



## Employment Opportunities

Seafood processing is similar to production line work. The job entails constantly working with your hands, some heavy lifting, and standing for long periods of time. Our employees must work quickly in order to meet production deadlines. The work environment is very wet, cold and humid. Snug Harbor Seafoods takes pride in providing a safe work environment for all employees. It is important that our employees have the ability to understand and follow instructions and safety rules.

Snug Harbor Seafoods is looking for individuals who are energetic, hard working, and can work well with others. The employment period is March until October or layoff, whichever comes first. Occasionally, promotional opportunities arise within the production department and production support areas. We encourage all interested employees to apply for these positions. There is no guarantee of hours.

Snug Harbor Seafoods Conducts Mandatory Drug Testing.

## Position Requirements

- Must be at least 18 years of age.
- Must have valid proof of authorization to work in the United States (see required Eligibility Document and the end of this document).
- Must be able to understand and speak basic English.
- Must be able to perform repetitive work, stand, bend, twist and constantly work with your hands.
- Must be able to work very long hours (up to 12-18 hours a day, 6-7 days a week) in cold, wet and humid conditions.
- Must be able to lift heavy objects (up to 50 lbs.) and carry materials from one point to another.
- Must be able to work well in close proximity with others.

## Wages

- Starting Hourly Rate: \$7.25
- Overtime Rate: \$10.87

If the work is so hard, why would anyone choose to do it? Lots of overtime hours! Because seafood is a highly perishable product, it must be frozen as quickly as possible to maintain the highest quality. This is why the seafood industry offers more overtime than most summer jobs. All hours in excess of eight (8) straight-time hours in a day will be paid at the overtime rate of one and one-half (1-1/2) times the base rate of pay.

## Transportation

Employees travel to Alaska by airplane. Airfare to Alaska is not provided by Snug Harbor Seafoods. Anchorage has an international airport and there are several carriers that

offer hourly flights from Anchorage to Kenai. Snug Harbor will pick you up from the Kenai Airport.

### **Accommodations**

Some housing is available on a first come first serve basis. Often people choose to bring their own tents and set these up in the campground. During most of July, one meal is provided by Snug Harbor Seafoods, at no charge to the employee. There is a restaurant, grocery store and Laundromat next door to Snug Harbor.

### **Snug Harbor Seafoods-Provided Protective Gear**

Rain pants, raincoat, earplugs, and hairnets are provided. Some boots are available. Some people prefer to provide their own rain gear. Processors are required to wear ALL raingear and protective equipment during their entire shifts, without exception.

### **What To Bring**

We recommend that you bring the following:

- Warm, sturdy, washable work clothes - coat, jeans, flannel shirts, hooded sweatshirts, hat, thermal underwear and heavy, warm socks.
- Towels and washcloths
- Toiletries - soap, shampoo, toothbrush and paste, deodorant.
- Medication
- Alarm clock
- Entertainment items - books, games, cassette/CD player, camera

Snug Harbor Seafoods does not discriminate against any employee or applicant because of race, color, religion, sex, age, national origin, disability or other statutorily protected status. This policy applies to all decisions affecting employment.

### **How to Apply**

Print and completely fill out the application at the end of this document. You may either fax or mail your completed application form to us.

### **Contact Us**

Snug Harbor Seafoods  
PO Box 701  
Kenai, Alaska 99611

Phone:(907) 283 – 6122  
Fax:(907) 283 – 6127

Applicants are recommended to follow up on their application with a phone call to the office to schedule an interview.

### **Work Availability**

Throughout the year, work is available on a seasonal basis at one or more locations. **Because of the unpredictable nature of these fisheries, it is best to call our job line at (907) 283-6122 for updates on timing and staffing needs.** The fishing season in Alaska vary from year to year. How large or small the runs will be each year depends entirely upon the forces of nature. We have little control over how much fish comes in for processing.

The amount of work that we can provide depends upon how much fish we get. At the beginning and end of the season or during seasons with smaller runs, there may be days with little or no work. **We cannot guarantee the number of hours employees will work each day.** When there is no fish, there's no work.

On the other hand, when we have fish, we expect everyone to work all the hours available. During the peak of the season you may work up to 18 hours per day, 7 days a week. Several weeks may pass before there is a day off. Hours are more variable at the beginning and at the end of the season.

### **Working Conditions**

Most of the work that we have is called "sliming" or cleaning fish. This type of work involves removing the viscera (guts) and cutting off heads, fins, gills, or tail. That means there are lots of fish guts and fish blood in the work area. The environment can be wet, cold, and drafty. Due to moving machinery, it is noisy and hearing protection is required. All work gear, including eye and hearing protection, are provided for you.

This can be very boring and tedious work. **Sliming and other processing jobs may require standing in one spot doing the same task anywhere from 0 to 18 hours a day, 7 days a week.** Breaks are every 2 to 3 hours, alternating between a paid 15-minute break and an unpaid 30-minute meal break. There may not be opportunities to switch jobs during your shift. Between periods of production, you may experience stretches of time with no work. During this time, you must find ways to occupy your time.

