



WORK & TRAVEL USA

## Twin Orchard Country Club - Server/Banquet server

### HOST INFORMATION

**Company Description:**

*For over 25 years Twin Orchard has provided students a wonderful experience. We seek high energy, friendly, smiling and enthusiastic students. We promise a great work experience and a wonderful opportunity to learn, contribute and build lifelong relationships.*

*We are looking for energetic, friendly and outgoing students that have an excellent command of English to work in our member restaurant and in banquets. Students work split shifts 5-6 days per week. We pay \$15/Hr.*

*We guarantee a minimum of 32 hours per week throughout the period of employment.*

*Students may work a second job (Not on weekends). The second job cannot conflict with the needs of the club.*

*Students cannot smoke on breaks when working.*

*If a candidate wishes to leave Twin Orchard in mid season prior to fulfilling their contract term they will not be provided authorization to seek other employment. They will be required to leave the country unless there are extenuating circumstances.*

*We schedule a number of employee events during the summer for students and other staff.*

**Host Website:** <http://www.twinorchardcc.org>

**Site of Activity:** Twin Orchard Country Club

**Parent Account Name:** Twin Orchard Country Club

**Host Address:** 22353 Old McHenry Road Long Grove , Illinois , 60047

**Nearest Major City:** Chicago , Illinois , Less than 50 miles away

### PLACEMENT INFORMATION

**Job Description:**

*Server (Waiter/Waitress) in our restaurant and when we do banquets.*

*Excellent English communication skills.*

*Well groomed appearance.*

*High energy, enthusiastic and positive.*

*Must smile easily.*

**Typical Schedule:**

*Split shifts, 5-6 days per week. Typically 10am-2pm then 5 pm -10pm.*

**Seasonal changes to job duties or available hours:** Yes

May rotate to our golf course snack bar or pool snack bar.

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$15

**Eligible for Tips:** No

**Estimated weekly wages including tips:** \$525

**Bonus:** Yes

Students are eligible to receive an end of season bonus based on performance and fulfilling their contracted arrival and departure dates.

\* All figures above are pre-tax

**Estimated average number of hours per week:** 32

**Estimated minimum number of hours per week:** 35

**Estimated maximum number of hours per week:** 48

**Potential fluctuation in hours per week:**

Weather may affect work hours. Private event and golf outing schedules will mean more hours

**Average number of hours per week reached by last year's seasonal employees:** 45

**Overtime Policy:**

Yes, paid after 40 hours

**Job-Specific Benefits:**

We provide Free meals, accomodations, and uniforms.

## JOB REQUIREMENTS

**English Level required:**



**Advanced**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions***Lifting*

*Lifting requirement: 25lbs/11kgs*

*Description:*

*Lifting food service trays.*

*Standing for entire shift*

*Working outdoors*

*Working under direct sunlight*

**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:*

*We provide the training.*

**Need to wear uniform:** Yes*Uniform Policy:*

*We provide the uniforms. We allow modest jewelery and perfumes/cologne.*

*Cost of uniform: \$0*

*Uniform laundry: Provided at no cost*

**Dress Code:** Yes*Description:*

*uniforms required and provided.*

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

*Company Parties, Holiday Events, Shopping Trips, Sporting Events, Trips to Major City, Trips to Nearby/Major Attractions*

**Additional Details about Cultural Offerings:**

*Opportunities to explore Chicago and local area attractions.*

*Meet, get to know distinguished club members.*

*Experience working at a prestigious Private Country Club.*

*The club schedules a series of fun events during the season.*

**Local Cultural Offering:**

*Chicago provides endless opportunities to visit art galleries, museums and historic venues.*

*Indoor sky diving, parachute jumping, lake cruises & more.*

## 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:**

*We provide on site dorm housing in our main clubhouse. There are wings for both male & female with separate bathrooms and showers. There are laundry facilities within the dorm. The dorms are two to each room. There are 20 dorm rooms total. They are neat, clean, secure and have their own entrance. Only dorm residents are permitted in the dorms. THERE IS NO CHARGE FOR HOUSING.*

