



## Skagway Brewing Co - Dishwasher / BOH Assistant

### HOST INFORMATION

**Company Description:**

*Join the Skagway Brewing Company Team + Experience the Best of Alaska*

**Work Perks:**

- *Bonus: Earn \$1 extra for every hour worked throughout the season*
- *Bonus Criteria: Based on work quality, attitude, teamwork, and staying until your scheduled end date.*
- *Food and Retail Discounts: Enjoy 50% off at Brew Co and 25% off at Salty Siren (our sister company)*

**About Us:**

- *Hard Work, Play Hard: We embrace the Alaskan way of life, balancing hard work with great times.*
- *Sustainable Practices: We're committed to sustainability, using aeroponics, bio-diesel, and locally sourced ingredients. Our eco-friendly approach extends from our kitchen to our brewery, making every experience with us meaningful and responsible.*
- *Local Flavors: Taste the authenticity of Southeast Alaska in every dish. We pride ourselves on using locally caught Salmon and Halibut, and every menu item is crafted with care and attention.*
- *Community Spirit: As one of Alaska's largest brewpubs, we're a hub for locals and tourists alike, continuing the proud tradition of the Gold Rush Days of '98.*

*Skagway lies in a breathtaking blend of rugged mountains, lush forests, and historic charm, all set against the backdrop of the stunningly pristine Alaskan wilderness and the Lynn Canal. Summer is mild and days typically range from the mid-50s to the low 70s Fahrenheit, complemented by extended daylight hours.*

*Be apart of our story, where your work is valued, and every day brings new opportunities to contribute to a unique Alaskan experience.*

**Host Website:** <http://www.skagwaybrewing.com>

**Site of Activity:** Skagway Brewing Co

**Parent Account Name:** Skagway Brewing Company

**Host Address:** 204 4th Ave. Skagway, Alaska, 99840

**Nearest Major City:** Juneau, Alaska, Over 50 miles away

### PLACEMENT INFORMATION

**Job Description:**

*The Dishwasher/BOH Assistant position is a very physical, wet, and fast-paced work environment. You will be working directly with both FOH and BOH staff and often in view of the public so being able to maintain a positive attitude even in stressful situations is important. Will be on your feet for your entire shift.*

BOH Assistant portion includes little Dishwashing unless necessary. Some more specific responsibilities include:

- Maintain proper food handling, safety & sanitation procedures
- Follow recipes & procedures to create consistent & quality food
- Evaluate finished products for accuracy & consistency
- Monitor product freshness & rotate out old product
- Follow safety guidelines & use caution in proper lifting techniques, handling knives and operating machinery

Must be able to lift heavy items, bend, stoop, reach items on high shelves, travel up and down stairs multiple times a shift, and stand for eight hours. Must follow directions and read safety instructions and report any concerns immediately. Duties include sorting, stacking and rinsing dirty dishes, pots, pans, utensils, etc, operating the dishwasher, running the clean cycle, and unloading it, stacking, drying and returning clean items to the appropriate location, taking out trash and compost and breaking down cardboard boxes. Must maintain a sanitary and organized work space, in addition to other areas of the kitchen or restaurant. You may also assist with minor food prep items in the kitchen including lining food baskets with paper and portioning and dating various food items, with flexibility to fulfill other duties as requested by management.

**Typical Schedule:**

5-6 days a week, averaging 6-8 hours per day (32-40 hours a week). Sometimes shifts may be split with a break in between your shifts; for example: 11-2pm, then 5-9pm

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$17

**Eligible for Tips:** Yes

~\$1/hour tip average (all back of house tip outs are put into a weekly pool; tip out percentage is based on hours worked and quality of work)

**Estimated weekly wages including tips:** \$702

**Bonus:** Yes

\$1/hour bonus per hour worked through the season based on quality of work performance, attitude, team player, and staying until your scheduled end date. Will be paid on your last check.