Not everyone is willing or able to do the labor that is required to process fish. It's hard work! The first week can be the worst as your body gets used to the job tasks and long hours. Seafood processing is physically and mentally demanding because it involves strenuous as well as repetitive tasks. You should be healthy and willing to accept this type of work. People with back or wrist problems should consider these conditions before applying for jobs in the seafood industry. If you have any doubts at all, it is in your best interest not to apply.

### **Drug and Alcohol Policy**

Snug Harbor Seafoods, Inc. is a drug and alcohol free company with a zero-tolerance policy. The use and/or possession of drugs and alcohol are forbidden on company

property and while under contract. We require employees to consent to random, post-accident, and for cause tests. If you want to work for us, you must be willing to live and work in a drug and alcohol free environment. **Violation of our drug and alcohol policy will result in immediate termination.**

### **Quality on the Job**

Snug Harbor Seafoods is a food processing facility. We want to put out the best product possible. We want all employees to be aware that the fish that we process will become someone's meal.

During orientation and on the job, employees will learn how to properly handle seafood to preserve freshness and quality and to prevent contamination. The Good Manufacturing Practices or "GMPs" include rules for personal hygiene (keeping yourself and your clothing clean). They also cover rules for sanitation such as disinfecting your gloves, boots, and gear before going into the processing area. They include rules for preventing the product from becoming contaminated (such as by wearing hairnets, and not chewing gum, eating drinking, smoking, or wearing jewelry while processing seafood).

### **Safety on the Job**

Snug Harbors Seafoods, strives to provide a safe and healthful workplace for all employees. We are proud of our safety record! We have developed policies, rules and safe operating procedures as part of our Accident Prevention Program. We expect everyone to follow these policies and take an active role in preventing accidents in the workplace.

### **Final Notes**

Many people have unrealistic expectations about the amount of money they can make working in Alaska. The fishing industry is extremely unpredictable. Even during a good season, the wages you earn in Alaska may be comparable to or less than what you can earn elsewhere. Also, because this is seasonal work, you cannot depend on it for steady income. Remember: no fish, no work; lots of fish, lots of work! We hire many different types of people with diverse backgrounds. You must be tolerant of and able to get along with a variety of people and personalities.

### **Privacy Policy**

Snug Harbor Seafoods, Inc. believes that the best way to do business on the Internet is with honesty, accountability, and self-regulation. We value the privacy of our visitors and customers, and have structured our online activities to protect your privacy and let you be in control of what information you choose to disclose. In short, we promise to keep your personal information private.

Every time you access a page on our web site, our web server automatically logs the IP number of your Internet Service Provider, but our server does not know or log your individual email address.

We do collect and keep your email address if you communicate with us via email or purchase products from us. Your email information is used to reply to your questions, send you a confirmation of your order, send follow-up communication if you request it.

It is our pledge at Snug Harbor Seafoods to be responsible online business. We always value your input and comments on our website, our seafood products and our marketing efforts.

If you have additional questions or concerns regarding our Privacy Policy, please email us at [plantmanager@snugharborseafoods.com](mailto:plantmanager@snugharborseafoods.com).

## **Eligibility Documentation to Work in The United States**

Applicants must furnish proof of their identity and eligibility to work in the United States. You may obtain a copy of this form, Form I-9 at your local state employment office. These original documents or a certified copy must be furnished and Form I-9 must be completed. We must see valid legal documents or we cannot hire you. You may provide a document which verifies both employment eligibility and identity (LIST A on Form I-9). You may choose to provide one document to verify identity. (LIST B on Form I-9) and another to verify employment eligibility. (LIST C on Form I-9).

### **LIST A: DOCUMENTS THAT ESTABLISH BOTH IDENTITY & EMPLOYMENT ELIGIBILITY**

(1) U.S. Passport (unexpired or expired) (2) Certificate of U.S. Citizenship (INS Form N-560 or N-561) (3) Certificate of Naturalization (INS Form N-550 or N-570) (4) Unexpired foreign passport with I-551 stamp or attached INS form I-94 indicating unexpired employment authorization (5) Alien Registration Receipt Card with photograph (INS Form I-151 or I-551) (6) unexpired Temporary Resident Card (INS Form I-688) (7) unexpired Employment Authorization Card (INS Form I-688A) (8) unexpired Reentry Permit (INS form I-327) (9) unexpired Refugee Travel Document (INS form I-571) (10) unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-688B)

### **LIST B – DOCUMENTS THAT ESTABLISH IDENTITY**

(1) Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address (2) ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address (3) school ID card with a photograph (4) voter's registration card (5) U.S. Military card or draft record (6) Military dependent's ID card (7) U.S. Coast Guard Merchant Mariner Card (8) Native American tribal document (9) Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: (10) school record or report card (11) clinic, doctor, or hospital record (12) day-care or nursery school record

### **LIST C – DOCUMENT THAT ESTABLISH EMPLOYMENT ELIGIBILITY**

(1) U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment) (2) Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350) (3) original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal (4) Native American tribal document (5) U.S. Citizen ID Card (INS Form I-197) (6) ID Card for use of Resident Citizen in the United States (INS Form I-179) (7) unexpired employment authorization document issued by the INS (other than those listed under List A)





**EMPLOYMENT HISTORY**

If you are working now, may we contact your employer? Yes\_\_\_ No\_\_\_ Complete for your last four jobs. Show the most recent job first. Include military service, if applicable. The Alaska Job Center Network or seafood employer will verify your work history.

