WORK & TRAVEL USA

Bogarts Restaurant - Restaurant Kitchen Worker

HOST INFORMATION

Company Description:

Company Mission: to exceed our customer's expectation

Our students are well taken care of and many want to return to us for another season....sometimes 3! We have a few other locations we hire students for as well, so second jobs with us are available.

Bogart's is a fast-paced restaurant in the heart of a very busy tourist town. We serve a variety of food, including Mexican, American, and pizza. We are famous for our margaritas and super fun, slightly loud atmosphere. Red Lodge has 2500 residents, but Bogart's serves more than 50,000 patrons during the summer months. We have a fun atmosphere with the added perk of discounts on a gym membership, our restaurant, and other restaurants in town.

Our town is a gateway to Yellowstone National Park & boasts many outdoor activities: hiking, biking, camping, climbing, horseback riding, skiing, disc golf, golf, fishing, rafting, & kayaking. We also offer many other activities with a nature sanctuary, an art gallery, a museum, a movie theater, dining & shopping. However, the nearest big city is 60 miles away. We have banks, grocery stores, post office, convenience stores, salons, & hardware stores. Please check out redlodge.com for more information on events & activities around town. There are also multiple events throughout the summer: a four-day celebration of Independence Day, a motorcycle rally, a songwriter's festival, & much more.

Host Website: https://www.bogarts.fun

Site of Activity: Bogarts Restaurant

Parent Account Name: Red Lodge Hospitality

Host Address: 11 South Broadway , PO Box 1128 , Red Lodge , Montana , 59068

Nearest Major City: Billings , Montana , Over 50 miles away

PLACEMENT INFORMATION

Job Description:

Job Summary: We take great pride in ourselves here at Bogart's! We think you will agree that we offer the tastiest Mexican fare here in Red Lodge. From pizza to burgers, tacos, and burritos, desserts & salads, we need a

little help keeping up with the demands placed on a very busy kitchen!

Essential Job Duties: include the following; other duties may be assigned:
Sets up and stocking stations with all necessary supplies and ingredients
Prepares basic components of each dish on our menu using our proven recipes
Memorizes and utilizes our serving portion sizes and all basic meal prep procedures used in the kitchen
Ensures that the kitchen, all food prep areas, and all food storage areas meet restaurant cleaning standards
Works with our team of cooks to do portion prep work for other shifts when needed
Monitors product freshness and rotates out old products based on a schedule
Ability to operate an industrial dishwasher safely and rapidly
Follows sanitation and safety policies at all times
Performs daily duties such as opening, closing, and side work
Basic janitorial skills to clean up spills, broken glassware, etc. immediately
Dishwashing and cleaning

Skills and Qualifications: The SPECIFIC competencies of the job: to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.
Team player
Honest and dependable
Strong critical thinking and time management skills
Organized and detail-oriented
Commitment to working hard and being reliable
Able to work in a hot, humid environment, and be on your feet for 8-hour shift

No experience is required but it is welcomed (we will provide training as needed)

Typical Schedule:

Bogart's is open 7 days a week from 11am to 10pm. Typical shifts are 6-8 hours long and can start as early as 6am with closing shifts ending as late as 12am. Nights, weekends and holidays required.

Seasonal changes to job duties or available hours: Yes

Weekly hours are subject to change due to business demands as the season changes.

Drug Test required: No

COMPENSATION

Hourly Wage: $16

Eligible for Tips: Yes

We require our service staff to tip all support staff, kitchen included. They are paid bi-weekly through payroll & are in addition to the hourly wage. Tips are typically $3-$5 per hour.

Estimated weekly wages including tips: $690

Bonus: No

* All figures above are pre-tax

Estimated average number of hours per week: 40

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 50

Potential fluctuation in hours per week:

Hours are consistent throughout the busy summer months, we have other locations available to work at, we do require one day off from all our locations and put a max of 90 hours per week, combined.

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

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

We offer discounts on meals at all four of our restaurants. There is a 70% discount on shift meals at restaurant of employ. Gym/racquet ball court discount.

JOB REQUIREMENTS

English Level required:

★★★★★☆ **Upper-Intermediate**

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 50lbs/22kgs

Description:

lift up to 50#- lifting boxes, moving kegs, carrying dishracks, carrying garbage to the dumpster, lifting and twisting
Standing for entire shift

Handling cleaning chemicals

Other qualifications or conditions

Description:

Kitchens are hot by nature and you will often be required to work during peak temperatures. Kitchen staff regularly lifts 30-40 lbs.

Need to wear uniform: Yes

Uniform Policy:

Clean pants and non-slip footwear are the responsibility of employees Chef coats and shirts are provided by the employer

Cost of uniform: $0

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

Clean hair and clothing. Void of any body odor. Must tie hair back, wear closed toe shoes & have full length pants. Chef coat and shirts will be provided by the employer

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Trips to Major City, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Shopping Trips

Additional Details about Cultural Offerings:

Bogart's will partner with other businesses in our company to offer trips to Billings for shopping, trips into Yellowstone National Park as well as allowing days to participate in local events & festivities. A list of local happenings is available on premises daily.

Local Cultural Offering:

In addition to the many nature outlets; hiking, trail running, biking, fishing, horseback riding, etc., Red Lodge offers many events and activities. Please visit www.redlodge.com for a complete list of the many events and tourist activities available in our vibrant town! It is packed with ideas!

