



Greenheart

Work and Travel Program - Employer Information W_T-Summer 2025

Harbor Village at Harbor Shores, LLC, St Joseph, MI
September 20, 2024

Employer Information

Company Name: Harbor Village at Harbor Shores, LLC	Website: www.innatharborshores.com
# of Employees: 127	Phone Number: 269.983.1111 ext. 117
Industry Name: Hotel/Motel/Hostel/Bed and Breakfast	Fax Number: 269-983-1112
Primary Address: 800 Whitwam Dr St Joseph, MI 49085	Email Address: bcohen@innatharborshores.com
Site of Activity: Inn at Harbor Shores 800 Whitwam Dr St Joesph, MI 49085	Status: Submitted to Greenheart
	Contact Name: Brady Cohen
	Contact Title: General Managing Partner
	Alternate Contact: Sue Tropp
	Alternate Title: Office Manager
	Alternate Phone: 269-408-9102
	Hiring Manager Email: amacias@innatharborshores.com
	Participant Supervisor
	Email: amacias@innatharborshores.com
	FEIN: 61-1687966
Workers Comp	Policy #: HARBO3R
	Carrier: COLDBROOK INSURANCE GROUP, LLC

Available Jobs: Descriptions and Wages

Will you accept participants with all start and end dates? 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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Harbor Village at Harbor Shores, LLC, St Joseph, MI

September 20, 2024

Earliest Start Date: 5/23/2025 **Latest Start Date:** 5/23/2025 **Earliest End Date:** 9/1/2025 **Latest End Date:** 9/10/2025 **#Students:** 12

Hours: Average hours/week: 32

Average number of 5 days/week:

Pay Range: High: \$14.00/per hour

Low: \$4.00/per hour

Overtime: Overtime available: Sometimes

Overtime hourly rate: Not always available, however paid at time and a half of hourly wage after 40 hours worked.

Meals: Are Meals Provided?: Yes

Explain: We have an inhouse restaurant and coffee shop on property. They are allowed a 20% employee discount on any food or drink items from either the restaurant or coffee shop.

English: Level requirement: Good

In what month(s) can participants expect to receive the most hours? June, July, August

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

Please Explain: Our primary season runs from May to September. Those are our "in season" months which are the busiest for vacation travel and events on property. The other months fluctuate a lot depending on corporate travel and remaining events for the year.

Employer is open to all start and end dates during the dates listed. Business gets busy throughout the summer, Memorial Day weekend through mid-September. Employer expects participants to work through their DS-2019 Form dates.

How often do you pay employees?

Twice a month

Is job training required?

Yes No

If yes, how long is it?

About a week or less (depends on job).

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?

10

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!

September 20, 2024

Job Type: Housekeeper

Job Description: English level: Good.

As one of Southwest Michigan's premier resorts we need energetic staff with an eye for detail and a knack for cleaning. Our goal is not only to provide clean rooms but a positive atmosphere with a team that works together.

Job duties would include:

- Cleaning of hotel rooms and condos upon guest departures within a set time frame.
- Bathrooms, living areas, mini bar areas, microwaves and refrigerators.
- Cleaning of housekeeping closets and carts.
- Assisting with folding of sheets and towels if needed from time to time.
- Stay-over service and Turn-down service would also be including which entails
- Restocking of towels and in room amenities, removal of trash and remaking of beds.
- Laundry duties will not account for more than 15% of participants total hours.

Guest interaction is also something that will be required of employees since we are in the hospitality industry.

At The Inn at Harbor Shores, you're not just an employee, you're part of an extended family! We work hard and play hard! We work hard and take pride with working together as a team. Website of the rooms: <https://www.harborshoresresort.com/the-inn/rooms>

Participants will be using cleaning chemicals.

Participants are required to stay in their main work department unless directed by management.

