WORK & TRAVEL USA

Catawba Island Club - Dock Shop Retail Associate

HOST INFORMATION

Company Description:

Catawba Island Club is a private resort-style club with a hotel, 18-hole golf course, tennis courts, marina, retail shop, fitness center, dining rooms, banquet rooms, patio dining, indoor and outdoor bars and outdoor pools. We are located on beautiful Lake Erie in Port Clinton, Ohio. CIC has been a family-owned business since 1967 and has earned a strong reputation for creating outstanding experiences for our members and guests.

We are located right on beautiful Lake Erie so a lot of water activities, beautiful beaches, lighthouses, restaurants and bars. And located about thirty minutes from here is a spectacular amusement park called Cedar Point. Toledo and Cleveland Zoos, sporting events, Cleveland Rock and Roll Hall of Fame and Kalahari Resort Pool are all a short drive away. While Put-in-Bay and Kelleys Island are short ferry ride away!

You have the opportunity to utilize the Catawba Island Club (CIC) swimming pool facility on Mondays during normal operational times. You also have the chance to utilize the golf course on select employee days through the season. Also, use of the main fitness center and can sign up for low cost employee meals for lunch or dinner, soup or salads (except Friday and Saturday evenings).

Host Website: https://cicclub.com/

Site of Activity: Catawba Island Club

Parent Account Name: Catawba Island Club

Host Address: 4235 East Beach Club Road Port Clinton , Ohio , 43452

Nearest Major City: Sandusky , Ohio , Less than 25 miles away

PLACEMENT INFORMATION

Job Description:

Position/Duties:
This position will interact with members to promote sales and upcoming club events while providing a convenient retail outlet for merchandise, including food selections.

Experience/Requirements:
o Retail experience required.
o Able to effectively communicate using the English language.

Core Responsibilities:
o Rotate inventory and responsible for end of month inventory.

o Clean store which includes sweeping and mopping the floors and dusting shelves.
o Restock shelves with product as needed.
o Communicate product shortages and needs to management.
o Post daily market happenings and specials.
o Rotate retail clothing items weekly.
o Organize storeroom.
o Remove empty boxes and trash emptied each day.
o Clean windows daily.
o Rotate food products as needed.
o Prep food offerings daily as written on prep sheet.
o Make coffee and popcorn as needed.
o Maintain outside of building and picnic areas, i.e. pick up trash, wipe down all tables and chairs.
o Report any building safety or maintenance needs..
o Interact with members and make sure to promote all new items available for sale.

Minimum Physical Job Requirements:
o Able to lift up to 25 pounds.
o Able to be on feet for four (4) to eight (8) hours a day.

Typical Schedule:

Monday - Sunday 7:00 AM - 2:00 PM Day shift Monday - Sunday 2:00 PM - 9:00 PM Evening shift 5 -6 days/week days off varying

Seasonal changes to job duties or available hours: Yes

Weekly hours will be different due to changes in the operating season

Drug Test required: No

COMPENSATION

Hourly Wage: $15

Eligible for Tips: No

Estimated weekly wages including tips: $500

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: 50

Potential fluctuation in hours per week:

Hours will be based on business needs, this means they may fluctuate through out the season. Students will at least get 32 hours but average is closer to 40.

Average number of hours per week reached by last year's seasonal employees: 40

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

Discounted employee meals (lunch and dinner) 20% off apparel Use of fitness center

JOB REQUIREMENTS

English Level required:

★★★★★☆ Upper-Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 25lbs/11kgs

Description:

Standing, bending, stretching, reaching, wet areas
Standing for entire shift

Job Training required: Yes

Length of job training:

5 days

Hours per week during training period: 40

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Need to wear uniform: Yes

Uniform Policy:

Work shirt provided by CIC. Must purchase or bring khaki pants, capris or shorts (no leggings, joggers, yoga pants, jeans), closed toed non-skid shoes, hair must always be pulled back in bun or back braid, facial hair is allowed but must be trimmed and neat (hair can't exceed 1/4 inch in length).

Cost of uniform: $75

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

Work shirt provided by CIC. Must purchase or bring khaki pants, capris or shorts (no leggings, joggers, yoga pants, jeans), closed toed non-skid shoes, hair must always be pulled back in bun or back braid, facial hair is allowed but must be trimmed and neat (hair can't exceed 1/4 inch in length).

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Company Parties, Holiday Events, Sporting Events, Trips to Nearby/Major Attractions, Will provide information about Events, Local Resources, Attractions/Sites, Local Community

Additional Details about Cultural Offerings:

Catawba Island Club is in a great location for many tourist activities including Cedar Point Amusement Park, Toledo and Cleveland Zoos, sporting events, Cleveland Rock and Roll Hall of Fame, Put-In-Bay and Kelleys Islands, Kalahari Resort Pool, etc.

Local Cultural Offering:

CIC will provide students with a list of local events and activities around the area to experience the local culture. CIC management organizes various activities for all staff to participate in including picnics, sports activities, and an Employee Appreciation Day August 15th, 2022.

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:

Dorm style living with weekly rate as $80.00 per week (Housing Fee) and shall be deducted from Employee's paycheck during Employee's seasonal term of employment with CIC. All utilities included in fee (including internet, electric, water, trash removal, maintenance, etc.). Said deduction shall be in increments of $160.00 per paycheck (bi-weekly) with a one-time, non-refundable cleaning fee of $100.00 ($25 deduction out of first four paychecks). Average two person per room. Paired with roommate in same work department or similar work schedule (unless roommate is requested). Facility is co-ed, but rooms are not. Remodeled motel with air conditioning, some kitchen utensils, microwave, refrigerator, single bed per student, bedding, pillow, shared bathroom. Clothing washer and dryers onsite and free to use. Location is approximately one mile from worksite – students use provided bicycles and safety gear as transportation. CIC will provide shuttle transportation if poor weather (i.e. rainstorm). Paired with roommate in same work department or similar work schedule. We provide a transportation pick up service from Cleveland, OH and Detroit, MI airports between the hours of 8:00 AM and 4:00 PM If flight lands out of the time frame student will need to get a hotel for the evening.

