



Greenheart

Work and Travel Program - Employer Information W_T-Summer 2025

Pitaland Inc, Pittsburgh, PA
October 1, 2024

Employer Information

Company Name: Pitaland Inc
of Employees: 25
Industry Name: Restaurant/Cafe/Concession Stand
Primary Address: 620 Brookline Blvd
Pittsburgh, PA 15226
Site of Activity: Pitaland, Inc.
620 Brookline Blvd
Pittsburgh, PA 15226

Website: <http://pitaland.com/>
Phone Number: 412-561-9285
Fax Number: Not Applicable
Email Address: donna@pitaland.com
Status: Submitted to Greenheart
Contact Name: Donna Tweardy
Contact Title: Manager
Alternate Contact: Joe Chahine
Alternate Title: Manager
Alternate Phone: 412-531-5040
Hiring Manager Email: donna@pitaland.com
Participant Supervisor
Email: joe@pitaland.com
FEIN: 25-1605884
Workers Comp | **Policy #:** Q88 5101828
Carrier: Erie Insurance Co of New York

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Available Jobs: Descriptions and Wages

Will you accept participants with all start and end dates? Yes: No:

Earliest Start Date:	Latest Start Date:	Earliest End Date:	Latest End Date:	#Students:
5/1/2025	7/4/2025	8/31/2025	10/15/2025	6

Hours: Average hours/week: 32-40

Average number of 5-6 days/week:

Pay Range: High: \$12.00/per hour

Low: \$12.00/per hour

Overtime: Overtime available: Never

Overtime hourly rate: N/A

Meals: Are Meals Provided?: Yes

Explain: The employer will provide a free shift meal only during working hours. Manager will review the details during training.

English: Level requirement: Great

In what month(s) can participants expect to receive the most hours?

May, June, July, August, September

In what month(s) can participants expect to receive the least hours?

April

Please Explain: Business will be busy throughout the summer season but specifically May through September. Participants can expect to receive at least the minimum number of hours throughout the duration of their program. Employer expects participants to work through their DS-2021 Form dates.

How often do you pay employees?

Twice a month

Is job training required?

Yes No

If yes, how long is it?

1-2 Weeks

Are participants paid for training?

Yes No

Are you willing to hire couples?

Yes No

Are you willing to hire groups of friends?

Yes No

If yes, how many are allowed in the group?

N/A

Can participants work a second job?

Yes No

Do participants complete an additional application form upon arrival?

Yes No

This position will provide you the opportunity to interact with American co-workers, customers, or members of your local community. Remember, it's up to you to make the most of your program!

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Job Type: Counter Attendants

Job Description: As cafe staff, participants are expected to fill a variety of roles.

Possible duties include:

- Basic food preparation.
- Serve food and drinks.
- Take orders and handle financial transactions.
- Track and handle inventory.
- Clean in various areas of the business.

Participants will be handling pork products.
Participants will be using cleaning chemicals.
Participants must have at least a Great level of English.

Internal Job Type: Cafe Staff

No Students being hired: 6

Age requirement: None

Wage: 12.00/per hour

Details:

Dress Code: Uniform

A uniform shirt and hat will be provided for free. Participants should bring their own casual pants (any color) and comfortable closed-toed shoes are required.

Participants should be neat and clean when coming to work. Participants should ask their supervisor if they have a question about what is suitable.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

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Job Benefits (bonuses, incentives):

All Participants receive a 25% discount on all grocery goods.
Free meal during the work shift.

Is there a Social Security Admin office near you: Yes

Are you willing to take student to the SSA office?: Yes

SSA office details:

The employer will bring participants to the local Social Security office after their status is listed as Active in SEVIS. Trips will be free of charge and scheduled throughout the season and communicated directly to participants. Participants are encouraged to contact Donna with scheduling questions, at email: donna@pitaland.com

The nearest Social Security office is located at 921 Penn Ave, Pittsburgh, PA 15222. 1-800-772-1213.

Hours:

9AM-4PM Monday, Tuesday, Thursday and Friday
9AM-12PM Wednesday

Participant Requirements

What are the 3 most important qualities you look for in an employee:

Hard Working
Honest
Reliable

Please list any special instructions or hiring restrictions by your company (if any):

Neat, clean and presentable for the work environment. Hair must be clean and styled. Personal cleanliness is very important. Maintain good hygiene, preventing unpleasant breath and body odor. Tattoos must be covered and no excessive piercings, gauges, or hair color. Participants are Ambassadors of their home country and should make every effort to represent their country well.

NOTE: Regarding second job opportunities, this position is the participants' primary position and second jobs must not interfere with schedule. The employer schedule changes on a weekly basis. Special events are scheduled weekly as well as recurring events. Participants should expect to work on weekdays between the hours of 8 am – 8 pm.

