

## Ranch Camp - Kitchen Crew

### HOST INFORMATION

#### ***Company Description:***

Ranch Camp is a family friendly American style restaurant. The restaurant is located in the heart of the resort town of Stowe, Vermont. While Stowe is a world-famous ski town, more tourists visit the location in the summer to experience Vermont's beauty in the warmer months.

Employees at Ranch Camp are encouraged to participate in the town's summer activities including mountain biking, hiking, exploring local swimming holes, and attending art related events including concerts and museums. Our village is very walkable and will be an excellent place to experience small town, rural Vermont living with the added energy of being located in a tourism destination.

Ranch Camp is also a bike shop and we encourage our employees to join us in cycling activities including group rides right from our parking lot.

#### ***Employee Perks:***

- **Access to free bikes for use on the Cady Hill Trail network (just behind restaurant).**
- **One complimentary shirt/uniform provided per employee.**
- **One free meal (up to \$15 retail value) for every 8-hour shift worked. Other meals are discounted while on the clock.**
- **Access to many summer activities and events in the local community.**

**Host Website:** <https://www.ranchcampvt.com/>

**Site of Activity:** Ranch Camp

**Parent Account Name:** FCT LLC

**Host Address:** 311 Mountain Road Stowe, Vermont, 05672

**Nearest Major City:** Burlington, Vermont, Less than 50 miles away

### PLACEMENT INFORMATION

#### ***Job Description:***

*Kitchen Crew / Dishwasher:*

*cleaning and sanitizing dishes, utensils, and cookware, operating dishwashing machines, maintaining a clean kitchen (sweeping, mopping, trash removal), stocking supplies, and assisting with basic prep or closing duties, all while strictly following health and safety standards to ensure a steady supply for kitchen and servers.*

*Specific duties may include but are not limited to any combination of the following:*

- *Cleans dish ware from the front of house and kitchen*
- *Complies consistently with company standards on portion sizes, cooking methods, quality standards and kitchen rules, recipes, policies and procedures.*
- *Prepares and portions food products prior to cooking.*

- Handle raw meats and maintain health and safety standards
- Ensures quality of products served.
- Utilizes a wide range of kitchen tools and utensils, including but not limited to knives, grinders, broilers, ovens, grills, and fryers according the health and safety standards.
- Performs kitchen maintenance tasks such as emptying the trash and washing dishes, mopping floor.
- Promptly reports equipment and food quality or shortage problems to Kitchen Manager.
- Maintains a clean work station and assists with the cleaning, sanitation, and organization of kitchen and all storage areas.
- Completes opening and closing checklists.
- Stocks and maintains sufficient levels of food products at line stations to assure a smooth service period.
- Completes additional duties as assigned by supervisor

**Typical Schedule:**

Employees work five to six days weekly and shifts typically last 8 to 10 hours.

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$15.5

**Eligible for Tips:** No

**Estimated weekly wages including tips:** \$620

**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:** 40

**Potential fluctuation in hours per week:**

Hours will fluctuate during peak tourism season. July and August are the busiest and may require overtime hours. Overtime is not guaranteed, and will only be granted with permission from Chef Joe.

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

**Overtime Policy:**

Yes, paid after 40 hours

**Job-Specific Benefits:**

- One meal is comped per 8-hour shift worked, up to a \$15 retail value. Other meals are discounted 50% while on the clock. - One complimentary shirt provided per employee

## JOB REQUIREMENTS

**English Level required:**



*Intermediate*

**Required to be 21+:** No

**Previous Experience required:** No

## **Qualifications & Conditions**

### **Lifting**

*Lifting requirement: 25lbs/11kgs*

### **Description:**

*You will occasionally need to lift up to 25lbs. Examples of items are cases of raw foods like boxes of potatoes or jugs of oil.*

### **Standing for entire shift**

### **Handling cleaning chemicals**

### **Need to wear uniform:** No

### **Dress Code:** No

## CULTURAL OPPORTUNITIES

### **Types of Cultural Opportunities:**

*Trips to Major City, Shopping Trips, Holiday Events, Company Parties*

### **Additional Details about Cultural Offerings:**

*Ranch Camp is situated on the trailhead to the Cady Hill Trail network. Cady Hill is a primary attraction in the town of Stowe and is a gateway to outdoor recreation. Ranch Camp employees have access to free bikes and gear to explore the network with their coworkers on weekly staff rides.*

### **Local Cultural Offering:**

*Stowe has summer-long cultural activities from live music at local venues to festivals ranging from the Renaissance Fair to the Fourth of July fireworks displays. This offers the perfect opportunity to experience a unique part of the USA! <https://gostowe.com/>*

## HOUSING AND TRANSPORTATION

### **Housing Provided:** Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. Required to stay.

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

*Ranch Camp has a form style housing unit adjacent the business. It shares a parking lot with the workplace. The unit sleeps can accommodate up to four students but is capped at three max. The unit is not co-ed. The bedroom has one twin bed and a set of bunk beds. There's an adjacent area with storage, a table and chairs and a small area where food can be stored and prepared. It includes a refrigerator, stove/oven, microwave, cabinets and shelves. The unit also includes a large bathroom with a shower. Blankets, linens, and towels are included in the unit. WiFi is available as well.*

### **Lease Agreement:** Yes

### **Onsite Amenities:**

*WiFi: Yes*

*Description:*

*A wifi password will be supplied to students upon arrival.*

*Phone Service: Yes*

*Description:*

*There is reliable cell service on-site or students can use our company phone to contact CIEE.*

