



Interlochen Center for the Arts - Housekeeper/Cleaning Attendant

HOST INFORMATION

Company Description:

Located in beautiful northern Michigan, our 1,200-acre campus is surrounded by nature and nestled between two lakes. Just a short drive from Traverse City, Interlochen is a hub of creative energy, where artists and arts enthusiasts find inspiration and connection.

Interlochen Center for the Arts has an expansive campus which has more than 400 buildings, facilities, and venues that cover an array of artistic areas.

As an Interlochen employee, every position has an impact. Employees will enjoy living on campus and access to Stone Cafeteria where complimentary meals feature local, organic, vegetarian, and vegan options. Employees also have access to our 23,000-square-foot recreation and wellness facility. For the arts, you have the opportunity to volunteer and receive free tickets to national touring acts such as Reba McEntire, Jake Owen, Chicago, Foreigner, and more. Employees also receive free tickets to student performances in all disciplines.

Outside Interlochen's beautiful campus is Traverse City. Just a mere 15 minutes away is a small city that was recently named one of the nation's top-ten arts-vibrant communities. Traverse City hosts the National Cherry Festival each year in July, along with a growing Film Festival in late summer. Interlochen Center for the Arts is conveniently a bus stop for the BATA bus that makes regular stops on the way to and from Traverse City.

Perks of Employment:

- On Site Housing
- Three (3) free meals at our Cafeterias
- Weekly trips to town
- and More!...

Host Website: <https://www.interlochen.org/>

Site of Activity: Interlochen Center for the Arts

Parent Account Name: Interlochen Center for the Arts

Host Address: 4000 J MADDY PKWY Interlochen , Michigan , 49643

Nearest Major City: Traverse City , Michigan , Less than 25 miles away

PLACEMENT INFORMATION

Job Description:

The Housekeeper/Cleaning Attendant are responsible for cleaning any and all areas of a building. Common areas, dorm rooms during switch out, and regular hotel rooms will regularly be on the list to be cleaned. This includes vacuuming floors, emptying trash, wiping down countertops, cleaning toilets, and stocking.

Typical Schedule:

Morning shift is 7a - 3p and the second shift is 2p - 10p.

Drug Test required: No

COMPENSATION

Hourly Wage: \$12.75

Eligible for Tips: No

Estimated weekly wages including tips: \$510

Bonus: No

* All figures above are pre-tax

Estimated average number of hours per week: 40

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: 40

Overtime Policy:

Yes, paid after 40 hours

JOB REQUIREMENTS

English Level required:



Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 50lbs/22kgs

Description:

Employees are frequently required to lift, push, and pull boxes, stock overhead, etc.

Standing for entire shift

Handling cleaning chemicals

Job Training required: Yes

Length of job training:

1 Week

Hours per week during training period: 40

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

New employees will be shown the department specific procedures during their first week on the job.

Need to wear uniform: Yes

Uniform Policy:

Light blue tops and navy blue bottoms (not denim) either shorts, pants or skirts

Cost of uniform: \$0

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

Light blue tops and navy blue bottoms not provided.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Shopping Trips, Trips to Major City, Trips to Nearby/Major Attractions, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Movie or Game Nights, Potlucks or Dinners, Company Parties, Student Performances, National Touring Acts

Additional Details about Cultural Offerings:

Interlochen Center for the Arts is a destination for artists and art enthusiasts. As such, participants of the Work & Travel program can expect to be soaked in the arts each day from classical to interpretive dance, music, visual art, and writing.

Local Cultural Offering:

- *National Cherry Festival*
- *Concerts and speakers at Interlochen Center for the Arts*

- Student presentations

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:

Housing will be first come, first served. Amenities include mini fridge, coffee maker, microwave, bedding/linen provided, full bathroom, gym/rec center/basket ball court provided. Housing will be on campus, just a short walk from the main area. Each unit is furnished with (2) twin beds and a walk in closet. Housing is cabins in a wooded area around other such units and costs \$15/night. There is a \$150.00 room deposit which is refundable at the end of the student's contract as long as the housing unit is in the same condition as when the student arrived and that no damage has occurred.

Lease Agreement: Yes

Onsite Amenities:

WiFi: Yes

Description:

Participants will have access to WiFi in their units. For areas where our WiFi fiber does not reach, a MiFi will be provided free of charge.

