

Position Details

Overview

Position Title: Kitchen prep/Expo/Food Runner/Dishwasher-Sum27

Position Code: PC1648028

Host Company Name: The Village Pump (Kelleys Island, OH)

Host Company Description:

The Village Pump is a unique establishment that has numerous amenities within one. They offer wonderful meals and drinks.

Home of the Famous Brandy Alexander's, Lake Erie Perch, and Lobster Chowder! Celebrating Over 50 years of Food, Fun and Brandy's!

The largest of Ohio's Lake Erie Islands, Kelley's Island, is dominated by natural areas. It appeals to nature and bird lovers as well as those looking for a relaxing, quiet getaway. Its rocky shorelines, sandy state park beach, lush forests, popular wineries, and friendly hospitality are inviting. Islanders welcome visitors to share in their laid-back lifestyle. Rent a golf cart or bicycle and encounter the world's largest, most spectacular glacial scoring, find Native American petroglyphs carved into a limestone boulder, hike miles of trails at the state park, charter a fishing boat to catch perch or walleye.

Downtown is the heart of the island where clothing and gift stores, miniature golf, karaoke, restaurants, and live entertainment bring rhythm to the island pace. Also, Kelly's is a 15-minute ferry ride from Put in Bay.

If you want the unique experience of island life, in small town USA, then Kelly's Island is the place for you.

City: Kelleys Island

State: OH

Gender Preference: Male

English Level: Advanced

Minimum Age: 18

Earliest Start Date: 5/15/2027

Earliest End Date: 9/15/2027

Latest Start Date: 7/1/2027

Latest End Date: 10/10/2027

Position Details

Average Hours/Week: 35

Typical Schedule:

6 days a week. We are open from from 9am to 11pm. There will be am shifts, pm shifts or both shifts per week. Your schedule will vary and a set schedule will not be possible.

Working weekends and holidays is required.

Additional Hours Details:

You will average 32 hours per week over the course of your program. Some weeks may be less, some weeks may be more

depending on business needs.

You will average 32 hours, weekly, over the course of your program.

Position Description:

In this combined position, you will have the opportunity to gain some great experience since you will work as: kitchen prep, food expeditor, food runner and dishwasher. You will be working in the following capacity:

Kitchen Prep: will assist in the preparation of delicious dishes in the kitchen. You'll perform routine kitchen tasks such as setting up workstations and ingredients, so that food can be prepared according to recipes.

Responsibilities

- * *Follow the prep list created by chefs to plan duties*
- * *Label and stock all ingredients on shelves so they can be organized and easily accessible*
- * *Measure ingredients and seasonings to be used in cooking*
- * *Prepare cooking ingredients by washing and chopping vegetables, cutting meat etc.*
- * *Undertake basic cooking duties such as reducing sauces, parboiling food etc.*
- * *Prepare simple dishes such as salads, entrees etc.*
- * *Maintain a clean and orderly kitchen by washing dishes, sanitizing surfaces, taking out trash etc.*
- * *Ensure all food and other items are stored properly*
- * *Comply with nutrition and sanitation guidelines*
- * *Perform other kitchen duties as assigned*

Food expeditor: acts as a liaison between the kitchen staff and the waitstaff, which ensures a steady workflow throughout the various departments of a restaurant. As an expeditor you will also finalize the presentation of each plate.

Responsibilities

- *Ensure the efficient flow of orders from the waiters to the kitchen.*
- *Ensure orders are being prepared with the correct priority.*
- *Assist in the final preparation of dishes.*
- *Check dishes before delivery for accuracy, presentation, and temperature.*
- *Deliver orders to maintain fast service.*
- *Eliminate obstacles in service, food preparation lines or [dishwashing](#).*
- *Inspect the premises according to quality and sanitation standards and assist in cleaning.*
- *Transfer important information between the kitchen and the wait staff (e.g. when a customer has a particular request).*
- *Support other tasks as needed (e.g. telephone orders)*

Food Runner: responsibilities include setting tables, serving food orders, and removing used dishes and utensils. If you'd like to gain experience in the restaurant industry and learn how to provide an excellent dining experience, we'd like to meet you. To be considered for this role, you should be available to work various shifts, including weekends. Ultimately, you will ensure our guests have a high-quality dining experience by serving their food in a timely and accurate manner.

- * *Understanding of hygiene and food safety rules*
- * *Physical ability and stamina to carry heavy trays and stand for long hours*
- * *Availability to work various shifts, including weekends*
- * *Multi-tasking abilities*
- * *Good oral communication skills*
- * *Ability to remain calm and professional in a fast-paced work environment*

Dishwasher: responsible for cleaning dishes in a foodservice environment to ensure that there is always plenty of clean tableware at hand. When washing, they prioritize different types and sizes of crockery and kitchen utensils. They are in charge of loading the dishwasher and placing dishes on drying racks to be put away properly when done using.

Responsibilities:

- * *Collecting used kitchenware from dining and kitchen areas*
- * *Loading and unloading washing machines*
- * *Washing specific items by hand (e.g. wooden cutting boards, large pots and delicate china)*
- * *Store clean dishes, glasses and equipment appropriately*
- * *Set up workstations before meal prep begins*
- * *Ensure there are always enough clean dishes, glasses and utensils, especially during peak hours*
- * *Maintain cleaning supplies stock (e.g. detergents) and place orders when necessary*
- * *Check washing machines' operation and promptly report any technical/performance issues*
- * *Remove garbage regularly*
- * *Sanitize the kitchen area, including the floor*

You must arrive by the date agreed upon at the interview, and listed on your work offer, and are expected to work until the last day listed on your work offer.