\* All figures above are pre-tax

**Estimated average number of hours per week:** 39

**Estimated minimum number of hours per week:** 32

**Estimated maximum number of hours per week:** 40

**Potential fluctuation in hours per week:**

Staffing needs fluctuate based on the number of cruise ship passengers in town and the weather; employee sicknesses.

**Average number of hours per week reached by last year's seasonal employees:** 38

**Overtime Policy:**

Yes, paid after 8 hours

**Job-Specific Benefits:**

50% off food and retail at Skagway Brewing 25% off food and retail at Salty Siren (sister company)

## JOB REQUIREMENTS

**English Level required:**



**Intermediate**

**Required to be 21+: No**

**Previous Experience required: No**

**Qualifications & Conditions**

*Lifting*

*Lifting requirement: 25lbs/11kgs*

*Description:*

*Must be able to lift heavy items (full trash can, boxes of food, bus tubs of dirty dishes), bend, stoop, and reach items on high shelves.*

*Standing for entire shift*

*Handling cleaning chemicals*

*Other qualifications or conditions*

*Description:*

*Must be 20 years or older. Advanced English and language skills. Friendly, happy disposition. Ability to move quickly and efficiently. Must obtain Alaska Food Handlers Certification upon arrival. Previous restaurant experience preferred. Must be an honest, energetic, motivated, and dependable team player who can work hard and have fun in a fast-paced environment while maintaining a positive attitude. Leadership qualities are a plus.*

**Job Training required: Yes**

*Length of job training:*

*All training happens on the job*

*Hours per week during training period: 32*

*Different wage during training period: No*

*Start on specific day of the week: No*

*Training requirements:*

*Alaska Food Handlers Certification Must know how to operate the dish machine Must know proper detergents and chemicals Must know where clean items are stored*

**Need to wear uniform:** Yes

*Uniform Policy:*

*Skagway Brewing shirt (and hat, if preferred); and comfortable non-slip shoes advised*

*Cost of uniform: \$0*

*Uniform laundry: Provided at additional cost*

*Uniform Laundry Cost (per week): \$5*

**Dress Code:** Yes

*Description:*

*Shoes must be closed-heeled and -toed, slip resistant preferred. Skagway Brewing Co. hat, hair net (or other approved head ware), must be worn at all times. If hair is long enough to be pulled back, it must be pulled back. Facial hair must be kept under control: groomed, trimmed to an acceptable length, or a beard net. If you're unsure about what constitutes an acceptable beard length, please consult your direct manager.*

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

*Company Parties, Holiday Events, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Company Softball League*

**Additional Details about Cultural Offerings:**

*As a company, we host a couple staff appreciation nights where we shut down both companies in the evening so everyone can get together for food/drinks/games for a chance to get to know one another and have fun outside of a work shift. Other businesses may offer us discounted rates for staff tours.*

**Local Cultural Offering:**

*We encourage staff to participate in as many Skagway events as possible... Karaoke, Trivia, Art Shows, Community Clean-up, Maker's Markets, Outdoor Events/Music for Pride, Summer Solstice, Independence Day Street Party, Marathons, North Words Symposium with Tlingit theme/author workshops, Disc Golf.*

## 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:**

*SBC provides some of the nicest housing in the State of Alaska with fully furnished subsidized housing for its employees. Housing is assigned - you may give us your first/second preference and we'll do our best to accommodate it but cannot guarantee you will get your first housing preference. All housing has shared common spaces, such as living room and kitchen, and occasionally bathrooms. All units are within easy walking distance to the restaurants. We encourage employees to room-share (2 per room) in the spacious rooms at Sgt. Preston's (see below for a description). As an incentive, each of you would pay ¼, (25%), of the rent prices listed below. A \$500 refundable deposit is due upon arrival (\$250 each if sharing a room). If you cannot come up with the \$500 upon arrival, just let me know and we can take it out of your paychecks. Rent will be deducted from bi-weekly paychecks. Housing does NOT include internet or cable. All units are set up to get internet/satellite TV if you want to set it up at your own expense. NO PETS ALLOWED. SBC Does not allow pets of any kind in our*

