



WORK & TRAVEL USA

## Mackinaw Hotel Management Days Inn Lakeview - Front Desk Clerk

### HOST INFORMATION

#### Company Description:

If you are looking for an experienced employer who understands the exchange visitor program, than this is the place! We are proud to participate in the Exchange Visitor program, having hosted over 1000 Exchange Visitors over the last 10 years.

Days Inn Lakeview is part of the Mackinaw Hotel Management (MHM) group of hotels and restaurants in Mackinaw City, Michigan. We are located right in the heart of historic Mackinaw City near all the restaurants, shops, ferry terminals to Mackinac Island and more! The Days Inn has over 80 rooms and a private beach.

Mackinaw City is a small town, but a busy tourist destination during the summer months. We are a lake front community – sitting right at the Straits of Mackinac where 2 of Michigan's Great Lakes meet. Mackinaw City is a top tourist destination for many reasons. We are home to the historic Fort Michilimackinac. Historic and unique Mackinac Island is a short ferry ride away. Mackinaw City has events happening every weekend throughout the summer from parades to car shows and live music and other festivals.

Employees of MHM receive employee discounts at all employer owned restaurants, including Starbucks. Employees are also eligible for discounted miniature golf & zipline, water park tickets, and ferry tickets to Mackinac Island. Lastly, all employees are eligible for potentially discounted hotel rooms through the Choice network.

**Host Website:** <http://www.mackinaw-city.com>

**Site of Activity:** Mackinaw Hotel Management Days Inn Lakeview

**Parent Account Name:** Mackinaw Hotel Management Inc

**Host Address:** 825 South Huron Avenue Mackinaw City , Michigan , 49701

**Nearest Major City:** Petoskey , Michigan , Less than 50 miles away

### PLACEMENT INFORMATION

#### Job Description:

Duties: Accommodate hotel, motel, and resort patrons by registering and assigning rooms to guests, issuing room key or cards, transmitting and receiving messages, keeping records of occupied rooms and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guest; Greet, register, and assign rooms to guests of hotels or motels; Verify customers' credit, and establish how the customer will pay for the accommodation; Contact housekeeping or maintenance staff when guests report problems; Make and confirm reservations; Issue room keys and escort instructions to bellhops; Keep records of room availability and guests' accounts, manually or using computers; Perform bookkeeping activities, such as balancing accounts and conducting nightly audits; Post charges, such as those for rooms, food, liquor, or telephone calls, to ledgers, manually or by using computers; Compute bills, collect payments, and make change for guests; Record guest comments or complaints, referring customers to managers as necessary; Arrange tours, taxis, or other reservations for customers; Review accounts and charges with guests during the checkout process; Advise housekeeping staff when rooms have been vacated and are ready for cleaning; Answer inquiries pertaining to hotel services, guest registration, and travel directions, or make recommendations regarding shopping, dining, or entertainment; Clean and maintain lobby and common areas, such as restocking supplies and watering plants; Prepare for basic food service, such as setting up continental breakfast or

coffee and tea supplies; Date-stamp, sort and rack incoming mail and messages.

**Typical Schedule:**

Hours will range - with typically 1 day off per week.

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$10.25

**Eligible for Tips:** No

**Estimated weekly wages including tips:** \$330

**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:** 40

**Potential fluctuation in hours per week:**

The months of May and early June are slower for the hotels, so hours may be fewer. Hours will pick up towards the end of June through September. Expect less than 32 hrs for the first 1-2 weeks.

**Average number of hours per week reached by last year's seasonal employees:** 39

**Overtime Policy:**

Yes, paid after 40 hours

**Job-Specific Benefits:**

As an employee of Mackinaw Hotel Management, you receive employee discounts at all employer owned restaurants as well as discounted Choice hotel rooms throughout the U.S.

## JOB REQUIREMENTS

**English Level required:**



**Advanced**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

Standing for entire shift  
Handling cleaning chemicals  
Other qualifications or conditions

## Description:

Must have advanced knowledge of the English language to be able to communicate over the phone and in person.

