WORK & TRAVEL USA

Porches on Mason - Hospitality & Property Assistant (#2)

HOST INFORMATION

Company Description:

Porches on Mason is a newly built, luxury boutique inn in the heart of downtown Saugatuck, Michigan. We feature eight modern apartment-style suites, each with a private screened-in porch—our signature touch. After two fantastic seasons hosting J-1 participants, we are excited to assemble another great team for 2027! As avid global travelers, we are caring hosts eager to learn about your culture. You will work in a clean, professional, and family-like environment where every team member is truly valued.

Saugatuck is a premier resort town on the shores of Lake Michigan, celebrated as the "Art Coast of Michigan" for its vibrant arts scene, inclusive community, and warm hospitality. Our property is located in the center of town, with local boutiques, cafes, galleries, and the scenic boardwalk within easy walking distance.

Expect "Pure Michigan" summers with warm, sunny days (75°F–85°F / 24°C–29°C) and refreshing lake breezes. Outside of work, you can explore world-class Oval Beach, hike the dunes, or enjoy dune rides and boat rentals.

Student Perks & Experience:

- On-site housing: Live where you work in a prime location with zero commute.
- Cultural Exchange: We are personally invested in your journey, offering regular team meals, local excursions, and ongoing workplace mentorship to give you an authentic American summer experience.
- Secondary Work Opportunities: Our central location makes securing secondary employment at neighboring shops and restaurants effortless.

Host Website: http://www.porchesonmason.com

Site of Activity: Porches on Mason

Parent Account Name: Porches on Mason

Host Address: 350 Mason Street Saugatuck , Michigan , 49453

Nearest Major City: Grand Rapids , Michigan , Less than 50 miles away

PLACEMENT INFORMATION

Job Description:

The Hospitality & Property Assistant is a versatile role designed for students who enjoy variety. You will be responsible for maintaining the cleanliness of the inn, assisting with outdoor property care, and ensuring our guests have a seamless stay.

Key Responsibilities
- Housekeeping: Clean and sanitize guest rooms (beds, linens, vacuuming, dusting, bathrooms) and replenish amenities.

- Grounds & Maintenance: Assist with gardening, lawn mowing, and light maintenance to keep the property grounds pristine.

- Food Service: Assist with food service duties and common area maintenance as needed.

- Logistics: Manage laundry, restock supplies, and ensure proper waste disposal.

- Professionalism: Maintain a friendly demeanor with guests and report maintenance issues promptly.

- Team Support: Perform all other duties as assigned or requested by the owner to ensure the smooth operation of the inn.

Qualifications
- Adaptability: Willingness to switch between indoor housekeeping and outdoor gardening/maintenance.

- Physical Ability: Must be able to lift, bend, and stand for extended periods, and work outdoors in summer weather.

- Strong Work Ethic: Detail-oriented, reliable, and a positive "can-do" attitude.

- Communication: Basic to intermediate English proficiency to interact with guests and follow safety instructions.

Benefits
- Competitive Wages

- Consistent Schedule: Guaranteed hours provide financial stability for your program stay.

Location: Work in one of Michigan’s premier resort towns, famous for its beaches, art galleries, and vibrant summer community.

Note: Porches on Mason is an equal opportunity employer. We value the cultural diversity our J-1 participants bring to our team and community.

Typical Schedule:

- We provide a guaranteed minimum of 32 hours per week. - Shift Times: Generally daytime hours (e.g., 10:00 AM – 4:00 PM). - Availability: Must be available to work weekends and holidays.

Drug Test required: No

COMPENSATION

Hourly Wage: $16

Eligible for Tips: No

Estimated weekly wages including tips: $512

Bonus: Yes

Subsidized on-site housing in a prime location plus a $300 completion bonus for students who fulfill their full work contract. High-value placement with guaranteed 32 hours per week!

* 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: 40

Potential fluctuation in hours per week:

Average number of hours per week reached by last year's seasonal employees: 32

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

- Subsidized on-site housing in a prime walkable location, a significant savings over market rates. - $300 completion bonus for students who fulfill contract on good terms. - 32 hrs/wk guaranteed.