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:

Our housing is on the second floor of our building, it is directly above Bogart's Restaurant and requires a flight of stairs. It is dormitory-style housing in which tenants share a bedroom with one other tenant, with eight people accommodated. Housing units have a shared living area, shared kitchen, & two bathrooms. The kitchen has dishes, pans, a refrigerator, a stove, an oven, a microwave, a dishwasher and a washer/dryer. The shared living space does have a tv. Beds are twin size or full with bedding provided. Utilities and internet are included at no charge. If for any reason a student can not get along with others living in the provided housing, we MAY be able to move them only if another location is available, but their rent is subject to being higher at a different location.

Lease Agreement: Yes

Onsite Amenities:

WiFi: Yes

Description:

Free high speed wireless available.

Phone Service: Yes

Description:

Verizon, T-Mobile and AT&T are all available networks in our area. There is also access to Straight Talk. Housing units do not have landlines but landlines are available at each restaurant.

Kitchen facilities: Yes

Description:

Kitchen is a shared space and has fridge, stove, oven, microwave, toaster oven, dishwasher and dishes. There is also a dry storage space assigned for each room and bed.

Laundry facilities: Yes

Description:

Laundry is on premise and has a working washer/dryer and is shared with others living in the dorm

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 2

Rooming Arrangement Description:

This is a dorm-style apartment with four bedrooms and eight beds. There is a large shared living space and kitchen. The beds are either twin or full bunk beds. All are off the floor and have real mattresses. We do provide bedding. You can choose to share a bedroom with whomever you choose. We prefer you choose. Co-ed housing is a possibility and is determined only by the applicants who arrive.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: $50

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: $200

Description:

The housing deposit can be deducted from the employee's paycheck in increments of $50 until paid in full or paid in one lump sum.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

$50.00 is non-refundable, however, upon departure of the tenant, if housing is left in the same condition as when they arrived the remaining $150.00 will be returned on their final check. It must be cleaned, undamaged and emptied of any personal items including food.

Details About Deposit Refund:

The deposit amount will be refunded on the student's final paycheck after final inspection by the Director of Business Operations.

Transportation to Worksite:

Walking Commute Time
Estimated commute time: Under 15 minutes

Description: Housing is above the restaurant. Participants need only walk downstairs. The weather in the summer is unpredictable in Montana. Although it is typically sunny and 65-75 degrees in the summer, it has been known to be 30 degrees with heavy precipitation (vary rarely this can be snow).

ARRIVAL INFORMATION

Arrival Instructions:

Students are responsible for paying for and making their flight arrangements to

Billings Logan International Airport

Red Lodge is 60 miles from the nearest airport. Red Lodge Hospitality does not have any required travel days.

We require students to fly into **Billings Logan International Airport (BIL)**, whose website is https://www.flybillings.com.

Students will travel by taxi 60 miles from Billings to Red Lodge. The cab fare will be at the expense of Bogart's Restaurant, and the Director of Business Operations will make these arrangements for the student.

Participants arriving after 8:00 p.m. will need to stay overnight in Billings. A taxi will pick them up the following day to take them to Red Lodge. *See after-hours accommodations.

If the flight arrives after 8:00 p.m., please see the instructions below.

Once participants arrive in Red Lodge, we will help them settle in their new summer home. Grocery, post office, pharmacy, and banks are all within walking distance from all employee housing and workplace locations.

Suggested Arrival Airport:

Billings-Logan International Airport, BIL, Over 50 miles

Estimated cost of transportation to worksite from suggested airports: $0 to $25

If arriving after regular hours:

Suggested After-Hours Accommodation:

Best Western Plus ClockTower Inn
2511 1st Avenue N
Billings , Montana 59101
www.bwclocktowerinn.com
(406) 259-5511
$100 to $150

Boothill Inn and Suites
242 E Airport Rd
Billings , Montana 59105
www.boothillinn.com

(406) 245-2000
$100 to $150

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:

After 10 days of employment the employer will arrange for students to be shuttled to the Social Security Administration office in Billings, MT to complete their application.

Nearest SSA Office: Billings , Montana , Over 50 miles

Other:

Wage Payment Schedule:

Paychecks are dispersed every other Thursday. If employees sign up for direct deposit, they will receive their deposit electronically into their bank accounts every other Wednesday. Tips are added to payroll checks.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes
Maximum Group Size:

Grooming Requirements:

Our grooming requirements are simply that you arrive bathed and in clean clothes that are not in disrepair. You must have closed-toe shoes, preferably non-slip. Hair that is longer than shoulder length must be tied back. Depending upon the position, different attire may be required. Any logo uniforms will be provided by the employer.

Second Job Availability: Yes, likely

Applicable Company Policies:

We do not allow our staff to use their cell phones while clocked in unless there is express permission from the manager on duty. This would only be allowed for specific reasons, such as family illness.

Smoking/vaping is not allowed in our housing or any of our properties. You must go outside.

Scheduling is done through an online application called 7shifts. Schedules are posted 3 weeks in advance, so staff is required to make any requests for time off no less than 21 days in advance.

Along with other onboarding forms you will be required to sign off on a list of expectations, including your behavior while in our shared housing and also while working at any of our locations.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Food Market, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library, Pharmacy, Hardware Store

Walking Distance from Housing:

Food Market, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library, Pharmacy, Hardware Store

In Town, Requires Transportation:

Hospital/Clinic, Hiking

Unavailable:

Shopping Mall