**Job Training required:** Yes

Length of job training:  
one week

Hours per week during training period: 32

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

**Need to wear uniform:** Yes

## Uniform Policy:

Uniform is provided. You should have white or black closed toe, comfortable shoes.

Cost of uniform: \$0

Uniform laundry: Participant responsibility

**Dress Code:** Yes

## Description:

You need to appear for work clean and well groomed. Facial hair must be neatly maintained or staff must be clean shaven. You should bring black, closed toes, slip resistant shoes.

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

Shopping Trips, Will provide information about Events, Local Resources, Attractions/Sites, Local Community

**Additional Details about Cultural Offerings:**

Beginning end of June, we begin providing weekly trips to Cheboygan so participants can go shopping at Walmart. You will receive weekly emails of upcoming events in the area. Hotel amenities (pools, beaches & fitness rooms) are made available for participants.

**Local Cultural Offering:**

Discounts on local attractions including: fort, ferry tickets, State park admission.  
Memorial Day Parade (late May)  
Lilac Festival on Mackinac Island (mid June)  
45th Annual Auto Show in St. Ignace (late June)  
Arts and Craft Shows (June and August)  
Weekly fireworks show  
Labor Day Bridge Walk  
Live music

## 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:**

You will be placed in housing units based on arrival date. Housing is best described as "dorm style" with 3 employees per room. Students living in the Capri will share a bathroom with their roommates, some students living at Trails End will share a bathroom with their suite mates (a room next door). Both units are within walking distance of all work site locations. Both units have a shared kitchen and coin operated laundry available on site. Housing unit amenities include: bedding, large dresser, hanging rack, small refrigerator, lamps and end tables. You are expected to provide your own cooking utensils and cleaning supplies. Capri Housing Address: 801 S Nicolet St, Mackinaw City, MI 49701 Trails End Housing Address: 301 W Central Ave, Mackinaw City, MI 49701

**Lease Agreement:** Yes

**Onsite Amenities:**

WiFi: Yes

Description:

Internet is best accessed in common areas. Some areas of housing do not get strong signal. You are also welcome to use public wifi at any of the hotels or the Starbucks lounge.

Phone Service: Yes

Description:

You can use the land line at our office or any of the work sites. Several cellular service options are available to purchase in Cheboygan.

Kitchen facilities: Yes

Description:

Kitchens include access to stove and sink. Dishes, pans, and utensils are not provided. You are expected to keep the kitchen clean - especially daily cleaning of the stove.

Laundry facilities: Yes

Description:

Coin operated washer and dryers available. Washers are \$1.50 per load and Dryers are \$1.00 per load.

**Occupancy Requirements for Provided Housing:**

Minimum Occupancy Per Room: 3

Maximum Occupancy Per Room: 3

Suggested Occupancy Per Room: 3

Rooming Arrangement Description:

Housing rooms are not co-ed. The only exception to this is a group of 3 students who all request to live together and understand the room will be co-ed. We will try to honor all roommate requests if possible. Generally - beds are twin sized bunk beds. Some

rooms may have one full sized bed. Beds are claimed on a first come, first serve basis. You are NOT given prior warning when assigned roommates are arriving. You should not move units without prior approval.

### **Provided Housing Cost:**

Required to Pay for Provided Housing: Yes

Cost per Week: \$79.95

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: \$150

Description:

You must pay \$150 housing deposit cash upon arrival. If you fail to bring housing deposit - you must agree to bi-weekly paycheck deductions of \$75 until the deposit is paid. If the deposit is not paid within 30 days of arriving, you will be asked to immediately vacate housing.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

To receive full refund of deposit: -Must maintain clean rooms as well as clean shared areas (including kitchen and outside area) - Must work through the last date of work agreed on job offer -Rooms must be clean and in good condition at move out

Details About Deposit Refund:

You will receive deposit in final check, upon inspection of room.