**Lease Agreement:** *No*

**Onsite Amenities:**

*WiFi: Yes*

*Description:*

*The dorms have wi-fi accessibility.*

*Phone Service: Yes*

*Description:*

*There is access to land lines and supervisors.*

*Kitchen facilities: Yes*

*Description:*

*We have an employee cafeteria but no cooking facilities. WE PROVIDE MEALS AT NO CHARGE Meals are to be eaten in the employee cafeteria.*

*Laundry facilities: Yes*

*Description:*

*Washers, dryers and ironing boards are available in the dorm.*

**Occupancy Requirements for Provided Housing:**

*Minimum Occupancy Per Room: 2*

*Maximum Occupancy Per Room: 3*

*Suggested Occupancy Per Room: 2 - 3*

*Rooming Arrangement Description:*

*Students can request to live with friends/partners. Requests will be accommodated if feasible.*

**Provided Housing Cost:**

*Required to Pay for Provided Housing: No*

*Utilities Costs: No*

*Housing Deposit: Yes*

*Cost: \$250*

*Description:*

*Within 4 weeks of arrival.*

*Housing Deposit Refundable: No*

**Transportation to Worksite:**

*Other*

*Estimated commute time: Under 15 minutes*

*Estimated cost: \$0*

*Description: Students are on site and walk to work.*

## ARRIVAL INFORMATION

**Arrival Instructions:**

*We'll co-ordinate with you and pick you up at Chicago O'hare International Airport.*

*We prefer you arrive on Mondays. If you arrive on other days of the week you may have to take an uber or taxi from the airport to the club.*

*Once here we'll get you to the closest Social Security office and supermarket, Target, Walgreens etc.*

*Felix Echeverria & Miguel Jauregui our Food & Beverage Director will co-ordinate all arrivals and pick up's . He'll provide his contact information.*

**Suggested Arrival Airport:**

*Midway Airport., ord, Less than 50 miles*

*O'Hare International Airport, mid, Less than 10 miles*

**Estimated cost of transportation to worksite from suggested airports: \$75 to \$100**

**If arriving after regular hours:**

**Suggested After-Hours Accommodation:**

*Felix Echeverria*

*22353 Old McHenry Rd.*

*Long Grove , Illinois 60047*

*twinorchardcc.org*

*8472755196*

*\$0 to \$25*

## TRAINING AND ONBOARDING

**Pre-Arrival Onboarding: Yes**

*Review employee manual & various training documents that we will provide. We'll also provide other materials including menus, dorm room rules, policies and procedures in advance.*

*Sign commitment letter outlining job performance expectations, anticipated work schedule, living arrangements and behavioral expectations.*

**Social Security Number:**

*Require participants to apply for SSN before arrival at worksite: No*

*Details about how to apply for Social Security Number:*

*We'll organize transportation to the Social Security office.*

*Nearest SSA Office: Lake Zurich , Illinois , Less than 10 miles*

**Other:**

*Wage Payment Schedule:*

*Employees are paid every two weeks. Any hours worked over 40 are paid at the overtime rate of 1.5*

*Meal Plan: Mandatory*

*Estimated Cost Per Day: \$0*

*Meal Plan Description:*

*Breakfast, Lunch and Dinner are provided to students at NO CHARGE. Students must clock out for meal breaks. Any violations will be grounds for discipline.*

*Provide Certificates/Performance Evaluations: Yes*

*Hire in Groups: No*

*Grooming Requirements:*

*Remove all piercings. Neat, closely cropped facial hair ok. Discreet tattoos ok. Immaculate hygiene and crisp, clean neat appearance are absolutely required.*

*Second Job Availability: Yes, likely*

*Applicable Company Policies:*

*Participants may seek a second job. The second job cannot conflict with or impact the students ability to fulfill the work requirements of their job here at the club.*

*No smoking when working or on breaks.*

*No cell phones allowed in the workplace during working hours.*

*Participants should understand that they will be joining a highly functioning team of professionals at Twin Orchard and that they'll be held to a high standard of performance.*

***Walking Distance from Worksite:***

*Food Market, Bank, Restaurants, Internet Cafe*

***Walking Distance from Housing:***

*Food Market, Bank, Restaurants, Internet Cafe*

***In Town, Requires Transportation:***

*Shopping Mall, Post Office, Fitness Center, Public Library*