



WORK & TRAVEL USA

Hatlee and Brae - Ice Cream Gift Shop

HOST INFORMATION

Company Description:

Join Our Team at Hatlee & Brae!

Are you ready for an exciting opportunity? Hatlee & Brae is a vibrant Ice Cream, Coffee, and Gift Shop in the heart of the North Dakota Badlands. Medora is a seasonal tourist destination, home to the nightly Medora Musical and just steps from Theodore Roosevelt National Park, making it perfect for nature lovers and adventure seekers.

Seasonal Activities:

Enjoy seasonal activities, including:

- *The Medora Musical*
- *Guided tours of Theodore Roosevelt National Park*
- *Hiking, horseback riding, and local events*

What We're Looking For:

We seek hard-working, honest, and kind individuals with excellent English skills. Interacting with locals and tourists from around the world is key to the job. If you're passionate about providing great experiences, you won't be bored!

Perks of Working with Us:

- *1 free food or drink item per 6-hour shift.*
- *30% discount on all food and drinks when off-duty (employee use only).*
- *Fun staff events like bonfires and local outings.*

Cultural Exchange Experience:

If you have experience in cultural exchange or working with diverse populations, we'd love to hear about it!

Join us for a memorable summer at Hatlee & Brae! We can't wait to meet you!

Host Website: <http://www.medorandchamber.com>

Site of Activity: Hatlee and Brae

Parent Account Name: Hatlee and Brae

Host Address: 394 Pacific Ave Medora , North Dakota , 58645

Nearest Major City: Dickinson , North Dakota , Less than 50 miles away

PLACEMENT INFORMATION

Job Description:

Join our fun and fast-paced team at our family-run ice cream shop! As a member of our crew, you'll be in constant contact with customers

from open to close, serving up smiles and delicious treats. We offer 24 flavors of ice cream, espresso drinks, specialty beverages, tasty food, and gifts. You'll be trained in all areas, allowing you to jump in wherever needed.

Key Responsibilities:

Provide friendly and courteous service to all customers, making their experience memorable.

Handle start-up, closing, and cleaning duties to maintain a welcoming environment.

Work efficiently during busy times, especially on weekends, to ensure timely service.

Collaborate with team members to keep the workflow smooth and enjoyable.

Maintain honesty and integrity, particularly when handling cash and credit/debit transactions.

Arrive a few minutes early and be ready to work at your scheduled time.

Qualifications:

Strong English communication skills to interact effectively with customers.

Friendly, kind, and courteous demeanor.

Ability to work quickly and accurately in a high-energy environment.

Neat appearance and commitment to maintaining a clean workspace.

No smoking or drug use is allowed.

Typical Schedule:

We will be open from approximately 7 a.m.-approximately 9 p.m. Being open 7 days a week, you will be scheduled where needed each day.

Seasonal changes to job duties or available hours: Yes

We are 7 days a week, 14 hours a day, so you will be scheduled where and as needed.

Drug Test required: No

COMPENSATION

Hourly Wage: \$12

Eligible for Tips: Yes

The above wage will be in addition to tips. Tips, cash and credit card, will be paid out at time of payroll. Please note that if you treat your customers well, they tip you very well.

Estimated weekly wages including tips: \$750

Bonus: Yes

Bonus in the range of \$150-250 dependent on performance including, honesty, customer service, ability to perform all aspects of the job without being prompted, timeliness, appearance etc..

** All figures above are pre-tax*

Estimated average number of hours per week: 37

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 40

Potential fluctuation in hours per week:

If we have students that understand and speak English, hard workers, and dependable - there should be no problem getting 40 hours. If you are willing to come to Medora and work hard let's do this!!

Average number of hours per week reached by last year's seasonal employees: 50

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

Allowed 1 drink or food item per 6 hr shift. Allowed 30% discount on all drink/food items when not on the clock. For employee only. Will not be allowed to purchase at this price for anyone else.

JOB REQUIREMENTS

English Level required:



Advanced

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 25lbs/11kgs

Description:

various lifting. mainly ice cream, flour, garbage..etc.

Standing for entire shift

Handling cleaning chemicals

Working outdoors

Job Training required: Yes

Length of job training:

1-2 days

Hours per week during training period: 8

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

It will be an on the job training. You will be trained to help as we go! Easy to learn! I do require alot from my employees, which shows in the number of customers. All employees are expected to perform duties as shown during training.

Need to wear uniform: Yes

Uniform Policy:

Hat and t-shirt provided. Nice jeans (no holes) or black leggings. No shorts allowed.

