

The Reeds at Shelter Haven

Cook Assistant
Stone Harbor, NJ



Company Biography

The Reeds at Shelter Haven is a contemporary luxury boutique hotel located in Stone Harbor, NJ. Stone Harbor is a beautiful shore resort town just minutes from Wildwood NJ, where hundreds of J1 students live and work, making it a popular Work and Travel destination. Philadelphia is 1.5 hours away, NYC 2.5 hours and Washington DC 3.5 hours away. Stone Harbor holds events and festivals throughout the summer, such as a Centennial Reenactment, an arts and crafts show, Food and Wine Festival, Memorial Day Parade and a Concert Series. There are lots of fun things to do in Stone Harbor!

Work and Pay Details

Position title: Cook Assistant

Hourly wage: \$8.38

Tips? No

Description of position: Chef/Cook/Cook Assistant employees are required to perform various food and beverage related tasks including:

- 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.
- Washing all dirty dishes and equipment.
- Ensuring that cooking grease is rotated properly.
- 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.
- Employees may be asked to move to different locations or job assignments within the property, as needed. Other duties may be assigned.

Specific qualifications required:

- Must be able to work individually or on a team and at a quick pace.
- Must have the ability to read, write, and understand instructions given in the English language. Must have some experience working in a restaurant kitchen.
- Must have the ability to understand and respond to verbal instructions given in the English language.
- Must have a friendly, positive attitude and be dedicated to customer service.
- Workers serve as a representative of our company and must display courtesy, respect, tact, and discretion in all interactions with other employees, management, owners, guests, and members of the local community.

Estimated weekly wage (incl. tips): \$251.40

Bonus: None

Conditions of bonus:

Average hours for last year's students?	40 Hours	Maximum weekly hours allowed:	40 Hours
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Minimum average number of hours?	30 Hours	Possibility of getting more than average hours:	Good
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Students get the most hours in:	July and August	Students get the least hours in:	May and June
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How often are students paid?	Every Two Weeks
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Do you pay overtime?	Yes	If yes, after how many hours per week do you pay overtime?	40 Hours
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Does your company only operate weekends before or after specific dates?	No
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If yes, what are the dates?

Position location: 9601 Third Avenue Stone Harbor NJ 08247

Other Job Details

Minimum english level: (6) Advanced

Other Job Details	
Description of working conditions:	<p>Employees will be required to use mechanical kitchen equipment and sharp cutting tools and knives.</p> <ul style="list-style-type: none"> •Employees will be exposed to high temperature ovens and fryers. Proper protective gloves will be provided. •All workers will perform physical activities that require moving one's whole body, such as lifting, balancing, climbing, and stooping or bending. These activities often also require considerable use of the arms and legs. •Employees will be required to stand for long periods of time. •Employees will be required lift, push, pull, or carry objects up to 40 lbs on a repeated basis. •Employees must be able to work continuously in an indoor, humid or hot environment without air-conditioning. •Employees may be moved to different work areas as needed.
Will job duties be different at the beginning of the season?	No
If yes, provide details of specific job duties:	

Uniform and Grooming Requirements			
Are students required to wear a uniform?	Yes	If yes, what is the cost of the uniform?	\$0.00
Are uniform laundry services available?	No	If yes, what is the cost of the laundry service?	\$0.00
Do students need to purchase specific clothing or footwear?	Yes		
Details of purchasing required clothing or footwear:	Cook Assistants need black cooks pants and non skid shoes.		
Do you have company grooming requirements?	Yes		
Details of company grooming requirements?	<p>The Reeds maintains a high level of service provided to guests, therefore there is a high standard for personal appearance and grooming standards. Students are expected to bathe daily clean teeth and wear deoderant. Strong smelling perfumes, cologne or aftershave must be avoided. Hair must be neat, clean and in a natural color and style. Long hair pulled back. No bright or glittery nail polish, or large jewelry. One earring per ear lobe.No visible body piercing or tattoos. No long hair on men. Only short, trip mustaches, beards or goatees and management has the right to tell staff to shave if found unacceptable.</p>		

Other Company Details			
Company hires couples?	Yes	Company hires groups of up to 4?	Yes
Drug test required?	No	Do students complete an additional application upon arrival?	Yes
Does your company issue completion certificates?	No	If requested, will you evaluate the student's performance?	Yes
Any additional company details?			

Training Information			
Is job training required?	Yes	Length of training:	On the Job
Are students paid during training?	Yes	Hourly pay rate during training:	\$8.38
How many hours per week are students likely to receive during training period?	30		
Any other details?	Students need to purchase black cook's pants and non-skid shoes.		

Worksite Location			
Worksite location:	9601 Third Avenue Stone Harbor NJ 08247		
Nearest major city:	Philadelphia	Worksite setting:	Resort/Ocean/Lake
Nearest major airport:	PHL	Distance to nearest major airport:	90 miles
Additional worksite setting details:	Stone Harbor, New Jersey, is located on the Atlantic coast 45 minutes south of Atlantic City, 1.5 hours south of Philadelphia, 3 hours south of NYC and 3.5 hours north of Washington, DC.		