**Employer #1 (most recent employer)**

\_\_\_\_\_  
Name of Employer

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Street Address

Employed From (date): \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Zip Code

Are you eligible for rehire? Yes\_\_\_ No\_\_\_

\_\_\_\_\_  
Job Title and Duties

**Employer #2**

\_\_\_\_\_  
Name of Employer

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Street Address

Employed From (date): \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Zip Code

Are you eligible for rehire? Yes\_\_\_ No\_\_\_

\_\_\_\_\_  
Job Title and Duties

**Employer #3**

\_\_\_\_\_  
Name of Employer

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Street Address

Employed From (date): \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Zip Code

Are you eligible for rehire? Yes\_\_\_ No\_\_\_

\_\_\_\_\_  
Job Title and Duties

**Employer #4**

\_\_\_\_\_  
Name of Employer

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Street Address

Employed From (date): \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Zip Code

Are you eligible for rehire? Yes\_\_\_ No\_\_\_

\_\_\_\_\_  
Job Title and Duties

## Section 2



Complete this section **ONLY** if you have previous work experience in seafood processing. Otherwise go to Section 3. Attach separation statements from your previous seafood employers. The Alaska Job Center Network or seafood employer will verify your work history.

Complete the information below **ONLY** if you have worked on a boat/ship/vessel:

List total months' experience you have working on each type of vessel:

Crabber \_\_\_\_ Factory trawler \_\_\_\_ Longliner \_\_\_\_ Processor/floater \_\_\_\_ Seiner, Gill Net \_\_\_\_  
Stern trawler \_\_\_\_ Charter fishing vessel \_\_\_\_ Other (describe) \_\_\_\_\_

Give the names of the vessels: \_\_\_\_\_

List total months' experience you have in these seafood processing industry jobs:

Asst. Factory Supervisor \_\_\_\_ Case Up \_\_\_\_ Cook \_\_\_\_ Deckhand \_\_\_\_  
Egg Room Worker \_\_\_\_ Factory Supervisor \_\_\_\_ Food Service \_\_\_\_ Fork Lift Operator \_\_\_\_  
Freezer \_\_\_\_ Glazing \_\_\_\_ HACCP Training \_\_\_\_ Housekeeper \_\_\_\_  
Lead Supervisor \_\_\_\_ Maintenance Mechanic \_\_\_\_ Packing \_\_\_\_ Processor \_\_\_\_  
Quality Control \_\_\_\_ Roe Supervisor \_\_\_\_ Smokehouse \_\_\_\_ Sorting \_\_\_\_  
Warehousing \_\_\_\_ Other \_\_\_\_

What kind(s) of seafood have you processed? Salmon \_\_\_\_ Bottomfish \_\_\_\_ Crab \_\_\_\_ Other Shellfish \_\_\_\_  
Pollock \_\_\_\_ Halibut \_\_\_\_ Roe \_\_\_\_ Surimi \_\_\_\_ Sea Cucumber \_\_\_\_ Herring \_\_\_\_ Other \_\_\_\_\_

## Section 3

**All applicants complete this section.** List special skills, training, experience (include licenses and certifications) which you feel could be useful to the seafood processing industry: \_\_\_\_\_

Most seafood employers require employees to sign a contract so that you, the employee, know and agree to the conditions of employment. Contract items may include: length of service (how long you are willing to stay), wages (including overtime pay), bonuses, hours of work, transportation to and from the job site, housing, health and safety rules, vacation policies, health benefits, and drug testing.

Are you willing to sign a contract? Yes \_\_\_\_ No \_\_\_\_

How many months are you prepared and willing to work? \_\_\_\_\_

Give the months and dates you are available for work this year. From: \_\_\_\_\_ To: \_\_\_\_\_.

Are you free to travel to other work sites? Yes \_\_\_\_ No \_\_\_\_

Are you able to work overtime as required? Yes \_\_\_\_ No \_\_\_\_

Are you willing to be referred to an employer who tests for drugs and has a drug-free policy? Yes \_\_\_\_ No \_\_\_\_

What kind of seafood processing industry work are you seeking? \_\_\_\_\_

What wages will you accept? \_\_\_\_\_ Do you get motion sickness? Yes \_\_\_\_ No \_\_\_\_

Are you able to perform the essential functions of the position(s) you are applying for, with or without reasonable accommodation? Yes \_\_\_\_ No \_\_\_\_

I have made the statements on this application for the purpose of employment, and I certify that they are true. I understand that false statements may be grounds for dismissal, if hired.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please email this application directly to [snug.paul@alaska.net](mailto:snug.paul@alaska.net) or fax it to 907-283-6127, Attention Paul.

The Alaska Department of Labor and Workforce Development is an equal opportunity agency.  
Auxiliary aids and services are available for people with disabilities.