



CHI WORK AND TRAVEL



255 West End Avenue
San Rafael, CA 94901 USA



1-800-432-4643 x2
1-415-459-5397 x2



chiwt@chinet.org



wt.chinet.org

Job Description

EMPLOYER INFORMATION

Employer Name: Flatbread North Conway, Inc

DBA: Flatbread Company

Type of Business: Restaurant

Job location: 2952 WHITE MOUNTAIN HWY

Location type: Small town community

City: North Conway

State: NH

Zip: 03860

Website: www.flatbreadcompany.com

Why choose us?

Flatbread Company in North Conway is more than just a place to eat—it's a community. Known for its warm and welcoming environment, Flatbread supports local farms, gives back to the community, and adopts a socially conscious approach to food and business.

Team members enjoy great perks, including:

- ☐ Delicious pizza and shift meals
- ☐ Flexible scheduling to fit your lifestyle
- ☐ Competitive pay
- ☐ A supportive, fun, team-oriented workplace

Joining the Flatbread team means being part of a company that values people, the planet, and good food—all while working in one of the most beautiful areas of New England.

Cultural exchange activities

Why North Conway?

Located in the heart of the scenic White Mountains, North Conway offers the best of New England charm. On your days off, you can enjoy:

- ☐ Outdoor adventures: hiking, biking, kayaking, and rock climbing
- ☐ World-class skiing and snowboarding in winter
- ☐ Outlet shopping with tax-free deals
- ☐ Scenic train rides and charming local shops in the village
- ☐ Festivals, farmers' markets, and live music throughout the year

Joining the Flatbread team means being part of a company that values people, the planet, and good food—all while living in one of the most beautiful and vibrant small towns in New England.

Position

Job title: Kitchen Line/Prep Cook/Dishwasher

Job prerequisites:



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- This job operates predominantly in a restaurant environment requiring extensive standing, without breaks. • Exposure to heat, smoke, cold and cleaning chemicals. Please do not place if students can't touch with pork meat.
- Must have the ability to sit and stand; exhibit manual dexterity to use equipment; see and read printed material with or without vision aids; speak in audible tones so that others may understand clearly; physical ability to lift and carry up to 50 pounds; to bend, to stoop, to walk and to reach overhead.
- Must have high level of mobility/flexibility. Bending, reaching, walking

Your host employer also prefers prior experience as a pizza cook or a similar role. An interview with the host employer is required prior to placement.

Job description: This position involves working in a variety of capacities within the kitchen, depending on business need. You must be willing to cross train in all areas of the restaurant kitchen.

When assisting as a line or prep cook, responsibilities may include preparing high-quality organic flatbread pizza, salads and desserts, following Flatbread Company recipes. Daily tasks include preparing dough, slicing, and chopping toppings like vegetables and meats and executing guests' orders in consideration of special requests and food allergies, and ensuring sanitation standards are upheld. In addition to preparing and cooking guest orders, participants may be required to assisting with ensuring the efficient flow of orders from the waiters to the kitchen.

Dishwashers must be able to work in fast paced environment, follow directions and read safety manual. This is very physical, hard work so you must be able to lift heavy items, bend, stoop, reach items on high shelves and be able to stand for 8 hours. You will wash pots and pans by hand in very hot water, and use the dishwashing machine for glasses, dishes and cutlery and then stack clean items in appropriate area. The kitchen needs to be in sanitary, tidy & clean condition at all times. You will also be responsible for removing trash. Other tasks may be assigned as necessary.

English level required: Proficient

Hourly wage (before taxes): 18.00

Wage comments:

Position ID: 30264

Union: No

Union Dues:

Payroll Period: Paid Weekly

Payroll Period Comments:

Position Information

Tips: Possible but not guaranteed

Bonus: No

Bonus comments:

Estimated hours per day: 32 hour weekly minimum

Number of days per week: 4-6

Overtime: Slight

Overtime details:



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Is the employer willing to hire couples? No

Is the employer willing to hire group of friends? Yes

Meals? Yes

Meals details: Team pizza meals most shifts plus one free pizza per week to take home, otherwise, meals can be purchased at a 50% discount.

Is a drug test required? No

Drug test comments:

Is employer interview required? Yes

Employer interview details: A Zoom interview with the host employer is required prior to placement.

Do students complete an additional application upon arrival? No

Possibility to find a second job in the area Yes

Second jobs require you to contact CHI at chiwt@chinet.org or 1-800-432-4643 to receive the required form. The new potential employer will need to complete it. Both you and the employer will need to sign and return it to CHI for approval. You can work with a new secondary employer ONLY AFTER you have received written authorization from CHI.

Additional comments regarding second job: Additional employment is possible but must work around your primary employer's schedule.

When will work begin? As soon as possible.