Are you interested in being a Greenheart Employer?

Yes No

Greenheart Exchange

Greenheart Exchange, 746 North LaSalle, Chicago, IL 60654 USA
Tel: 312.944.2544 | Fax: 312-577-0692 | Website: www.greenheart.org | Email: employer@greenheart.org

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Housing Options

You DO provide housing

Sex:

Is the participant required to sign a separate housing contract? Yes No

Is housing provided for the students? Yes

What type of housing is available? Dormitory Shared Apartments Other

Brief description of housing:

The employer arranged housing is a 4 bedroom, 2 bathroom house within walking distance to the worksite. Housing is shared by 4-6 total participants; 2 per bedroom, each with their own bed. No more than 6 participants per bathroom.

Second Housing Option:

248 Aidyl Ave
Pittsburgh, PA 15226
3 bedrooms, 2 baths, living room, kitchen and dining room. 2 students per bedroom, each with own bed.

Both houses are furnished with a full kitchen and all utensils necessary to prepare own meals. Participants need to bring own personal necessities such as clothing and toiletries. Bed linens and towels will be provided.

Monthly rent includes the following utilities: cable, internet, water, gas, sewer, trash and electric. A laundromat is available nearby the housing. The cost to wash and dry a load of laundry is about \$3.50. Boulevard Laundromat, 726 Brookline Blvd, Pittsburgh, PA 15226

Address: 619 Berkshire Ave

City, State, Zip: Pittsburgh, PA 15226

Please check amenities/services provided with the housing, if applicable include additional costs:

Linens Telephone Furniture Cooking Kitchenware Microwave AC / Heat
 Bed Air Mattress Computer Internet WiFi Private Bathroom

Rent of this housing (per participant)? \$400 per month

Are housing costs automatically deducted from participants' paychecks? Yes No

Are utilities included? Yes No Approx. cost of utilities (per participant)? Not Applicable

Is a housing deposit required upon arrival? No N/A

How will the deposit be refunded to the participant (final paycheck, etc.)? N/A

Transportation To and From Work

How far is this housing from the job site? less than .5 miles Not applicable

How will the student get to and from work? Walk

What is the approximate ONE WAY travel time to work? 5 Minute Walk

What is the approximate ONE WAY travel cost to work? \$0.00

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Participant Travel to Business

Participant should contact you:	Upon boarding: <input type="checkbox"/>	Upon arrival: <input checked="" type="checkbox"/>
Employer's Emergency phone number:	412-951-0158	
	Donna's Cell Phone	

PLANE

(Participants should book tickets directly through an airline or travel agent.)

Arrival to (city, airport): Pittsburgh, PA (PIT)

Preferred Arrival Time: Morning

Will participant be picked up from the airport? Yes No

If so, by who? Donna Tweardy or Joe Chahine

How far from the airport is your place of business? 15 miles

Special instructions/comments regarding participant's arrival:

Participants should arrive to Pittsburgh International Airport (PIT). From there they will be picked up by the employers, Donna or Joe.

Participants must be in direct contact with the employers prior to arrival. Meeting locations and arrangements will be made during this time. Pickups can be made on any day or any time but details MUST be emailed to Donna at donna@pitaland.com at least 2 weeks in advance of travel. There is no cost for airport pickup.

Community Profile

This information will help students to know what to expect upon their arrival and help them prepare for their Work and Travel experience.

How would you describe your area? Large City Not Applicable

Please provide a brief description of your community: Pittsburgh is the second largest city in the state of Pennsylvania and is the county seat of Allegheny County.

The characteristic shape of the city's downtown is a triangular tract carved by the confluence of the Allegheny and Monongahela Rivers, where the Ohio River forms. Pittsburgh is known colloquially as "The City of Bridges" and "The Steel City" for its many bridges and former steel manufacturing base.

Pittsburgh is a beautiful, clean and healthy city. It has so much to offer especially during the summer months. It is known for it's great sports teams, universities, medical centers, and it's green sustainable innovations. Its beautiful parks and rivers offers the ultimate recreational summer fun experience.

Is there anything special that students should bring? The weather will be hot with some rain. Please bring comfortable walking shoes so you'll be able to walk around the city.

What are the seasonal temperatures?
Spring: 50-80 degrees F

Summer: 75-90 degrees F

Greenheart Exchange

What is near work?

