



MDCS JOB ORDER FORM

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

Job Order filling Date: _____ **CNPC case #:** H-

I. Employer Information

Business Name: DG United Corporation FEIN #: [REDACTED]
 D.B.A., if applicable: Kingston House Phone: (508) 353-8930
 Contact Person: George Stavropoulos E-Mail: khopma@gmail.com
 Business Address: 11 Main Street
 City: Kingston State: MA ZIP Code: 02364

II. Agent Information

Business Name: McCarron Murphy & Vukota LLP Phone: 5086273322
 Contact Person: Marilyn H. Vukota Email: mhv@edgartownlaw.com

III. Job Information

Job Title: Food Prep Workers O*NET Code: 35-2021 NAICS Code: 722511
 Start Date: 12/15/24 End Date: 6/15/25 Full Time Part Time
 # of Openings: 10 Workdays (Specify): S M T W T F S
 Number of Hours Per Week: 35-40 Per Day: . From: 6:00 AM (am/pm) To: 12:00 PM (am/pm)
 Education: None High School College Advanced
 Experience: None 3 Months Years On the job training? Yes No

IV. Wage Information

Wage Rate: \$ 18.87 - \$22.00 Overtime: Yes No Overtime Rate: \$
 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.

Support chefs/cooks by preparing foods such as meats, vegetables and desserts by cutting, mixing, and slicing with knives, mixers, and, where necessary, marinate and flavor foods according to chefs/cooks instructions. Plate dishes for customers. Clean and prepare equipment, and utensils for cook and chef prep areas. Prepare and organize ingredients and supplies for cooks/chefs as directed by supervisors.

Work Site Location: 11 Main Street, Kingston, MA 02364

Shifts are 6:00 AM - 12:00PM ; 11:00 AM - 5:00 PM; 5:00PM - 10:00 PM and 12:00 PM - 9:00 PM. 35-40 hours per week. Employee will work 6-7 days per week, but days of the week and hours will vary weekly. Employees must be able to commit to entire employment period. Pay within range shown based upon performance at employer's discretion. Possible bonuses based upon performance at employer's discretion.

Employee will be reimbursed for initial inbound subsistence and transportation after 50% of employment period is completed. Upon completion of the period of need, or if employee is dismissed early, employer will pay for workers reasonable costs and subsistence of outbound, return, transportation back to where employee came from, unless the employee does not return. The amount of transportation reimbursed will be equal to the most economical and reasonable common carrier for the distances involved. Daily subsistence for travel will be provided at a rate of \$15.88/day up to a max of \$59.00/day with proof by receipts. Employees will be reimbursed in the first work week for all visa, visa processing, border crossing, and other related fees, including those mandated by the government (excluding passport fees). Employer provided tools.

Employer guarantees to offer work for hours equal to at least three-fourths of the workdays in each 12 week period to the total employment period. Employer shall make such deductions from employee paychecks required by law.

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.***

VII. Employer Recruitment Information

Applicants may apply directly to the employer by phone: 508 353-8930 or via e-mail: khopma@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:

Mass Hire Attleboro Center Center	95 Pine St. Attleboro MA 02703	(508) 730-5000
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)

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