JOB REQUIREMENTS

English Level required:

★★★★☆☆ Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 50lbs/22kgs

Description:

Must be able to lift up to 50 lbs (23 kg). This includes moving laundry, guest luggage, gardening supplies, and maintenance equipment as needed for property upkeep.
Standing for entire shift

Handling cleaning chemicals

Working outdoors

Working under direct sunlight

Job Training required: Yes

Length of job training:

As needed

Hours per week during training period: 32

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

We provide full on-the-job training. You will learn our high standards for boutique hospitality, property maintenance, and guest services through hands-on guidance from the owners.

Need to wear uniform: No

Dress Code: Yes

Description:

No formal dress code. Please wear comfortable, modest, and durable clothing suitable for both indoor cleaning and outdoor gardening. Closed-toe shoes are required for safety while working.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Potlucks or Dinners, Trips to Nearby/Major Attractions

Additional Details about Cultural Offerings:

We treat students like family, hosting dinners and reciprocal cooking to share cultures. We provide boat rides on the river and Lake Michigan, ensuring they see highlights like Oval Beach and the dunes. We are dedicated to providing a rich, authentic American exchange experience!

Local Cultural Offering:

Saugatuck hosts the Venetian Festival, art fairs, and "Music in the Park." Students enjoy inexpensive "Interurban" transit to Oval Beach and local attractions. Our "Art Coast" is a diverse, welcoming community with events designed to integrate and celebrate our visitors!

HOUSING AND TRANSPORTATION

Housing Provided: Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. May find own (can choose alternative).

Employer-owned or employer-arranged housing description:

Housing Overview & Occupancy Shared Suite: We hire exactly two seasonal workers to cover our full season. These two workers share a single private suite. Staggered Arrivals: To ensure full-season coverage, workers arrive and depart on a staggered schedule. You will have a roommate for the majority of the season, but your start or end dates may vary. Shared Bath: The bathroom located outside of the living suite is shared by the two residents. The bathroom may occasionally be shared with other resort-authorized contractors or employees on an as-needed basis. Kitchen & Dining Full Kitchen On-Site: While the suite does not have a kitchen inside it, residents have full access to a complete kitchen located on the resort property. Kitchen Amenities: The on-site kitchen is fully equipped with a stove, oven, full-size refrigerator, microwave, and all necessary cooking utensils, dishes, and cutlery for meal preparation. Amenities & Essentials Living Space: The suite is fully furnished and includes air conditioning, high-speed Wi-Fi, and a TV. Essentials Provided: All bedding, linens, and towels are

provided by the employer. Location: The housing is located at 350 Mason Street, Saugatuck, MI 49453, offering the convenience of living directly at the resort and within walking distance of downtown shops and the waterfront. Policies & Instructions Cleanliness: As a shared space, residents are responsible for keeping the suite and the shared on-site kitchen clean and organized. Smoke-Free: The suite and all resort grounds are strictly smoke-free. Quiet Hours: Residents must respect resort quiet hours to ensure a premium experience for our guests. Associated Costs Weekly Rent: $150 per person. This covers all utilities (water, heat, electricity) and high-speed Wi-Fi. Security Deposit: $200, refundable upon a successful move-out inspection. Deductions: Housing costs are conveniently managed via weekly payroll deduction.

Lease Agreement: Yes

Onsite Amenities:

WiFi: Yes

Description:

complimentary high-speed Wi-Fi

Phone Service: Yes

Description:

High-speed Wi-Fi is provided 24/7 for digital contact. The area has reliable 5G cell service. In an emergency, on-site management is available to assist and provide a phone for contact.

Kitchen facilities: Yes

Description:

Participants have 24/7 access to an on-site workroom with a full kitchen (fridge, stove, oven, microwave). We provide all basic utensils, dishes, and cookware for meal preparation.

Laundry facilities: Yes

Description:

Participants have free access to the resort's on-site laundry facilities (washers and dryers) for all personal laundry needs. Detergent is provided for personal laundry. (186 characters)

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 1 - 2

Rooming Arrangement Description:

We typically provide same-sex rooming. However, friends or partners of different genders who apply together may request to share the suite. The bathroom is shared only by the two hired residents.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: $150

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: $200

Description:

A $200 deposit is due upon arrival. It can be paid via cash, check, or a one-time payroll deduction from the first two paychecks. It is refundable at the end of the season after inspection.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

Refund depends on the suite being left clean and undamaged. After a final inspection on the participant's last day, the $200 is returned via check or cash before they depart the U.S.

