming Arrangement Description:

Dorm-Style Housing: We provide dorm style housing with communal cooking, leisure/television, and gender separate shower/restroom facilities for employees. Those who share a bedroom with 1-5 others will share the communal areas with 32 other employees. Apartment-Style Housing: We provide apartment style housing that includes 2 bedrooms, a kitchen, bathroom, and television. Those who share a bedroom with 1-3 others will share the communal areas with 5-7 other employees. Bedding & towels provided.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: $70

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: $200

Description:

Payment by credit card or debit card will be available and is encouraged to help support a quicker refund process. If an employee is unable to make a payment by credit card after receiving their first paycheck, the full amount may be deducted from their second paycheck through payroll deduction.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

$200 refundable deposit as long as the housing unit is left in good standing (clean, no damages beyond normal wear/tear).

Details About Deposit Refund:

Same method as how the direct deposit was paid. A credit card security deposit will be paid back within 3 days of move out. Payroll will be fallowing pay period.

Transportation to Worksite:

Walking Commute Time
Estimated commute time: Under 15 minutes

Description: 2 minutes from employee housing

Biking
Estimated commute time: Under 15 minutes

Bicycles are provided free of charge: Yes

Bicycles are not provided: No

Bicycles are available to rent: No

Estimated cost: $

Description: Bicycles are available on a first come, first served basis. Town is a 20-30 minute ride by bicycle.

ARRIVAL INFORMATION

Arrival Instructions:

We recommend flying into Ted Stevens International Airport in Anchorage, Alaska. Once you receive your visa, please email your agency to notify them. You are REQUIRED to communicate travel plans with your employer at least 2 weeks prior to arrival. You MUST provide your employer with the following information: Flight Information Anchorage Accommodations (booked independently & at your own expense) Transportation Plan to your work location – all transport requires reservations. If you plan to use the employer provided courtesy shuttle you must reserve a seat in advance. (all other transport options are booked independently & at your own expense)

- Flight Information
- Anchorage Accommodations (booked independently & at your own expense)
- Transportation Plan to your work location – all transport requires reservations. If you plan to use the employer provided courtesy shuttle you must reserve a seat in advance. (all other transport options are booked independently & at your own expense)

In the months and weeks leading up to your arrival, you will receive email communications from your employer leadership. These emails will provide information on what to expect when you arrive, how to book employer provided transport, and lots of other important information. Please look for these emails in your inbox and respond promptly.

You will need a FULL DAY in Anchorage before traveling to Talkeetna. Please note that the Social Security Administration and most banks are closed on Saturdays and Sundays. Please come prepared for travel expenses, as team members are responsible for booking and paying for their accommodations and transportation in Anchorage. While packing, bring the appropriate clothes for your uniform. Space is limited in employee housing rooms, so be conscious of what you pack. Transportation options may limit your luggage to only 2 standard suitcases + 1 small carry-on item per person. You may be responsible for handling your own luggage between destinations.

EXAMPLE ARRIVAL SCHEDULE:

- Day 0 / Pre-Arrival (in Anchorage): We encourage you to arrive in Anchorage 1-2 days prior to your Transportation and Housing check-in day, to allow you time to rest from traveling or explore the city prior to traveling to your workplace. Anchorage accommodations and transportation should be booked independently and at your own expense. This will mean typically be arriving to Anchorage no later than a Thursday evening
- Day 1 /Anchorage Day: While in Anchorage, apply for a Social Security Number, set up a local US phone number, and set up a bank account. Please note, Social Security Office and most banks are closed on Saturday & Sunday.
- Day 2 / Transport to your Work Location & Housing Check-In (in Talkeetna): Employer-provided transportation from Anchorage to Talkeetna. You must reserve a seat ahead of time, you will receive communications about how to reserve a seat closer to your start date. Along the way, there may be a stop at a store to buy groceries, as there is no employee dining room on-site and team members must provide and cook their own food. Upon arrival to your destination, the Alaska team will explain the Housing

Check-In process for you. Settle into housing. The Alaska team will explain the upcoming Orientation and your work schedule.

- Day 3 through Day 7 / Orientation & Training: Within your first week on property, you can expect to participate in team member Orientation, start training with your manager, and begin your work schedule.

Suggested Arrival Airport:

Ted Stevens Anchorage International Airport, ANC, Over 50 miles

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

If arriving after regular hours:

Suggested After-Hours Accommodation:

Aspen Hotel Anchorage
108 E 8th Ave
Anchorage , Alaska 99501
https://www.aspenhotelsak.com/
(907) 673-4900
$100 to $150

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: Yes

Employees must complete a series of onboarding steps prior to arrival, if possible.

These will include:

- Workday payroll onboarding
  - After accepting your offer in Workday, you will have an active employee account. In that account you will find a list of "tasks" that will need to be completed. You should be able to complete most of them. Some that you may not be able to complete are direct deposit because you don't have a US bank account yet or the Government ID task because you don't have a social security number yet.
- "What to expect" training outline specific to Seward Windsong Lodge

More information to come from our Alaska team!

Social Security Number:

Require participants to apply for SSN before arrival at worksite: Yes

Details about how to apply for Social Security Number:

Please apply for your Social Security card immediately upon arrival in Anchorage. Office address: ROOM A11 222 W 8TH AVENUE ANCHORAGE , AK 99513 Be sure to obtain a receipt for your SS application. Please have your SS card mailed to: PO Box 727 Talkeetna AK99676.

Nearest SSA Office: Anchorage , Alaska , Over 50 miles

Other:

Wage Payment Schedule:

Biweekly (every 2 weeks) via direct deposit.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes
Maximum Group Size:

Grooming Requirements:

It's important that we uphold an appropriate business environment by maintaining neat professional appearances. It's expected that all team members dress appropriately for their jobs. At its discretion, Pursuit may require team members to dress more formally when meeting with the public or attending special events.

Second Job Availability: Yes, likely

Applicable Company Policies:

PHONES

Phones are prohibited for use while you are on the time-clock unless you are doing verified, company business. Please wait until your break or when you are off the clock to check and/or send messages, mail, or post.

ATTENDANCE

Pursuit expects team members to be reliable and punctual. If you are running late or will be absent from work, let your Manager know as soon as possible. Being absent or tardy, on occasion or in excess, can be disruptive and place a burden on other team members and Pursuit. If you are unable to contact the Company for any reason, you are expected to ask a representative (i.e. friend or family member) to do so on your behalf.

HARASSMENT/DISCRIMINATION

Pursuit values all team members and is committed to maintaining a work environment that respects the dignity and worth of all. We have a zero-tolerance policy against sexual or other forms of unlawful harassment, discrimination, and workplace violence. No team member, contract worker, guest, vendor, applicant, or other person who does business with Pursuit (each, a "Person") is exempt from this policy. This policy applies to all terms and conditions of employment, including, but not limited to, recruiting, hiring, training, promotion, discipline, compensation, benefits, and termination of employment. We may provide anti-harassment training per this policy and in accordance with local laws. We do not tolerate harassment of any kind - whether verbal, physical, visual, or digital based on personal characteristics or protected status under applicable local laws. This includes (but is not limited to) behavior related to gender, gender identity or expression, sexual orientation, race, color, national origin, religion or belief, age, disability, marital status, or any other characteristic protected where we operate.

COMMUNITY AMENITIES

In Town, Requires Transportation:

Food Market, Post Office, Bank, Restaurants, Fitness Center, Public Library

Unavailable:

Shopping Mall, Internet Cafe