housing, ever. Our housing is shared and turns over frequently and we have concerns about the effects of pet dander in our units negatively impacting those employees with allergies to animals. NO PARTIES. Respect your neighbors. Quiet time is 10pm-8am All housing is fully furnished except for towels. This means most everything else, down to a pizza cutter. So, please bring your own towel, or you can purchase one at the Skagway Hardware Store when you arrive. Housing Options Quadplex (10th Ave/State St) 4 bedroom/4 bathroom apartments; shared communal kitchen o Full-time employee: \$130/week, utilities included Sgt Preston's Lodge (6th Ave/State St) o Super Economy (small) hotel room with private bathroom; possible mini fridge & microwave not guaranteed; shared communal kitchen. § Full-time employee: \$100/week, utilities included o Economy (small) hotel room with private bathroom, mini fridge & microwave in room; shared communal kitchen. § Full-time employee: \$115/week, utilities included o Standard (spacious) hotel room with private bathroom, mini fridge & microwave in room; shared communal kitchen. § Full-time employee: \$140/week, utilities included Log Cabin (7th Ave/Alaska St) o 3 bedroom/1 bathroom older/dated log cabin style house § Full-time employee: \$115/week, utilities included

**Lease Agreement:** Yes

**Onsite Amenities:**

WiFi: Yes

Description:

At Sgt. Preston's Lodge, WiFi is available for a fee to a 3rd party provider. At the Quadplex building, it is up to each employee to contact the internet service provider to get internet set up.

Phone Service: Yes

Description:

Cellular service is available throughout the town. If an employee doesn't have a cell phone, they can use the General Manager's or the company's office phone for calls.

Kitchen facilities: Yes

Description:

There are large communal kitchens available in all housing situations.

Laundry facilities: Yes

Description:

We have two laundromats for employees to use at rates that are lower than outside laundry facilities. Employees at Sgt. Preston's will have to walk 2 blocks to reach one of the laundry facilities.

**Occupancy Requirements for Provided Housing:**

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 1 - 2

Rooming Arrangement Description:

We encourage employees to request friends as roommates. We will not bunk up a people of opposite genders unless requested and agreed upon by both parties. Quadplex apartments are generally gender specific, but may be mixed.

**Provided Housing Cost:**

Required to Pay for Provided Housing: Yes

Cost per Week: \$140

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: Yes

Cost per Week: \$20

Description:

All utilities are included except fast-speed internet but that's optional.

*Housing Deposit: Yes*

*Cost: \$250*

*Description:*

*The amount is only \$250 if you share a room, but \$500 if you choose a private room. The deposit can be delivered to the housing manager via cash or check, or taken out of paychecks.*

*Housing Deposit Refundable: Yes*

*Conditions for Deposit Refund:*

*The room must be left in the same condition that it was found. The housing manager provides a detailed cleaning list.*

*Details About Deposit Refund:*

*The deposit will be refunded via a paycheck.*

### **Transportation to Worksite:**

*Walking Commute Time*

*Estimated commute time: Under 15 minutes*

*Description: Flat, paved roads within 1/2 mile of the restaurants.*

*Other*

*Estimated commute time: Under 15 minutes*

*Estimated cost: \$5*

*Total: Yes Per Day: No*

*Description: There is a local cab company, but walking would still likely be faster.*

## ARRIVAL INFORMATION

### **Arrival Instructions:**

#### **Arrival Process in Alaska:**

**Primary Airport:** *Participants fly into Juneau Airport (JNU).*

**Transport to Skagway:** *Options include:*

- Flight: Alaska Seaplanes offers several daily flights from Juneau to Skagway, cost ranges from \$184-249 one-way and lasting about 45 minutes.*
- Ferry: The Alaska Marine Highways ferry departs early morning from Juneau Auke Bay Ferry Terminal, costing \$64 one-way and taking approximately 6 hours. Nearby hotels, Travelodge, and Super 8 provide free shuttle services from the Airport and Ferry Terminal*