Standard Arrival Information			
Are students required to arrive or depart on specific dates?	Yes		
Details of required arrival or departure dates:	No starts on Saturday or Sunday		
Mode of transportation:	Public Transportation	Students must arrive between these hours:	9-5
Cost:	\$30.00		
Other details:			
From JFK take the Air Tran from inside your terminal to Jamaica Station. Take the E train (the subway) to 42nd Street/8th Avenue. Walk to the NY Port Authority at 625 8th Avenue. Find NJ Transit Bus 319 to Atlantic City, NJ Take Bus 319 to Stone Harbor.			

After Hours Arrival Information	
General information: Students arriving at night should find hostel or hotel near airport and travel in morning.	
Name of accommodation: AAE Hostel JFK	Accommodation address: Jamaica Blvd., NY, NY (www.hostelworld.com)
Cost per night: \$30.00	
Best way to travel from airport to overnight accommodation: Free shuttle from airport	

Social Security	
Are students required to apply for a social security card prior to arriving at worksite?	No
Will the company assist students with their social security application?	Yes
Assistance detail: Will direct to local bus to Rio Grande.	
Where is the nearest social security office? Rio Grande	Distance: 15 minutes by car
How will students be paid until their social security card arrives? check	

Housing Details	
Is housing provided? No	If not, will you assist students in finding housing? No
Are there affordable housing options in the area? Yes	
Housing options in the area:	Students in Stone Harbor generally find affordable housing in North Wildwood for approximately \$90 per week and either ride their bike or take the bus. There is a lot of housing which students can find on arrival. Two inexpensive hotels where you can stay while looking for housing: Royal Canadian, 3300 Atlantic Ave., Wildwood, NJ or Arlington Hotel, 325 E. Magnolia (between Ocean and Atlantic, Wildwood, NJ). These are budget motels where J1 students often stay. Employer will try to find housing in Stone Harbor but cannot guarantee it.
Local housing resources:	www.shoppenews.com www.capemay herald.com www.craigslist.com
Housing address: N/A	
Is the student required to sign a separate housing contract? N/A	
Type of housing provided: N/A	Number of students to a room: N/A
Housing details: N/A	
Do you offer co-ed housing? N/A	
Cost of housing - per week: N/A	Includes utilities? N/A
Are housing costs deducted from paycheck? N/A	
Is a housing deposit required? N/A	Amount of housing deposit: N/A
Instructions for payment of housing deposit: N/A	
Housing deposit due date: N/A	Is deposit refundable? N/A
Conditions of deposit refund: N/A	
How will deposit be refunded? N/A	
Are students required to live in provided housing upon arrival? N/A	
During their work stay, can students find alternate housing? N/A	
If yes, is there a penalty? N/A	

Transportation to/from Worksite	
Method of transportation to worksite: Bike or bus	
Distance to worksite: depends on housing location	Is worksite within walking distance of housing? No
Cost of public transportation to worksite: \$2.10	
Details of public transportation to worksite: Bus 315 goes from Wildwood terminal to 3rd Ave. at 94th St., Stone Harbor daily. Teh cost is \$2.10 one way.	
Cost of transportation to worksite provided by employer: Not specified	
Details of transportation to worksite arranged by employer:	
Cost of arranging own transportation to worksite: Not specified	
Details of arranging own transportation to worksite:	

Housing Amenities			
Available public transportation:	Bus, Interstate Bus		
Access to public transportation?	Walking Distance		
On Site Housing Amenities			
Laundry:	N/A	Linens:	N/A
Refrigerator:	N/A	Microwave:	N/A
TV:	N/A	Telephone:	N/A
Computer/Internet Access:	N/A	Utensils:	N/A
Individual Beds:	N/A		
Private bath:			N/A
Air conditioning:			N/A
Security guard:			N/A
Gym:			N/A
Nearby Amenities			
Supermarket:	Walking Distance	Restaurants:	Walking Distance
Shopping mall:	Requires Transportation	Fitness center:	Walking Distance
Post office:	Walking Distance	Laundry:	Walking Distance
Bank:	Walking Distance	Internet cafe:	Walking Distance
Movie theater:	Walking Distance	Library:	Walking Distance
Additional amenities:	N/A		

Meal Information	
Are meals included in rent cost?	N/A
If not, meal plan cost per day:	Not Specified
Meals covered:	Not Specified
Is the purchase of a meal plan mandatory?	No

Cultural Opportunities	
Types of cultural opportunities provided	
Organized Holiday Event(s):	No
Organized Potluck(s) or Dinner(s):	No
Organized Karaoke Night(s):	No
Organized Movie Night(s):	No
Organized Sporting Event(s):	No
Organized Staff Exchange Event(s) - Other:	No
Organized Trip(s) to Nearby Attraction(s):	No
Organized Trip(s) to Major Attraction(s):	No
Organized Trip(s) to Major City:	No
Information about Events:	Yes
Information about Local Resources:	Yes
Information about Attractions/Sites:	Yes
Information about Local Community:	Yes
Other:	No
If Other, please describe:	N/A
Additional details about cultural offerings:	There are many day trips to places like historic Philadelphia, where you can visit the Liberty Bell, Constitution Hall and University of Pennsylvania. In Stone Harbor, you can volunteer at the Wetlands Institute and help save ocean birds and animals. Cold Spring Village is near Cape May, where you can see how Americans lived in the 1700s. See stoneharbornj.org for information on events!