



## Catawba Island Club - Bussing

### 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:**

*Bussing position maintains cleanliness and sanitation of the Front-of-the-House including all tables, chairs, highchairs, floors and back-of-the-house including trays, trash, recycling, bus area and floors. Assists service staff, restocks dining room with china, silverware, glassware, utensils, and maintains adequate supplies in the workstations when dining room is opened. Keep adequate linen supplies in dining rooms. Restocks same throughout evenings.*

**Typical Schedule:**

*Monday - Sunday 7:00 AM - 3:00 PM Day Shift Monday - Sunday 4:00 PM - 11:00 PM Evening Shift 5 - 6 days/week with varying days off*

**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:** \$12

**Eligible for Tips:** No

**Estimated weekly wages including tips:** \$500

**Bonus:** Yes

Each weekday (Monday, Tuesday, Wednesday, Thursday) you are given an extra \$15 a day. Each Weekend Day (Friday, Saturday, Sunday) you are given an extra \$25 day.

\* 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 lunch and dinner meals, use of our fitness center, Mondays access to the pool & making purchases at our Dock Shop. Utilize our 18 hole golf course with manager approval.

## JOB REQUIREMENTS

**English Level required:**



*Upper-Intermediate*

**Required to be 21+:** No

**Previous Experience required:** No

## **Qualifications & Conditions**

### *Lifting*

*Lifting requirement: 50lbs/22kgs*

### *Description:*

*Lifting tubs of dishes, standing, bending, stretching, reaching for entire shift.*

*Standing for entire shift*

*Handling cleaning chemicals*

*Working outdoors*

### **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 button up dress shirt & polo shirt provided. Purchase or bring long professional black dress pants, black close toed nonskid shoes, black socks, black belt, Bermuda khakis work shorts & comfortable tennis/jogging shoes (plain color) hair must be pulled back in bun or back braid, trimmed/neat goatee or mustache allowed (facial hair can't exceed 1/4 inch in length), stud earrings only, necklaces can be worn under work shirt, nail polish can't be chipped and must be natural/earth tone colors.*

*Cost of uniform: \$75*

*Uniform laundry: Participant responsibility*

### **Dress Code:** *Yes*

#### *Description:*

*Work button up dress shirt & polo shirt provided. Purchase or bring long professional black dress pants, black close toed nonskid shoes, black socks, black belt, Bermuda khakis work shorts & comfortable tennis/jogging shoes (plain color) hair must be pulled back in bun or back braid, trimmed/neat goatee or mustache allowed (facial hair can't exceed 1/4 inch in length), stud earrings only, necklaces can be worn under work shirt, nail polish can't be chipped and must be natural/earth tone colors*

## **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: \$0*

*Description: Ottawa County Transportation Agency (OCTA) is a local transportation shuttle that is \$4.50 one way.*

**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@icclub.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.

- o students arriving between 8 am and 5 pm will be picked up at no charge by CIC.
- o 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 be 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: \$4

Meal Plan Description:

Discounted rates on meals from \$1.50-\$4.00 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*