



MDCS JOB ORDER FORM

Instructions: Fill out the form below completely and email to: h2bprograms@mass.gov.

Job Order filling Date: 1/02/2024 **CNPC case #:** H-

I. Employer Information

Business Name: Anejo, Inc. **FEIN #:** [REDACTED]
D.B.A., if applicable: Anejo Mexican Bistro **Phone:**
Contact Person: Thomas Warr **E-Mail:** tcalebwarr@gmail.com
Business Address: 599 Main St.,
City: Hyannis **State:** MA **ZIP Code:** 02601

II. Agent Information

Business Name: MAS Labor H2B LLC **Phone:** (229) 559-6879 ext 3127
Contact Person: Megan Duck **Email:** Duck3127@maslabor.com

III. Job Information

Job Title: COOKS **O*NET Code:** 35-2014 **NAICS Code:** 722511
Start Date: 4/1/24 **End Date:** 10/15/24 Full Time Part Time
of Openings: 2 **Workdays (Specify):** S M T W T F S
Number of Hours Per Week: 40 **Per Day:** 8 **From:** 8:00 AM (am/pm) **To:** 4:00 PM (am/pm)
Education: None High School College Advanced
Experience: None Months 6 Years **On the job training?** Yes No

IV. Wage Information

Wage Rate: \$ 19.52 **Overtime:** Yes No **Overtime Rate:** \$ 29.28
Frequency of Pay: Weekly Bi-weekly Monthly Other (specify):
Employer uses a single work week as the standard for computing wages due: Yes No

V. Job Description - Describe, in detail, the job duties to be performed by any worker hired for the job opportunity, including any equipment to be used as well as any other pertinent work tasks to be performed.

Cooks. 2 temporary/full-time positions with Anejo, Inc. Anejo Mexican Bistro from 4/1/2024 - 10/15/2024. Workers will prepare and cook dishes using standard prep and service equipment, including food processors, chef knives, immersion blenders, steamers, convection ovens, flat top griddles, fryers, and charbroilers to complete cooking tasks including braising, steaming, sauteing, and frying meats and vegetables. Clean food preparation areas, such as equipment, work surfaces, and serving areas as well as dishes, glassware, utensils, flatware, pots, or pans, using dishwashers or by hand. Ensure freshness of food and ingredients by checking for quality, keeping track of old and new items, and rotating stock. Assist other cooks and cook food according to recipes, turn and stir foods to ensure even cooking, and observe and test foods to determine if they have been cooked sufficiently. Must lift/carry 50 lbs., when necessary. Saturday and Sunday work required, when necessary. Requires six months of cook experience. Employer pays in advance or reimburses workers in the first workweek for all government-mandated and visa-related fees (excluding passport fees). For non-local workers (i.e., residing outside normal commuting distance), employer reimburses inbound travel costs at the 50% point in the contract (unless paid in advance). Inbound travel includes transportation costs from worker's permanent residence or place of recruitment, a daily meal subsistence (based on rates required by law, currently \$15.46 per day minimum or \$59.00 per day maximum for workers with acceptable receipts), and reasonable lodging costs, if applicable. Travel reimbursements based on least-cost common carrier rate. Employer provides or pays outbound travel costs upon completion of the contract period or early dismissal, except where the worker has subsequent employment. Employer guarantees to offer hours equal to at least three-fourths of the workdays in each 12-week period of the total contract period, beginning with the worker's first workday and ending on the contract end date or any extension thereof. Employer may count all hours worked, as well as any hours offered within the standard work schedule that a worker chooses to not work, up to the maximum number of daily hours on the job order. Workers who voluntarily abandon employment are not entitled to payment for outbound travel costs or the full three-fourths period guarantee described above. Employer provides without charge all tools, supplies and equipment (incl. uniforms, if applicable) necessary to perform duties assigned. If requested, employer helps

VI. Deductions - The job order must specify all deductions not required by law which the employer will make from the worker's pay. *Deductions not disclosed are prohibited.*

Employer makes all payroll deductions required by law. Employer does not envision other workforce-wide payroll deductions. Voluntary deductions must be pre-authorized in writing and may include the following: Daily transportation to and from the worksite from a centralized designated pick-up place will be offered at a reasonable cost to workers. The use of this transportation is voluntary. Employer may deduct reasonable costs for daily transportation to/from worksite from designated pick-up location. Use of employer-provided transportation is voluntary.

VII. Employer Recruitment Information

Applicants may apply directly to the employer by phone: _____ or via e-mail: tcalebwarr@gmail.com
 Applicants may also apply through the local MassHire Career Center (MCC), whose contact information is listed below.