Cost of uniform: \$0

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

Clean jeans that are neat in appearance. No leggings. Closed toe shoes. No shorts.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Company Parties, Trips to Major City, Trips to Nearby/Major Attractions, Potlucks or Dinners, Shopping Trips, International Night

Additional Details about Cultural Offerings:

Medora hosts students from around the globe! There are daily opportunities to meet others. Our plan is to take a day or two to get you into Montana and South Dakota to get cultural experiences. We will get through the National Park and spend some evenings at the Medora Musical as a group.

Local Cultural Offering:

- **The Medora Musical:** Enjoy the show for free as a group.
- **Theodore Roosevelt National Park:** Explore the park together at no charge.
- **4th of July Festivities.**
- **International Night.**
- **Bonfires and Social Events.**
- **Summer Events:** Access various free activities, with tickets provided for some events.

HOUSING AND TRANSPORTATION

Housing Provided: Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. Required to stay.

Employer-owned or employer-arranged housing description:

We have an apartment above our business with fully functional bathroom, bed/bath linens, microwave, stove, refrigerator, utensils, WIFI, and air conditioning are provided. Just a few steps to work!

Lease Agreement: Yes

Onsite Amenities:

WiFi: Yes

Description:

Internet access is available at no charge.

Phone Service: Yes

Description:

reliable cellular service is available

Kitchen facilities: Yes

Description:

Fully functional kitchen in the apartment. NO DEEP FRYING

Laundry facilities: Yes

Description:

Onsite laundry is available and located in the bathroom of apartment.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 3

Suggested Occupancy Per Room: 2 - 3

Rooming Arrangement Description:

Sleeping rooms will be same sex unless there is a request to live with a friend/partner. Apartment will be co-ed.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$20

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: \$100

Description:

Deposit can be made with first pay period. Full deposit returned at departure IF the apartment is kept clean throughout the stay, and left in the absolute same condition as when you arrived. You successfully complete the timeline of your contract. Approval of cleanliness needed before departure.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

See above.

Details About Deposit Refund:

Direct deposit after check of apartment by management is adequate and all contracts are satisfied.

Transportation to Worksite:

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: Workplace is located directly below the apartment

ARRIVAL INFORMATION

Arrival Instructions:

We recommend that students fly into the Bismarck airport in Bismarck, ND. We would arrive to pick you up at the airport and also transport you back on your return flight at no cost to you. Bismarck is on CST and Medora is on MST so we would have to be sure of time change with transportation. You could email your itinerary to bhemedora@gmail.com. The travel time would be approximately 2.5 hours one way. Monday-Wednesday are the suggested travel days. Your travel plans/itinerary must be emailed to the above address on or before April 1, 2020.

We would provide transportation back to Bismarck to the Social Security Office for the convenience of obtaining your social security number at no cost to you. One paid trip for all employees at the same time is provided.

Suggested Arrival Airport:

Dickinson, ND Airport, DIX, Over 50 miles

Bismarck Airport, BIS, Over 50 miles

Estimated cost of transportation to worksite from suggested airports: \$25 to \$50

If arriving after regular hours:

Suggested After-Hours Accommodation:

Jodi Schweitzer
394 Pacific Avenue
Medora , North Dakota 58523
701-260-1647
\$0 to \$25

Fairfield Inn & Suites by Marriott Bismarck South
135 Ivy Ave
Bismark , North Dakota 58504
\$75 to \$100

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: No

Social Security Number:

Require participants to apply for SSN before arrival at worksite: No

Details about how to apply for Social Security Number:

We will provide one round trip transportation to the Social Security office in Bismarck ND.

Nearest SSA Office: Bismarck , North Dakota , Over 50 miles

Other:

Wage Payment Schedule:

biweekly by direct deposit. We will get you to a bank to set up an account and obtain a debit card.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Hair must be properly pulled back. Must be neat, clean and dressed appropriately each shift. No facial piercings.

Second Job Availability: Yes, likely

Applicable Company Policies:

Your workplace will be located directly under your housing and you will just come down the steps to work. You will be expected to be neat and clean for all shifts. Hair must be pulled back and a provided cap must be worn. Cell phones are not allowed during your work shift and there is no smoking in or within the outer boundaries of the property. We prefer non smokers. You will be expected to be at your shift 10 minutes early to check in and be prepared to start your shift on time. Cleanup is a vital part of our business and the closing and cleaning duties need to be performed daily to adequately prepare for the following day. All health code policies must be followed at the workplace. Bathrooms are a part of the daily cleaning duties.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Food Market, Shopping Mall, Post Office, Bank, Restaurants, Internet Cafe, Public Library

Unavailable:

Fitness Center