#### **Social Security Office Visit in Juneau upon arrival:**

**Travel Planning:** *Participants will have adequate time allocated for their visit to the Social Security Office in Juneau, as there is no office in Skagway.*

**Office Hours:** *The Social Security Office address is 709 W 9th St #231, Juneau, AK 99801. It operates from 11:30 AM to 4:00 PM, Monday through Friday.*

**Getting to Social Security Office:** *A taxi from the Airport will take approx 15 minutes and will charge approx. \$24-\$30. Bus option #4 from Glacier Highway & Jordan Avenue to Juneau Downtown Historic District is approx. \$2 takes 30 minutes and runs every 30 minutes during the day.*

**Overnight Stay in Juneau:** *Depending on your arrival time in Juneau, some participants may need to stay overnight in Juneau before heading to Skagway, allowing time for the Social Security Office visit. Room rates vary by month and are generally between \$150 and \$250 per night."*

**Airport or Ferry Terminal Arrival and Local Transportation:** A company representative will meet new hires at the Skagway ferry terminal or airport and provide free transportation to their housing.

**Participants should coordinate their travel schedules according to the Social Security Office hours and transportation options available.**

**Website Links and Additional Information:** For further details on flight and ferry services, participants can visit these websites :

<https://www.flyalaskaseaplanes.com/>

<https://dot.alaska.gov/amhs/>

<https://www.wyndhamhotels.com/travelodge/juneau-alaska/travelodge-hotel-juneau/overview>

<https://www.wyndhamhotels.com/super-8/juneau-alaska/super-8-juneau/overview>

**Suggested Arrival Airport:**

Juneau International Airport, JNU, Over 50 miles

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

**If arriving after regular hours:**

**Suggested After-Hours Accommodation:**

Travelodge by Wyndham

9200 Glacier Highway

Juneau , Alaska 9801

<https://www.wyndhamhotels.com/travelodge/juneau-alaska/travelodge-hotel-juneau/overview>

\$150 to \$200

## TRAINING AND ONBOARDING

**Pre-Arrival Onboarding:** Yes

Logging into an online portal R365. This can be done via an app on a mobile phone. Communication may also continue via email and/or text.

**Social Security Number:**

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

Details about how to apply for Social Security Number:

Getting to Social Security Office: A taxi from Juneau International Airport will take approx 15 minutes and will charge approx. \$24-\$30. Bus option #4 from Glacier Highway & Jordan Avenue to Juneau Downtown Historic District is approx. \$2 takes 30 minutes and runs every 30 minutes during the day. Office Hours: The Social Security Office address is 709 W 9th St #231, Juneau, AK 99801. It operates from 11:30 AM to 4:00 PM, Monday through Friday.

Nearest SSA Office: Juneau , Alaska , Over 50 miles

**Other:**

Wage Payment Schedule:

Bi-weekly paychecks, we prefer direct deposit to be set up, but if necessary can provide a paper check.

*Meal Plan: Not available*

*Provide Certificates/Performance Evaluations: Yes*

*Hire in Groups: Yes*

*Maximum Group Size:*

*Grooming Requirements:*

*Maintain a clean appearance: be washed, groomed, sober, with hair pulled back, brushed teeth, and controlled body odor (minimal fragrances). Wash hands often, especially after restroom use, touching face/hair/phone, or handling money/trash/dishes. Wear Brew Co shirt, maintain hole-free and clean pants/shorts/skirts, wear closed-toe shoes (non-slip preferred), and Skagway Brewing Co. hats only. Hair must be pulled back if long. Keep facial hair groomed.*

*Second Job Availability: Yes, likely*

*Applicable Company Policies:*

- *Our restaurant is one of the busiest in the state of Alaska. It is a very, very fast-paced and high-volume environment.*
- *Cell phones are not allowed to be used while clocked in.*
- *Smoking or vaping is not allowed in any of our buildings, including housing.*
- *Non-slip shoes are recommended, but not required.*

## 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*