Transportation Depot:	✓	On foot		In town / by public transport		Requires a car		N/A
Food/Super Market:	✓	On foot		In town / by public transport		Requires a car		N/A
Shopping Mall:		On foot	✓	In town / by public transport		Requires a car		N/A
Post Office:	✓	On foot		In town / by public transport		Requires a car		N/A
Bank:	✓	On foot		In town / by public transport		Requires a car		N/A
Public Library:	✓	On foot		In town / by public transport		Requires a car		N/A
Movie Theater:		On foot	✓	In town / by public transport		Requires a car		N/A
Restaurants:	✓	On foot		In town / by public transport		Requires a car		N/A
Fitness Center/Gym:	✓	On foot		In town / by public transport		Requires a car		N/A
Sports/Recreation Facility:	✓	On foot		In town / by public transport		Requires a car		N/A
Nightlife:	✓	On foot		In town / by public transport		Requires a car		N/A
Laundromat:	✓	On foot		In town / by public transport		Requires a car		N/A
Internet Access:	✓	On foot		In town / by public transport		Requires a car		N/A

Indicate other nearby activities:

There are many stadiums, universities, libraries, museums and theaters as well as the Carnegie Science Center, Phipps Conservatory and Botanical Gardens, McDonald's Big Mac Museum and Restaurant, Pittsburgh Center for the Arts, Pittsburgh CLO, Pittsburgh Zoo and Aquarium.

Port Authority of Allegheny County is the public transit agency for the greater Pittsburgh area, providing bus, light rail, incline and paratransit service to about 230,000 riders daily. Bus service between 4 am and 7 pm is FREE within the downtown area known as the Golden Triangle. Otherwise, transit fares are between \$2.50-\$3.75 per ride. Please see <http://www.portauthority.org/paac/> for more information.

List of interesting area websites:

- <http://downtownpittsburgh.com>
- www.greaterpittsburghchamberofcommerce.com
- www.visitpittsburgh.com/things-to-do
- <https://www.smartertravel.com/2017/02/23/pittsburgh-things-attractions-must-see/>

Is there wireless internet available?

Wireless internet is available at housing free of charge.

Additionally, WiFi is also available at local cafes and restaurants. It is customary to purchase a menu item to use this service for free.

Public libraries may have desktop computers for personal use. The main public library is located at:

Carnegie Library of Pittsburgh - Brookline

708 Brookline Blvd

Pittsburgh, PA 15226

Telephone: 412-561-1003

<https://www.carnegielibrary.org/>

Additional Comments:

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Participants will be meeting new people and interacting with Americans at work and on their time off. Pittsburgh receives many tourists so participants will be able to interact with local Americans and visitors to this town on a daily basis. Experiencing American culture will be part of participants' lives while living in Pittsburgh, PA.

For additional cultural opportunities participants are recommended to join the Greenheart Club: <https://greenheartclub.org>. Through the Greenheart Club participants can connect with each other, ask questions, find volunteer opportunities, take courses, and access various resources. Participants can access the Greenheart Club through their Greenheart Exchange Online account: <https://geo.greenheart.org/> - find a link in the lower right corner of their home page. Additionally, participants can check-out Visit The USA website: <https://www.visittheusa.com>.

Participants whose employment is terminated (involuntary or voluntarily), will have 2 weeks from the time that they end their position to secure permanent housing that complies with Greenheart Exchange's Housing Guidelines and submit a Self-Arranged Job Offer (SAJO) to Greenheart Exchange for consideration. Participant's failure to submit a SAJO within a two-week timeframe will result in shortening the participant's program sponsorship. If Greenheart Exchange rejects SAJO, the participant has 1 business day to resubmit SAJO in accordance with instructions received from Greenheart Exchange. Information about prohibited jobs for SWT program participants can be found here: <https://greenheartexchange.org/host/host-hire-seasonal-staff/#/tab/regulations/>.

Please feel free to attach any other additional information.

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J-1 Work and Travel Program Employer Placement Agreement



TERMS OF AGREEMENT:

This document signifies an agreement between the employer listed above and CCI Greenheart. The Terms of this agreement, including the Employer Placement Agreement and hired Participant's Placement and Housing Agreement, may be found on the internet, at this URL:

<https://docs.cci-exchange.com/wp-content/uploads/2015/03/SWT-Host-Organization-Terms-of-Agreement.pdf>

The employer representative signing this Agreement is required to print, review, and retain a copy of these TERMS OF AGREEMENT for his or her own records.

By signing below, I do hereby acknowledge and agree to the terms and conditions for CCI Greenheart's Work and Travel Program (including the Employer Placement Agreement and the Participant Placement and Housing Agreement), as listed at the above URL.

Donna C. Curawdy

Authorized EMPLOYER Representative's Signature:

Manager

Authorized EMPLOYER Representative's Title:

Pitaland

Name of EMPLOYER Company:

10-2-24

Date:

Greenheart Exchange

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