Internal Job Type: Resort Housekeeper

No Students being hired: 6

Age requirement: None

Wage: 12.00/per hour

Details:

Dress Code: Uniform

Uniform Shirts will be provided when hired. Each participant will receive two shirts at no cost. Black pants and closed toed shoes will be required to be purchased by the participant. Participant will be required to return their uniform shirts at the end of the season to avoid a \$50 payroll deduction for uniforms.

Requirements:

Non-smoker:

Ski:

Swimmer:

Lifeguard Certified:

CPR Certified:

September 20, 2024

Job Type: Line Cook

Job Description: English level: Good.

The Inn at Harbor Shores is a high-end full-service fine dining restaurant group that is looking for a Line/Prep Cook.

- Prepare and cook from scratch menu items.
- Follow the recipe with exactitude and all proper portion sizes.
- Use of kitchen equipment and products, as necessary.
- Clean kitchen equipment and tools.
- Store kitchen equipment and products, as necessary.
- Follow proper procedures for washing dishes, silverware, and other kitchen items.
- Work cooperatively with co-workers in a team environment.
- Maintain a positive attitude in work situations.
- Work safely around kitchen equipment.
- Always follow opening and closing procedures.
- Work efficiently with other team members.
- Comply with health and safety standards in the kitchen area.
- Ability to multi-task in a fast-paced environment.
- Work effectively with others in a team environment

Participants will be using cleaning chemicals.
Participants may be handling pork products.

Participants are required to stay in their main work department unless directed by management.

Internal Job Type: Line/Prep Cook

No Students being hired: 2

Age requirement: None

Wage: 14.00/per hour

Details:

Dress Code: Uniform

Chef coat or shirt is required. These can either be supplied by the participant or the company can issue them. Black or houndstooth chef pants and closed toed slip resistant shoes are required to be purchased by the participant. If a chef coat or shirt is issued by the company, they will be required to be returned at the end of the season to avoid a \$100 payroll deduction.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

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Job Type: Busser

Job Description: Language Level required for this position: Good

A busser's job duties include:

- Clearing tables, taking dirty dishes to the dishwasher,
- Setting empty tables and otherwise assisting the waiting staff.
- Responsibilities may also include bringing water and introductory foods (tortilla chips, bread etc.) to the table when guests first sit down.
- Primarily, a busser does all assistant activities including taking out the trash, shining cutlery, refilling water pitchers and restocking dinnerware and utensils.
- Bussers may also be required to clean restrooms.
- This will involve cleaning toilets and using cleaning chemicals.
- Comfortable, rubber soled black shoes are required.

Participants are required to stay in their main work department unless directed by management.

Tips are not guaranteed, however participants can typically expect to earn between \$12-16 per hour inclusive of tips. This is dependent on the event.

Participants will be using cleaning chemicals.
Participants may be handling pork products.

Internal Job Type: FOH/Banquet Support Staff

No Students being hired: 2

Age requirement: None

Wage: 4.00 plus tips/per hour

Details:

Dress Code: Uniform

Black long sleeve dress button up shirt, black dress pants and closed toed, slip resistant shoes are recommended but not required. No yoga pants, leggings or jeans. Must be free of all rips and tears. All uniform requirements are to be supplied by the participant.

Requirements:

Non-smoker:

Ski:

Swimmer:

Lifeguard Certified:

CPR Certified:

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Job Type: Cleaning Staff

Job Description: The Public Area Attendant will enhance and keep all public areas and facilities (such as lobby restrooms, banquet, common areas, the front desk, and offices) in a neat and clean condition. Must also be able to do light maintenance. Public area attendant promotes a positive image of the property to guests and must be pleasant, honest, friendly, and should also be able to address guest requests and problems. Public Area Attendant will also assist with turn-down service in the evenings. Hours would vary, would be evenings and potential days on the weekends.

English Level Required: Good

Employees are required to stay in their own department unless directed by a Manager

Internal Job Type: Public Area Attendant

No Students being hired: 2

Age requirement: None

Wage: 12.00/per hour

Details:

Dress Code: Uniform

Uniform Shirts will be provided when hired. Each participant will receive two shirts at no cost. