WORK & TRAVEL USA

Lodge at Leathem Smith - Housekeeping

HOST INFORMATION

Company Description:

The Lodge has been hosting students since 2014, giving students the opportunity to cross train between our hotel which has 63 rooms, restaurant or events (weddings, reunions, etc.). We will provide plenty of job opportunities; however we will support students who have interest in a second job. We treat students like family, we provide housing and a bike for each student. Our property is located 5 minutes from stores and downtown Sturgeon Bay. With this we provide free activities such as boating, fishing and movies.

Another opportunity is provided by a local student organization that hosts different activities to connect all students in the area twice a month. These events are free and include activities such as picnics, hiking and tours.

The Lodge at Leathem Smith sits on 13 acres with a marina, ballrooms, and outdoor Tiki Bar with lake view in Sturgeon Bay. With 10,000 year round residents our community is considered safe with no crime. Each year we see 800,000 to 1,000,000 tourist's. Our residents are welcoming and host around 500 students in the area.

Our general manager, Milan (Serbia) started his career as a j1 student in 2015. He is available 24 hours a day to help navigate students and offering advice.

If you are interested in working in a safe environment with plenty of local activities, shopping centers, and low cost activities that will allow you to save money. The Lodge at Leathem Smith is for you.

Host Website: https://www.thelodgeatls.com/

Site of Activity: Lodge at Leathem Smith

Parent Account Name: Lodge at Leathem Smith

Host Address: 1640 Memorial Drive Sturgeon Bay , Wisconsin , 54235

Nearest Major City: Greenbay , Wisconsin , Less than 50 miles away

PLACEMENT INFORMATION

Job Description:

Housekeepers perform a combination of cleaning duties to maintain guest rooms and/or public hallway areas in a clean and orderly manner. Guest rooms may include: bedrooms, toilet/shower area, kitchen, living area, fireplace, and deck/porch. Job duties may include:
•Removing and collecting linens for laundering and transporting them to designated areas.
•Cleaning rugs, carpets, and upholstered furniture using vacuum cleaner.
•Dusting furniture and equipment.
•Emptying wastebaskets and cleaning them inside and out.
•Cleaning tiled floors with the use of brooms and mops.
•Using chemical-based products to clean tubs, sinks, countertops, mirrors, toilets, door panels and shower curtains.
•Replenishing trash bags, soaps, bathroom items, and other supplies.
•Transporting all trash and waste to disposal areas, as instructed.
•Removing items from refrigerator, stove, and microwave.
•Cleaning refrigerator, stove, microwave, and any additional appliances inside and out.
•Loading and unloading dishes from dishwasher, drying dishes, and putting them away in proper places.
•Demonstrate a high level of customer service. Respond to and take appropriate action to resolve concerns and complaints of guests.
•Keep supervisor/manager informed of situations relating to facility operation, patron complaints or concerns, accidents, emergency situations, damages, and potential safety hazards.
•Attend departmental and team meetings as well as participate in all additional training courses.
•Perform all duties in a safe manner.
•Employees may be asked to move to different locations or job assignments within the property, as needed.
•Other duties may be assigned.

Typical Schedule:

8 am - 4 pm, 9 am - 5 pm, 10 am - 6 pm

Drug Test required: No

COMPENSATION

Hourly Wage: $13

Eligible for Tips: Yes

Tips will be divided based on how many hours you worked that week.

Estimated weekly wages including tips: $550

Bonus: No

* All figures above are pre-tax

Estimated average number of hours per week: 32

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 50

Potential fluctuation in hours per week:

Over time for holidays

Average number of hours per week reached by last year's seasonal employees: 38

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

50 % discount for food of the restaurant menu. We have every week 2-3 banquets and there is always a lot of leftover food that we can eat and take home with no charge.

JOB REQUIREMENTS

English Level required:

★★★★☆☆ Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 50lbs/22kgs

Description:

Housekeepers will be required to walk or stand for long periods of time, push or pull a linen cart (up to 100 lbs), lift up to 40 lbs on a repeated basis.
Standing for entire shift

Handling cleaning chemicals

Job Training required: Yes

Length of job training:

1 week

Hours per week during training period: 32

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Experienced friendly staff will train students

Need to wear uniform: No

Dress Code: No

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Company Parties, Holiday Events, Movie or Game Nights, Sporting Events, Trips to Nearby/Major Attractions, Trips to Major City, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Potlucks or Dinners, Shopping Trips, Karaoke Nights or Talent Shows

Additional Details about Cultural Offerings:

The owner will take students on a boat ride, fishing, movie nights, excursions. We will connect students with other organizations who provide different activities with no cost. Students will have opportunity to explore the area, meet local people which will make their free time enjoyable.

Local Cultural Offering:

Sturgeon Bay is a vibrant arts mecca with a lot of festivals and historic shopping districts laden with dining, pubs, and cozy coffee shops. The local park is located only 10 minutes walking distance from the property and they host concerts on Wednesday's open to public with no charge.

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:

Six bedroom house with two bathrooms, full kitchen, microwave, refrigerators, freezers, utensils, air conditioning, bedding, linen provided, towels, TV, internet, washer and dryer. House have a private yard with outdoor grill and garage. Students house is in the perfect condition and it is located only one block from The Lodge. 7 minutes walking distance and 3 minutes bike ride. Students are expected to pick up after themselves and participate in the weekly cleaning chore chart! Students are required to pay $300 deposit that will be taken out from their second paycheck. If they keep their room and generally all house clean deposit of $300 will be returned to them before they leave.

Lease Agreement: No

Onsite Amenities:

WiFi: Yes

Description:

WiFi internet.

Phone Service: Yes

Description:

land line or cell phone

Kitchen facilities: Yes

Description:

Students will be able to use kitchen in the house that is fully equipped with everything needed plus they will have outdoor grill available.

Laundry facilities: Yes

Description:

Students will have a washer and dryer at the house and they will be able to use it with No cost.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 5

Suggested Occupancy Per Room: 2 - 5

Rooming Arrangement Description:
yes, we will work on any requests.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes
Cost per Week: $90

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes
Cost: $300
Description:
Deposit of $300 will be taken out of students second paycheck. If students keep their room and all house including the yard in a great shape they will receive a deposit back with their last paycheck before they leave.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:
If students keep their room and the house in good cleaning shape including the yard they will receive $300 back with their last paycheck. For all of this year's with students all of them received their deposit back. We never had any issues.

Details About Deposit Refund:
Students will receive $300 house deposit with their last paycheck.

Transportation to Worksite:

Walking Commute Time
Estimated commute time: Under 15 minutes

Description: Housing is only one block away from The Lodge and students can walk or ride bikes.
7 minutes walking distance or 3 minutes riding the bike.

Biking
Estimated commute time: Under 15 minutes

Bicycles are provided free of charge: Yes
Bicycles are not provided: No
Bicycles are available to rent: No

Estimated cost: $

Description: Housing is one block away from the Lodge, and students can walk or ride bikes.

ARRIVAL INFORMATION

Arrival Instructions:

We suggest that students fly into **Chicago O'Hare International airport (ORD)**. Then will take metro from airport to the Chicago Union Station Metropolitan Lounge. 225 S Canal St Chicago IL 60606. Then you will have a 10 minute walk to the Chicago Bus Station on 630 W. Harrison St, Chicago Il 60607.

Take a Greyhound bus from Chicago to Green Bay Metro station. The ticket prices are approximately $40.

In Green Bay, Milan general manager, will pick you up. It will be a 30 minute drive from Green Bay to Sturgeon Bay.

Milan's cell phone number and viber or Whatsapp contact is **262-339-7185**, email address is **milan@thelodgeatls.com**

Please send your arrival information to Milan at least 2 weeks in advance!

Available for pick up everyday, **no later than 8pm.**

Suggested Arrival Airport:

Chicago O'Hare International airport, ORD, Over 50 miles

Milwaukee Mitchell Airport, MKE, Over 50 miles

Estimated cost of transportation to worksite from suggested airports: $50 to $75

If arriving after regular hours:

Suggested After-Hours Accommodation:

Hampton Inn Chicago-O'Hare International Airport
3939 Mannheim Rd
Schiller Park , Illinois 60176
https://www.hilton.com/en/hotels/chiaphx-hampton-chicago-ohare-international-airport/?SEO_id=GMB-HP-CHIAPHX
(847) 671-1700
$100 to $150

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:

Employer will help students with the social security process and bank accounts. We will give you a ride to the office with no cost for you.

Nearest SSA Office: Green Bay , Wisconsin , Less than 50 miles

Other:

Wage Payment Schedule:

Students will be paid 2 times per month, every 5th and 20th in month

Meal Plan: Optional

Estimated Cost Per Day: $10

Meal Plan Description:

breakfast and dinner they can order off menu 50% off. After events we always have a lot of left over food that we are allow to eat and take it home with no charge.

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Employees must appear for work clean and well groomed. We maintain a conservative professional image. No tattoos or facial piercings permitted. Employees must maintain a natural hair color and style. Facial hair must be neatly maintained or staff must be clean shaven. Men's hair can't be longer than collar of shirt or long enough to tuck behind their ears. Employees should shower daily, use deodorant and cannot wear strong perfumes.

Second Job Availability: Yes, likely

Applicable Company Policies:

No smoking indoors, no cell phones while working.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Shopping Mall, Bank, Restaurants, Fitness Center, Public Library

Walking Distance from Housing:

Food Market, Shopping Mall, Post Office, Bank, Restaurants, Fitness Center, Public Library

Unavailable:

Internet Cafe