Phone Service: Yes

Description:

Reliable cellular service covers our entire campus as we host a cell phone tower on property.

Kitchen facilities: No

Description:

No. However, units are furnished with a microwave, coffee maker, and mini fridge. Our cafeteria serves 3 meals each day free of charge.

Laundry facilities: Yes

Description:

Our laundry facility will be a short 5-10 minute walk from the units.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 2

Rooming Arrangement Description:

Each unit will be divided by gender. Participants are welcome to request roommates and we will do our best to accommodate such requests.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$105

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: \$150

Description:

Participants can choose to have their housing deposit deducted from their first paycheck or pay up front in cash upon arrival.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

The units should be cleaned and free from any damage to receive a refund of the housing deposit.

Details About Deposit Refund:

Participants will receive their housing deposit returned on their last paycheck after final inspection.

Transportation to Worksite:

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: The housing units are a 5-10 minute walk from the main area of campus which has the gym and cafeteria.

ARRIVAL INFORMATION

Arrival Instructions:

Work & Travel participants are welcome to arrive via plane, bus, or car to Interlochen Center for the Arts at anytime. We are a 24/7 operation and as such, have Transportation and Security on site. Students will likely arrive via Cherry Capital Airport in nearby Traverse City. Once apprised of travel plans, Interlochen can schedule our Transportation team to pick up at the airport and then shortly arrive at Interlochen's campus to check in. The ride from the airport to Interlochen's campus is about 25 minutes. We are only able to offer pick up service at the bus station or airport in Traverse City.

We are happy to coordinate a trip to the Social Security office if necessary at the start of summer. A small grocery market, Tom's, is a short walk away or just one bus stop north. Ideally, Work & Travel participants will send their travel itinerary to Drew Fitzpatrick no later than early April. Drew can be reached at drew.fitzpatrick@interlochen.org.

Suggested Arrival Airport:

Cherry City Capitol Airport, TVC, Less than 25 miles

Estimated cost of transportation to worksite from suggested airports: \$0 to \$25

If arriving after regular hours:

Suggested After-Hours Accommodation:

Hampton Inn Traverse City

1000 US-31 North

Traverse City, Michigan 49686

[https://www.hilton.com/en/hotels/tvclmhx-hampton-traverse-city/?SEO_id=GMB-HX-](https://www.hilton.com/en/hotels/tvclmhx-hampton-traverse-city/?SEO_id=GMB-HX-TVCLMHX&y_source=1_MjA4MTc3OC03MTUtG9jYXRpb24uZ29vZ2xlX3dlYnNpdGVfb3ZlcnJpZGU%3D)

[TVCLMHX&y_source=1_MjA4MTc3OC03MTUtG9jYXRpb24uZ29vZ2xlX3dlYnNpdGVfb3ZlcnJpZGU%3D](https://www.hilton.com/en/hotels/tvclmhx-hampton-traverse-city/?SEO_id=GMB-HX-TVCLMHX&y_source=1_MjA4MTc3OC03MTUtG9jYXRpb24uZ29vZ2xlX3dlYnNpdGVfb3ZlcnJpZGU%3D)

231-946-8900

\$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:

We are happy to provide and assist with a trip into the nearby Social Security office for participants to apply if necessary.

Nearest SSA Office: Traverse City , Michigan , Less than 25 miles

Other:

Wage Payment Schedule:

Payday is Friday on a bi weekly basis. Direct deposit is encouraged but not required.

Meal Plan: Mandatory

Estimated Cost Per Day: \$0

Meal Plan Description:

Meals are provided free of charge to participants. Breakfast, lunch, and dinner are served 7 days a week during scheduled hours. Our cafeteria provides vegetarian, vegan, and gluten free options.

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Participants are to be well groomed and practice good hygiene. Tattoos, piercings, facial hair, and hair color are permitted within reason.

Second Job Availability: No, unlikely

Applicable Company Policies:

Interlochen Center for the Arts is a non smoking campus, therefore no smoking is allowed at the housing units or on campus. Cell phones are permitted while not on the clock.

COMMUNITY AMENITIES

Walking Distance from Worksite:

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

Walking Distance from Housing:

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

In Town, Requires Transportation:

Shopping Mall, Bank