You will be expected to arrive at work on time, every day, and dressed in the proper uniform.

You will be expected to make sure you perform your job responsibilities as taught in training and according to company standards.

Friends traveling together cannot be guaranteed the same day off or the same scheduled shift. Please be prepared for this.

SECOND JOBS:

Second jobs are permitted. Participants must be available for every shift they are scheduled to work at The Village Pump and their second job must not interfere with their work performance.

Intrax participants are not permitted to start working at a second job without first obtaining permission from Intrax.

- Required Duties:**
- *Understanding of health and safety rules in a restaurant*
 - *Manual dexterity in using kitchen equipment or utensils and carry heavy trays*
 - *Well-organized and ability to lead and direct people*
 - *Excellent communication and negotiation skills*
 - *Outstanding coordination and multi-tasking abilities*
 - *Patient with an ability to stay positive under pressure*
 - *Very good physical condition and endurance*

Skills Required:

Superior customer service skills are a must. Excellent organizational and multi-tasking skills will be needed. You must be able to work on your feet for long periods of time. This position requires being able to work in a very fast paced environment.

Supplies Required:

Host company will supply the company t shirt and please bring comfortable pants or shorts and slip proof shoes.

Supplies Cost:**Company Policies:**

Interview Required?: No

Additional Information:**Training Dates:****Different Training Period Wage:****Physical Demands:**

Must be able to stand for long periods of time; Must be able to work with cleaning and sanitation products; Performing duties which require bending, reaching, and/or lifting; Lifting & transporting up to 25/30/50/100 pounds

Drug Testing Requirements:**Meals Included:****Transportation:****Host Placement - Related Costs:****Benefits Provided by Host:**

Pay Rate: USD 16.00

Pay Frequency: Bi-Weekly

Pay Notes:

Overtime Available? Yes

Overtime Rate: 24.00

Days Before Start of Work: 0

Tipped Position? No

Accepts Couples? No

Accepts Groups? No

Second Job Allowed? Yes

Company Provided Housing? Yes

Arrival Information

Recommended Airport: Cleveland Hopkins International Airport (CLE)

5300 Riverside Dr, Cleveland, OH 44135

Nearest Bus Station: GO BUS <https://ridegobus.com/routes/>

Located in Port Clinton, OH

Nearest Train Station: Sandusky, Ohio

www.amtrak.com

Transportation to Company:

Reporting Instructions: All participants must contact the employer with your travel arrangements before your arrival to the USA.

You MUST check in on your MY INTRAX account the day you arrive in the United States.

Travel Instructions:

Fly into Cleveland Hopkins International Airport and then take the GO BUS to Port Clinton, Ohio <https://ridegobus.com/routes/>

Upon arriving to Port Clinton, take an Uber to the Jet Express boat Dock (www.jet-express.com). Be sure to check the Jet Express Schedule, before traveling to the United States, so you know if you will arrive in time for the last boat of the day. If you do not arrive in Port Clinton, OH before the last boat of the day you will need to arrange a hotel for the evening.

Purchase a one-way ticket to Kelleys Island from the Jet Express ticket window.

Nearest Social Security Office: Closest Social Security Office:

252 WAYNE STREET
SANDUSKY, OH 44870

Social Security Instructions:

The Employer can assist you with how to arrange travel to the Social Security office in Sandusky, Ohio

You must wait at least 7 days after checking in on your MY INTRAX account before applying for Social Security.

Area Information

Area Information:

Kelley's Island is located on beautiful Lake Erie, 4.5 miles from the mainland. It is roughly 2 x 4 miles in size. The Island is steeped in history – from the Glacial Grooves and Inscription Rock to the beautifully restored houses, many of which are well over 150 years old. While seemingly small, our little community welcomes hundreds of visitors each day and thousands on the weekends. This location is wonderful for participants who want a taste of Island life, breathe the clean fresh air and participate in friendly activities.

Climate:

Summer temperatures on the Island will range from 65-85 degrees during the day and 55-75 degrees at night.

Closest major cities:

Toledo, Ohio 38 miles away

Detroit, Michigan 48 miles

Cleveland, Ohio is 51 miles away

Distances to major cities do not include the 45 minute ferry ride from the Island to the Main Land.

Cultural Opportunities:

There are so many cultural opportunities available to you that you won't have time to get bored. Here's just a few of the exciting things to do:

Kelleys Island State Park

Scheele Preserve

North Pond Boardwalk – North Pond State Nature Preserve

East Quarry Trails – Horseshoe Lake

Kelleys Island Adventures

Glacial Grooves

Inscription Rock

North Shore Alvar

Website: <http://villagepumpkioh.com/>

Additional Website Info:

Accommodation Option: The Village Pump Employee Housing

Company Arranged: Yes

Company Recommended: Yes

Description:

Participants working at The Village Pump are expected to live in the housing provided. Participants who choose not to move into employee housing, or who move out of housing early, may be required to resign from their position at The Village Pump.

Housing is \$50 week. Two participants per bedroom with 5-6 participants sharing the housing.

The house is furnished with 2 beds per room, a shared bathroom air conditioning, sheets and pillows provided, some towels provided.

Each room has a small refrigerator and microwave. Limited cooking facilities in the housing.

Estimated Weekly Cost: USD 50.00

Additional Weekly Cost:

Additional Cost Description: All Utilities included.

Commute Options: Walking; Bicycle

Commute Cost: USD 0.00

Company Provides Transportation: No

Estimated Distance to Company: Housing is within a few minutes walk of the work location.

Gender Restrictions: None