WORK & TRAVEL USA

Mackinaw Hotel Management Dixie Saloon - Kitchen Helpers

HOST INFORMATION

Company Description:

If you are looking for an experienced employer who understand the exchange visitor program, than this is the place! We are proud to participate in the Exchange Visitor program, having hosted over 1000 Exchange Visitors over the last 10 years. We employ staff from various backgrounds, cultures and countries. The Dixie Saloon is a landmark restaurant and historical attraction, featuring steaks, burgers and fresh fish. The Dixie Saloon is part of the Mackinaw Hotel Management (MHM) group of hotels and restaurants in Mackinaw City. We are located right in the heart of historic Mackinaw City near all the restaurants, shops, ferry terminals to Mackinac Island and more!

Mackinaw City is a small town, but a busy tourist destination during the summer months. We are a lake front community – sitting right at the Straits of Mackinac where 2 of Michigan's Great Lakes meet. Mackinaw City is a top tourist destination for many reasons. We are home to the historic Fort Michilimackinac. Historic and unique Mackinac Island is a short ferry ride away. Mackinaw City has events happening every weekend throughout the summer from parades to car shows and live music and festivals.

Our staff receive employee discounts at all employer owned restaurants, including Starbucks. Employees are eligible for discounted miniature golf & zipline, water park tickets, and ferry tickets to Mackinac Island. Lastly, all employees are eligible for potentially discounted hotel rooms through the Choice network.

Host Website: http://www.mackinaw-city.com

Site of Activity: Mackinaw Hotel Management Dixie Saloon

Parent Account Name: Mackinaw Hotel Management Inc

Host Address: 401 East Central Avenue Mackinaw City , Michigan , 49701

Nearest Major City: Petoskey , Michigan , Less than 50 miles away

PLACEMENT INFORMATION

Job Description:

• Primary duties and responsibilities include, but are not limited to, the following:
• Sort and rinse dirty dishes, glass, tableware and other cooking utensils and place them in racks to send through dish machine.
• Sort and stack clean dishes.
• Carries clean dishes to cook's line and other proper storage areas. Rewashes soiled dishes before delivering.
• Wash pots, pans and trays by hand. Remove trash and garbage to dumpster. Set up or break down dishwashing area.

• Clean and roll/unroll mats. Fill/empty soak tubs with cleaning/sanitizing solutions. Sweep/mop floors.
• Sweep up trash around exterior of restaurant and garbage dumpster. General restaurant and restroom cleaning as directed.
•Cooking or preparing food items according to procedures or recipes.
•Placing food items on serving plates or dishes along with required condiments and utensils to present to customers.
•Preparing items quickly and accurately ensuring no waste and in accordance with production and portion requirements and quality standards while maintaining a safe, sanitary work environment.
•Maintaining and cleaning all Food Service areas according to all county, state, and federal health codes and sanitation procedures including preparation tables, equipment, floors, supply areas, refrigerators, and coolers.
•Maintaining all necessary food reporting and labeling to ensure product quality.
•At the beginning of the day, responsible for getting food preparation areas stocked and set-up.
•At the end of the day, responsible for cleaning up food preparation areas and properly storing unused food items.
•Keeping supervisor/manager informed of all supply, food, and product inventory when necessary.
•Keeping supervisor/manager informed of situations relating to facility operation, patron complaints or concerns, accidents, emergency situations, damages, and potential safety hazards.
•Attend departmental and team meetings as well as participate in all additional training courses.
•Perform all duties in a safe manner.

Typical Schedule:

Restaurant is open 7 days a week, hours may vary with scheduled days off. See manager for weekly schedule.

Drug Test required: No

COMPENSATION

Hourly Wage: $15

Eligible for Tips: No

Estimated weekly wages including tips: $480

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:

The months of May and early June are slower, so hours may be fewer. Hours will pick up towards the end of June through September. Expect less than 32 hrs for the first 1-2 weeks.

Average number of hours per week reached by last year's seasonal employees: 32

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

You receive discounted food at Employer owned restaurants.

JOB REQUIREMENTS

English Level required:

★★★★☆☆ Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 50lbs/22kgs

Description:

You will be asked to lift heavy items such as food boxes, pots, pans, dish carts.
Standing for entire shift

Handling cleaning chemicals

Need to wear uniform: No

Dress Code: Yes

Description:

You need to appear for work clean and well groomed. You should bring black, closed toes, slip resistant shoes.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Will provide information about Events, Local Resources, Attractions/Sites, Local Community

Additional Details about Cultural Offerings:

There are many cultural opportunities readily available right inside of Mackinaw City, including state parks, historic sites, museums, beaches, and much more, as well as other opportunities in the surrounding area which we can provide information about.

Local Cultural Offering:

Discounts on local attractions including: fort, ferry tickets, State park admission.
Memorial Day Parade (late May)
Lilac Festival on Mackinac Island (mid June)
45th Annual Auto Show in St. Ignace (late June)
Arts and Craft Shows (June and August)
Weekly fireworks show
Labor Day Bridge Walk
Live music

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:

You will be placed in housing units based on arrival date. Housing is best described as "dorm style" with 2 employees per room. Students living in the Capri will share a bathroom with their roommates, some students living at Trails End will share a bathroom with their suite mates (a room next door). Both units are within walking distance of all work site locations. Both units have a shared kitchen and coin operated laundry available on site. Housing unit amenities include: bedding, large dresser, hanging rack, small refrigerator, lamps and end tables. You are expected to provide your own cooking utensils and cleaning supplies. Capri Housing Address: 801 S Nicolet St, Mackinaw City, MI 49701 Trails End Housing Address: 301 W Central Ave, Mackinaw City, MI 49701

Lease Agreement: Yes

Onsite Amenities:

WiFi: Yes

Description:

Internet is best accessed in common areas. Some areas of housing do not get strong signal. You are also welcome to use public wifi at any of the hotels or the Starbucks lounge.