*Kitchen facilities: No*

*Description:*

*Students do not have access to the restaurant kitchen outside of working hours. Students have access to discounted meals via our two restaurants.*

*Laundry facilities: No*

*Description:*

*There is a laundromat 0.7 miles from the dorm.*

***Occupancy Requirements for Provided Housing:***

*Minimum Occupancy Per Room: 2*

*Maximum Occupancy Per Room: 3*

*Suggested Occupancy Per Room: 2 - 3*

*Rooming Arrangement Description:*

*The dorm is not co-ed. We anticipate only two students occupying the dorm this season.*

***Provided Housing Cost:***

*Required to Pay for Provided Housing: Yes*

*Cost per Week: \$135*

*Housing Cost Deducted from Paychecks: Yes*

*Utilities Costs: No*

*Housing Deposit: No*

***Transportation to Worksite:***

*Walking Commute Time*

*Estimated commute time: Under 15 minutes*

*Description: Housing is adjacent to the workplace and is a 2 minute walk.*

*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: We have bikes that the students can borrow for commuting around town. Work is adjacent to the dorm.*

## ARRIVAL INFORMATION

**Arrival Instructions:**

*Scheduling of employer-provided transportation:*

*Transportation to and from Burlington, Vermont, including the bus station and airport will be arranged for arriving students. The Waterbury, Vermont train station is also an acceptable pickup location.*

*Arrival and pickup is acceptable at any time but must be communicated to management at least one week before arrival. We will also arrange a trip to the local Social Security Office upon arrival. The Burlington airport and bus station are located 50 minutes from our business and housing. All travel plans including flights and arrival times must be communicated to [Ryan@ranchcampvt.com](mailto:Ryan@ranchcampvt.com). Please include:*

*Flight Numbers*

*Name*

*Email*

*Phone and/or WhatsApp and/or Skype*

*Our housing location is adjacent the businesses (2 minute walk /.1 miles). The location is within walking distance to all of our town's amenities including the grocery store, restaurants, convenience stores, a drug store, laundromat and so on.*

**Suggested Arrival Airport:**

*Burlington International Airport, BTV, Less than 50 miles*

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

***If arriving after regular hours:***

**Suggested After-Hours Accommodation:**

*Comfort Inn and Suites*

*3 Dorset Street*

*South Burlington , Vermont 05403*

*<https://www.choicehotels.com/vermont/south-burlington/comfort-inn-hotels/vt035?mc=1lgoxxpx>*

*802-735-1808*

*\$150 to \$200*

## TRAINING AND ONBOARDING

**Pre-Arrival Onboarding:** Yes

*Students must read, understand and sign our J1 rules and regulations document that outlines rules in the workplace. This document will be submitted to students to sign via email and must be returned before arriving for work. We will review the same document upon arrival during in-person onboarding. The rules and regulations are defined in the company policies section below.*

*Students residing in staff housing must sign a lease in advance of arriving. Students must live in the leased housing for the time they are present and working. Rent is charged in one week increments concurrent with payroll timing (Monday to Sunday). Days will not be prorated if the apartment is occupied for a portion of a pay period.*

**Social Security Number:**

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

*Details about how to apply for Social Security Number:*

*We will take you to the Social Security Office upon arrival*

Nearest SSA Office: Burlington, Vermont, Less than 25 miles

**Other:**

*Wage Payment Schedule:*

Every two weeks (bi-weekly)

*Meal Plan: Optional*

*Estimated Cost Per Day: \$0*

*Meal Plan Description:*

*One meal is comped per 8-hour shift worked, up to a \$15 retail value. Other meals are discounted 50% while on the clock. If a shift is cut short of 8 hours, a meal will not be comped.*

*Provide Certificates/Performance Evaluations: Yes*

*Hire in Groups: Yes*

*Maximum Group Size:*

*Grooming Requirements:*

*Long hair must be tied back per restaurant guidelines.*

*Second Job Availability: Yes, likely*

*Applicable Company Policies:*

*- Lunch / breaks are unpaid. Break times are 60 minutes total per 8 hours worked, for a total shift duration of 9 hours. You must clock out during your lunch and break times*

*- One meal is comped per 8-hour shift worked, up to a \$15 retail value. Every other meal is discounted 50% while on the clock. If a shift is cut short and an employee works less than 8 hours, their meal will not be comped.*

*- Overtime will be granted only with permission from Chef Joe.*

*- Arriving at work and punching in prior to the scheduled time is not allowed unless approved by Chef Joe in advance.*

*- Any break or meal is not to be taken until staff have been working for at least 3 hours - arriving at work to punch in and eat lunch on the clock is not allowed under any circumstance.*

*- Complete closing duties and punch out no more than 1 hour after closing time unless requested to stay by Chef Joe or your direct supervisor- Shift coverage must be approved by Chef Joe or supervisor to avoid overtime.*

*- Staff will receive one complimentary shirt/ uniform per employee. All others may be purchased at cost.*

*- No work will be scheduled or performed after work visas expire*

*- Employees living in housing provided by the employer must stay in the housing for the duration of the work contract.*

*- Rent is charged in one week increments concurrent with payroll timing (Monday to Sunday). Days will not be prorated if the apartment is occupied for a portion of a pay period.*

## COMMUNITY AMENITIES

**Walking Distance from Worksite:**

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

**Unavailable:**

Shopping Mall, Internet Cafe