Employer/Agent - Please use the on-line [MassHire Career Centers](#) locator to identify the nearest office to the area of intended employment and complete the information below:

| | | |
|-----------------------------|---------|-----------|
| MassHire Career Center Name | Address | Telephone |
|-----------------------------|---------|-----------|

MassHire Department of Career Services Contact Information

| | | | |
|--------------------------------|--|------------------------|--|
| State Workforce Agency: | MassHire Department of Career Services | Contact Person: | FLC Unit Supervisor |
| SWA Address: | 100 Cambridge St, 5 th Fl. | Telephone: | 617-626-5587 |
| City/State / Zip Code: | Boston, MA 02114 | E-mail: | h2bprograms@mass.gov |

V. Job Description (Cont'd)

Cooks. 2 temporary/full-time positions with Anejo, Inc. Anejo Mexican Bistro from 4/1/2024 - 10/15/2024. Workers will prepare and cook dishes using standard prep and service equipment, including food processors, chef knives, immersion blenders, steamers, convection ovens, flat top griddles, fryers, and charbroilers to complete cooking tasks including braising, steaming, sauteing, and frying meats and vegetables. Clean food preparation areas, such as equipment, work surfaces, and serving areas as well as dishes, glassware, utensils, flatware, pots, or pans, using dishwashers or by hand. Ensure freshness of food and ingredients by checking for quality, keeping track of old and new items, and rotating stock. Assist other cooks and cook food according to recipes, turn and stir foods to ensure even cooking, and observe and test foods to determine if they have been cooked sufficiently. Must lift/carry 50 lbs., when necessary. Saturday and Sunday work required, when necessary. Requires six months of cook experience. Employer pays in advance or reimburses workers in the first workweek for all government-mandated and visa-related fees (excluding passport fees). For non-local workers (i.e., residing outside normal commuting distance), employer reimburses inbound travel costs at the 50% point in the contract (unless paid in advance). Inbound travel includes transportation costs from worker's permanent residence or place of recruitment, a daily meal subsistence (based on rates required by law, currently \$15.46 per day minimum or \$59.00 per day maximum for workers with acceptable receipts), and reasonable lodging costs, if applicable. Travel reimbursements based on least-cost common carrier rate. Employer provides or pays outbound travel costs upon completion of the contract period or early dismissal, except where the worker has subsequent employment. Employer guarantees to offer hours equal to at least three-fourths of the workdays in each 12-week period of the total contract period, beginning with the worker's first workday and ending on the contract end date or any extension thereof. Employer may count all hours worked, as well as any hours offered within the standard work schedule that a worker chooses to not work, up to the maximum number of daily hours on the job order. Workers who voluntarily abandon employment are not entitled to payment for outbound travel costs or the full three-fourths period guarantee described above. Employer provides without charge all tools, supplies and equipment (incl. uniforms, if applicable) necessary to perform duties assigned. If requested, employer helps non-local workers secure optional worker-paid lodging (not to exceed fair market value, based on number of occupants; cost TBD). Housing costs paid directly to landlord and are not payroll deducted. JOB LOCATION: 599 Main St Hyannis, MA 02601 in Barnstable Town, MA MSA. WAGE INFORMATION: Wage rate is no less than \$19.52 per Hour. Overtime hours vary at: \$29.28 per Hour. Raises and/or bonuses may be offered at employer's discretion, based on individual factors such as performance, skill, and tenure. A single workweek will be used to compute wages due. The payroll period is bi-weekly. Workers are paid by check on Friday. Work schedule 8 hrs/day, 40 hrs/week Monday-Sunday, morning shift 8:00 AM-4:00 PM, afternoon shift 12:00 PM-8:00 PM, night shift 3:00 PM-11:00 AM. All work schedules are 5 days a week with 2 days off. These days, length of shift, and shifts may vary. Employer may offer more than the stated work hours, depending on weather, business needs, and other conditions. Extreme heat, cold, rain, or drought may affect exact working hours. REFERRAL INSTRUCTIONS: State Workforce Agency (SWA) may only refer qualified applicants who have been apprised of the material terms and conditions of employment and who are able, willing, and available for the job. Employer makes hiring decisions at its sole discretion. Referrals and applicants are accepted from all sources. Applicants must possess documentation required to complete Form I-9 employment eligibility verification. To apply, contact employer at tcalebwarr@gmail.com or apply at the job order holding office: MassHire Cape and Islands Career Center Hyannis, 372 North Street Hyannis, MA 02601, phone (508) 771-5627.