Details About Deposit Refund:

The deposit is refunded via check or cash on the participant's final departure day, following a successful room inspection. This ensures students receive their funds prior to departing the U.S.

Transportation to Worksite:

Walking Commute Time
Estimated commute time: Under 15 minutes

Description: Housing is on-site.

ARRIVAL INFORMATION

Arrival Instructions:

Arrival Requirements:

Participants must email their full flight and arrival details to Mark Lodenstein (host@porchesonmason.com) at least 2 weeks prior to their departure for the United States.

Recommended Airports:

1. Grand Rapids (GRR): Approx. 45–50 minutes from Saugatuck. Your host will provide a complimentary pickup directly from the airport.
2. Chicago O'Hare (ORD): Approx. 3 hours from Saugatuck.

- Instructions: Take the Blue Line train from O'Hare to Chicago Union Station.
- Amtrak: Board the Pere Marquette train (www.amtrak.com) to Holland, Michigan (approx. $30–$50).
- Pickup: Your host will provide a complimentary pickup at the Holland, MI train station.

Local Transportation:

- The Interurban: Saugatuck features an excellent, inexpensive demand-response bus service (www.saugatuckinterurban.org). Rides within the area are typically $1.00. You can call for a pickup or use their mobile app.
- Employer Assistance: We coordinate weekly transportation for grocery runs and will provide transport to the Social Security office in Holland, MI, to assist with your paperwork shortly after arrival.
- Walkability: Our central location means most daily needs, secondary jobs, and entertainment are within a 5–15 minute walk.

Contact Information:

Name: Mark Lodenstein
Email: host@porchesonmason.com
Phone: 616-202-1468

Suggested Arrival Airport:

Grand Rapids, GRR, Less than 50 miles

Chicago O'hair, ORD, Over 50 miles

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

If arriving after regular hours:

Suggested After-Hours Accommodation:

Mark Lodenstein
350 Mason Street , PO Box 1021
Saugatuck , Michigan 49453
www.porchesonmason.com
6162021468
$0 to $25

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 provide complimentary transportation to the Social Security Administration office (657 Hastings Ave, Holland, MI) within your first two weeks. Application Steps: Wait: You must be in the U.S. for 10 days and have an active SEVIS record (48 hours after validation) before applying. Documents: Bring your original Passport (with J1 Visa), DS-2019, printed I-94, and the Sponsor Support Letter. Employer Letter: We will provide a signed Social Security Support Letter on our letterhead upon your arrival. Receipt: You will receive a receipt at the office; please provide a copy to Mark Lodenstein immediately. Your card will be mailed to our office address within 2–4 weeks. We are here to help you through every step of this process!

Nearest SSA Office: Holland , Michigan , Less than 10 miles

Other:

Wage Payment Schedule:

Weekly paycheck, through venmo or check

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: No

Grooming Requirements:

We do not have strict grooming requirements. We ask that staff maintain a neat, clean, and professional appearance suitable for a luxury resort. Comfortable, closed-toe shoes are required for safety. Expressing your personal style is welcome as long as it is well-groomed and guest-friendly!

Second Job Availability: Yes, likely

Applicable Company Policies:

At Porches on Mason, we value a positive guest experience and a respectful team environment. Key policies include:

- Professionalism: As a luxury boutique resort, we maintain a smoke-free environment. While on duty, cell phone use is limited to emergencies or breaks to ensure full attention to our guests.
- Punctuality: Since we are a small, dedicated team, arriving on time for shifts is essential for smooth operations.
- Safety & Security: We prioritize the safety of our staff and guests. All safety protocols and key-handling procedures must be strictly followed.
- Culture of Respect: We maintain a zero-tolerance policy for discrimination or harassment. We are a diverse, inclusive workplace where everyone is treated with kindness and dignity.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Food Market, Post Office, Bank, Restaurants, Internet Cafe

In Town, Requires Transportation:

Shopping Mall, Fitness Center, Public Library