### **Transportation to Worksite:**

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: Housing is within walking distance from work sites with street lamps and paved roads/sidewalks and paths.

Biking

Estimated commute time: Under 15 minutes

Bicycles are provided free of charge: No

Bicycles are not provided: Yes

Bicycles are available to rent: No

Estimated cost: \$

Description: If not on designated bike trail, you should be cautious of traffic, which can be heavy during some periods of summer.

## **ARRIVAL INFORMATION**

### **Arrival Instructions:**

You should plan to arrive in Mackinaw City Monday through Friday, as the Human Resources office is closed on Saturday and Sundays. You will receive detailed arrival instructions once you are hired. Please contact us with any questions you have before booking your ticket! Once your arrival plans are made, you are required to send them to us so we can plan for your arrival and ensure housing is ready.

We recommend flying into the following airports: Pellston (PLN) - located a half hour from Mackinaw City, Chippewa County (CIU) - located an hour from Mackinaw City or Detroit Metro (DTW) - located approximately 300 miles away - you will need to bus the remaining trip to Mackinaw City. The bus station is approximately 45 minutes by taxi away from the airport and only has 2 afternoon departures per day to Mackinaw City.

While flights can be slightly more expensive flying into Pellston or Chippewa County - depending on arrival time we can pick you up from these two airports as they are close to Mackinaw City. Delta is the airline that operates these flights.

We do NOT recommend flying into Chicago O'Hare and taking the bus from there. This is due to added costs and safety concerns. It generally takes about 14 hours by bus to arrive in Mackinaw City from Chicago. While flying into Chicago may initially save you money on your flight ticket, you will likely spend more in ground transportation and hotels.

**Suggested Arrival Airport:**

Pellston, PLN, Less than 25 miles

Chippewa County Airport, CUI, Less than 50 miles

Detroit Metro Airport, DTW, Over 50 miles

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

**If arriving after regular hours:**

**Suggested After-Hours Accommodation:**

Comfort Inn Metro Detroit

31800 Wick RD

Romulus , Michigan 48174

<https://www.choicehotels.com/michigan/romulus/comfort-inn-hotels/mi048?source=gglocaljn>

734-326-2100

\$75 to \$100

## 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:

Weekly employer provided trips will be scheduled to the closest Social Security office. If you wish to apply sooner, you can take the Straits Regional Ride bus to Petoskey and apply on your own.

Nearest SSA Office: Petoskey , Michigan , Less than 50 miles

**Other:**

Wage Payment Schedule:

You will be paid bi-weekly -every other Friday. Our payroll week runs from Friday to Thursday. You will receive a check, direct deposit or paycard is NOT available.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: No

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

You need to appear for work clean and well grooms. Clothes must be clean and free of wrinkles. You should bathe regularly using soap and include daily use of deodorant.

Second Job Availability: Yes, likely

Applicable Company Policies:

Employees should **NOT** clock in prior to scheduled start time and should **NOT** work unauthorized hours. This is considered stealing and employee could be immediately terminated.

Employees should refrain from using cellphones during working hours.

Employees are **NOT** permitted to smoke in employee housing units.

Overnight visitors are **NOT** permitted in housing.

All shared areas of housing (kitchen, laundry room, outside areas) must remain CLEAN at all times. Employees may lose deposit and privileges(Walmart trip or internet access) if these areas are not maintained in a clean manner by all employees living there.

We are not always able to honor day off requests - especially during the months of July and August. If you would like to request a day off, please give your manager at least a week's notice before the schedule is posted. Managers are not required to work your schedule around a second job.

If you are unable to make your shift due to illness - you must let your manager know immediately. It is not guaranteed you can make up missed hours.

Generally speaking - if you quit without notice and/or are terminated - you will be required to vacate housing by the end of that day.

## COMMUNITY AMENITIES

### **Walking Distance from Worksite:**

Food Market, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library

### **Walking Distance from Housing:**

Food Market, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library

### **Unavailable:**

Shopping Mall