Lease Agreement: Yes

Onsite Amenities:

WiFi: Yes

Description:

Internet is provided by Catawba Island Club.

Phone Service: Yes

Description:

Kitchen facilities: Yes

Description:

There is a common area with a couch, chairs, a large kitchen that includes a large refrigerator, range/oven, kitchen table and chairs.

Laundry facilities: Yes

Description:

Laundry access for a washer and dryer is in the basement of the main building and both are free to use.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 1 - 2

Rooming Arrangement Description:

Remodeled motel that is dorm style living. Average two person per room. Paired with roommate in same work department or similar work schedule (unless roommate is requested). Facility is co-ed, but rooms are not.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: $80

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: $100

Description:

Housing deposit will be deducted in the first four $25 dollar payments

Housing Deposit Refundable: No

Transportation to Worksite:

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: The route for the commute is 2 lane roads that at certain times of the day can have heavy traffic. But we will show the students a route through our condo area that has minimal traffic.

Employer-Provided Transportation

Estimated commute time: Under 15 minutes

Employer-Provided Transportation is free of charge

Description: Catawba Island Club has shuttle vans that can help transport students on inclement weather days.

Other
Estimated commute time: Under 15 minutes

Estimated cost: $8

Total: No Per Day: Yes

Description: Ottawa County Transportation Agency (OCTA) is a local transportation shuttle that is $4-$12 one way. https://octapublictransit.online/about

ARRIVAL INFORMATION

Arrival Instructions:

There are two options for your travel to Catawba Island, Ohio

1. Employer suggests flying into Cleveland Hopkins International Airport (CLE) which is closer (1-hour drive time) to Catawba Island Club and has flight options from larger east coast arrival cities.

2. A second option Detroit Metropolitan Wayne County Airport (DTW). This airport may offer better direct international flights, but is an additional 1-hour drive time from Catawba Island.

Arrival/Departure - students MUST email their arrival information to Marci Timerding, CIC program coordinator (mtimerding@cicclub.com) at least 2-weeks prior to arriving to the United States. Details about a scheduled pickup will be communicated to the student prior to their departure.

- students arriving between 8 am and 5 pm will be picked up at no charge by CIC.
- students arriving between 6 pm and 7 am are recommended to book a room at a nearby hotel with airport shuttles (list below) and transportation to CIC will be arranged for the next day.

CIC Prefers that students arrive on Monday through Thursday. Arrival Friday through Sunday is possible though the student may experience additional delays in being taken to the grocery store.

Arrival by train - the closest train station to CIC is in Sandusky, Ohio. Students who choose to fly to an airport along the east coast (New York, New Jersey, Pennsylvania, etc.) and take a train should plan to arrive to Sandusky. They will picked-up in Sandusky and brought to CIC.

*CIC will provide transportation to the local Social Security office at no charge.

*CIC will provide transportation from the airport to CIC at the beginning of the program, and will provide transportation back to the airport at the end of the program

*If students want/need to travel during the program, transportation will need to be set up by student/pay fees of travel

Suggested Arrival Airport:

Cleveland Hopkins International Airport, CLE, Over 50 miles

Detroit Metropolitan Airport, DTW, Over 50 miles

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

If arriving after regular hours:

Suggested After-Hours Accommodation:

Sheraton Cleveland Airport Hotel
5300 Riverside Dr.
Cleveland , Ohio 44135
www.sheratonclevelandairporthotel.com
1-877-599-7423
$150 to $200

Four Points by Sheraton Cleveland Airport
4181 W 150th St.
Cleveland , Ohio 44135
www.fourpointsbysheratonclevelandairport.com
1-216-252-7700
$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 will provide transportation to and from the Social Security office and we will assist in filling out paperwork and help answer any of their questions.

Nearest SSA Office: Sandusky , Ohio , Less than 25 miles

Other:

Wage Payment Schedule:

Participants are paid biweekly in a paper check that the participant picks up on site at the Club.

Meal Plan: Optional

Estimated Cost Per Day: $5

Meal Plan Description:

Discounted rates on meals from $1.50-$5.00 when the kitchen is open.The participant fills out a short form to purchase a meal. These forms are sent to HR, then is deducted from participants paycheck.

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes
Maximum Group Size:

Grooming Requirements:

Participant must be showered and clean each day for their shift. Hair must always be pulled back in bun or back braid, facial hair is allowed but must be trimmed and neat (hair can't exceed 1/4 inch in length), no dangling earrings (only studs or non-hanging earrings allowed), no necklaces or bracelets, only wedding band can be worn during work shift, no nail polish, acrylics, shellac, gel, etc..

Second Job Availability: Yes, likely

Applicable Company Policies:

Dependent on which job participant is in, cell phones should be kept in their locker or somewhere with their personal belongings. Smoking is prohibited in the dorm rooms, allowed in certain areas outside the housing. Scheduling is 32- 40 hours a week with a maximum of 60 hours/weekly if participant picks up overtime hours.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Restaurants, Fitness Center

Walking Distance from Housing:

Food Market, Restaurants, Internet Cafe

In Town, Requires Transportation:

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

Unavailable:

Shopping Mall