Arrival Instructions: Please arrive with proper notice to both CHI and your employer. Your employer may be able to assist with transportation from the bus station to the housing. As soon as you have updates to your flight/visa status, please login to wt.chinet.org to update your CHI profile.

Is training required? Yes

Conditions of training: Paid hourly training.

Is there possibility to change positions? No

Uniform required? No

Does employer provide uniform? No

Cost of uniform:

Is uniform refundable? No

Uniform provided details:

Do students need to purchase specific clothes or footwear? Yes

If so, details for clothing: Please bring close toed shoes. No fingernail polish or tank tops allowed.

Grooming: Clean, neat appearance and proper hygiene are required.

Important points of job: Be prepared to contribute in a positive way to a working environment that is fun, productive, respectful and professional. Have an open mind and represent a genuine concern for fellow team members. Open availability including nights, weekends and holidays is a must.

Additional position information:



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Housing Information

Housing name: Flatbread North Conway - Employer Assisted Housing

Housing address: 138 MECHANIC ST

City: North Conway

Phone:

Fax:

Contact: Katie Biggs

Email: katieb@flatbreadcompany.com

Website:

Housing assisted by: Employer

Is student required to sign a separate housing contract? Yes

If so, contract details: Participants may be required to sign a housing contract on arrival

Type of housing: House

Number of people to a room: 1-2

Bedrooms: 2

Bath: 1

Cost Type: Month

Cost Amount: \$650.00

Cost Details: \$650 per month (includes \$50/mo security deposit)

Is housing cost deducted from paycheck? No

Is housing deposit required? Yes

Deposit amount: \$50/mo security deposit

Housing deposit due date: The housing deposit is due on a monthly basis

Instructions for deposit payment: Please arrive at the housing prepared to pay \$650 for your first month's rent and housing deposit.

Is housing deposit refundable? Yes

Conditions for deposit refund: The housing deposit may be refundable if participants stay until their contract end date and leave the housing in a clean, undamaged condition.

Utilities included: Yes

If so, utilities details: All utilities are included - Wi-Fi, electricity, A/C, water.

Utilities estimated cost per month: \$0

Is the housing mandatory? No

Can students find alternative housing during their stay? No

Method of transportation from housing to work site: Walking

Transportation details: The housing is a 5 minute to the worksite.

Additional housing features: Participants will stay in a furnished house with a kitchen and living room.

Comments: Please note that June 20th is the earliest available check in date for summer program participants.



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Location Area Information

Location type: Small town community

Location of work site best described as: The work site is close to many of North Conway's restaurants, the Conway Scenic Railroad and other sightseeing opportunities.

Location details: North Conway is located in the heart of New Hampshire's scenic White Mountain National forest. It is home to many outlet shops, the Conway Scenic Railroad and various outdoor sightseeing opportunities.

Average daily temperature: 50-90 F

Community or regional website: www.northconwaynh.com

Nearest cities: Boston

Distance to nearest cities: 3 hours

What to wear: Bring a variety of clothing including shirts, shorts, pants, a light jacket and a bathing suit.

Available public transportation: Limited

Public transportation access: N/A

Accessible amenities (by walking or public transportation)

Food market: Yes

Shopping mall: Yes

Post office: Yes

Movie theater: Yes

Restaurants: Yes

Fitness center: Yes

Laundry: Yes

Internet café: Yes

Public library: Yes



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Suggested Travel Information

Nearest international airport: Boston Logan International Airport (BOS)

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**Transportation from airport to employer
and / or housing:** Bus

Nearest bus station (to the airport): Concord Coach Bus

Bus information (web site): www.concordcoachlines.com

Nearest train information (to the airport): Amtrak

Train information (web site): www.amtrak.com

**If participant arrives after hours suggested,
overnight
accommodation:** Hostels

Cost per night: \$85+

Transportation to overnight accommodation: Bus, taxi, Uber/Lyft

Transportations cost: Varies

Travel Instructions: Please arrange your flight to Boston MA. (Airport code BOS) From here you will travel by bus to North Conway - the bus departs 2 times daily www.concordcoachlines.com.

Please coordinate your arrival date/time with your host employer, as they may be able to assist with transportation from the bus station to the housing. The earliest check in date to the housing is June 20th and the host employer asks that participants do not arrive on Fridays or Saturdays. As soon as you have updates to your flight/visa status, please login to wt.chinet.org to add this information to your CHI profile.

Social Security Information

**Does the company require students to have
Social Security number before arriving to
the work place?** No

**Does the company provide Social Security
application assistance?** Yes

If so, details: Your host employer will assist with the application process

Where is the closest Social Security office? 177 Main St, Littleton, NH 03561

**How far is the Social Security office from the
work place?** 50 miles

Specific instructions: The host employer will assist with transportation to the Social Security office.