



Job Description Document (JDD) - Kucuk Bros Inc. - "Brothers' Bistro" – Host/Hostess

POSITION/ JOB TITLE	NUMBER OF JOBS	ARRIVAL DATE RANGE Month/Day/Year	DEPARTURE DATE RANGE Month/Day/Year
HOST / HOSTESS			
HOST / HOSTESS			
HOST / HOSTESS			

POSITION OPPORTUNITY INFORMATION	
Worksite Address:	1109 Atlantic Ave., Ocean City State: Maryland, MA Zip Code: 21842
English Level Required:	<input checked="" type="checkbox"/> Conversational <input checked="" type="checkbox"/> Advanced <input type="checkbox"/> Any
Job Description:	Greet guests into the restaurant. Coordinate reservations scheduled. Seat guests according to their requests. Present menus and inform guests who their server will be and help with any special requests. Provide special activities for children such as crayons and coloring book. Assist with special projects including preparing menus, cleaning host/hostess area and ensuring excellent guest service.
Required Skills:	Gracious customer service skills are a must. Prior restaurant experience and organizational and multi-tasking skills will be needed in this fast paced environment. You must be able to stand for extended hours and serve with a sense of urgency. English must be conversational as interaction with guests in the restaurant is required. Being humble, gracious and kind are vital skills for success.
Job requirements:	You will be required to pass an in person or brief Skype interview with the employer.
Gender Preference:	<input type="checkbox"/> Male Only <input type="checkbox"/> Female Only <input checked="" type="checkbox"/> Mix: #M _____; #F _____; <input type="checkbox"/> Any
Pay Rate per hour:	\$7.25 Min Hours/Week: 35-40 Expected Tips: per day. <input type="checkbox"/> Yes <input type="checkbox"/> Occasionally <input checked="" type="checkbox"/> No
Overtime available:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Based on needs Possible 2 nd Job in the area: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
End of Season Bonus:	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes / details:
Meal discounts: If Yes, please describe	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes You are entitled to one meal per shift that you work. This is considered a privilege not to be taken advantage of nor abused.
Additional application:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Drug Screening Policy: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Uniforms / Dress code: If Yes, please describe	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes White shirt, bring own black pants (no jeans please) and comfort black sneakers.
Additional information:	

ACKNOWLEDGEMENT

I certify that as an employer, I will abide by the regulations governing the Exchange Visitor Program (22 CFR Part 62) as administered by the Department of State, will observe all applicable local, state and federal labor laws including ensuring that the Participants recruited and placed by ZIP Travel receive pay and benefits same as those offered to their American counterparts. I am authorized by my company to extend job offer to international students and will provide employment consistent with the employment terms outlined in this document, and will immediately submit to ZIP Travel any proposed changes that will affect the job, but no later than 30 days before earliest job start date. Such changes include, but are not limited to, the location, pay, position, and length of employment. Participants are authorized work only during their pre-determined DS 2019 dates.

Name of person completing this form:	Title:
Signature:	Date (dd/mm/yyyy):