Phone Service: Yes

Description:

You can use the land line at our office or any of the work sites. Several cellular service options are available to purchase in Cheboygan.

Kitchen facilities: Yes

Description:

Kitchens include access to stove and and sink. Dishes, pans, and utensils are not provided. You are expected to keep the kitchen clean - especially daily cleaning of the stove.

Laundry facilities: Yes

Description:

Coin operated washer and dryers available.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 3

Suggested Occupancy Per Room: 2 - 3

Rooming Arrangement Description:

Housing rooms are not co-ed. The only exception to this is a group of 2 students who all request to live together and understand the room will be co-ed. We will try to honor all roommate requests if possible. Generally - beds are twin sized bunk beds. Some rooms may have one full sized bed. Beds

are claimed on a first come, first serve basis. You are NOT given prior warning when assigned roommates are arriving. You should not move units without prior approval.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: $89.95

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: $250

Description:

$250 housing deposit required upon arrival. The deposit will be refunded upon you working until the completion of your signed contract, and after inspection. If you resign earlier than your agreed upon contract date or change housing to third party, you will not be refunded your deposit.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

To receive full refund of deposit: -Must maintain clean rooms as well as clean shared areas (including kitchen and outside area) -Must work through the last date of work agreed on job offer -Rooms must be clean and in good condition at move out

Details About Deposit Refund:

You will receive deposit in final check, upon inspection of room.

Transportation to Worksite:

Walking Commute Time
Estimated commute time: Under 15 minutes

Description: Housing is within walking distance from work sites with street lamps and paved roads/sidewalks and paths.

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: If not on designated bike trail, you should be cautious of traffic, which can be heavy during some periods of summer.

ARRIVAL INFORMATION

Arrival Instructions:

You should plan to arrive in Mackinaw City Monday through Friday, as the Human Resources office is closed on Saturday and Sundays. You will receive detailed arrival instructions once you are hired. Please contact us with any questions you have before booking your ticket! Once your arrival plans are made, you are required to send them to us so we can plan for your arrival and ensure housing is ready.

We recommend flying into the following airports: Pellston (PLN) - located a half hour from Mackinaw City, Chippewa County (CIU) - located an hour from Mackinaw City or Detroit Metro (DTW) - located approximately 300 miles away - you will need to bus the remaining trip to Mackinaw City. The bus station is approximately 45 minutes by taxi away from the airport and only has 2 afternoon departures per day to Mackinaw City.

While flights can be slightly more expensive flying into Pellston or Chippewa County - depending on arrival time we can pick you up from these two airports as they are close to Mackinaw City. Delta is the airline that operates these flights.

We do NOT recommend flying into Chicago O'Hare and taking the bus from there. This is due to added costs and safety concerns. It generally takes about 14 hours by bus to arrive in Mackinaw City from Chicago. While flying into Chicago may initially save you money on your flight ticket, you will likely spend more in ground transportation and hotels.

Suggested Arrival Airport:

Pellston, PLN, Less than 25 miles

Chippewa County Airport, CUI, Less than 50 miles

Detroit Metro Airport, DTW, Over 50 miles

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

If arriving after regular hours:

Suggested After-Hours Accommodation:

Comfort Inn Metro Detroit
31800 Wick RD
Romulus , Michigan 48174
https://www.choicehotels.com/michigan/romulus/comfort-inn-hotels/mi048?source=gglocaljn
734-326-2100
$75 to $100

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:

Weekly employer provided trips will be scheduled to the closest Social Security office. If you wish to apply sooner, you can take the Straits Regional Ride bus to Petoskey and apply on your own.

Nearest SSA Office: Petoskey , Michigan , Less than 50 miles

Other:

Wage Payment Schedule:

You will be paid bi-weekly -every other Friday. Our payroll week runs from Friday to Thursday. You will receive a check, direct deposit or paycard is NOT available.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: No

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

You need to appear for work clean and well groomed. Clothes must be clean and free of wrinkles. You should bathe regularly using soap and include daily use of deodorant.

Second Job Availability: Yes, likely

Applicable Company Policies:

Employees should **NOT** clock in prior to scheduled start time and should **NOT** work unauthorized hours. This is considered stealing and employee could be immediately terminated.

Employees should refrain from using cellphones during working hours.

Employees are **NOT** permitted to smoke in employee housing units.

Overnight visitors are **NOT** permitted in housing.

All shared areas of housing (kitchen, laundry room, outside areas) must remain CLEAN at all times. Employees may lose deposit and privileges(Walmart trip or internet access) if these areas are not maintained in a clean manner by all employees living there.

We are not always able to honor day off requests - especially during the months of July and August. If you would like to request a day off, please give your manager at least a week's notice before the schedule is posted. Managers are not required to work your schedule around a second job.

If you are unable to make your shift due to illness - you must let your manager know immediately. It is not guaranteed you can make up missed hours.

Generally speaking - if you quit without notice and/or are terminated - you will be required to vacate housing by the end of that day.

COMMUNITY AMENITIES

Walking Distance from Worksite:

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

Walking Distance from Housing:

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

Unavailable:

Shopping Mall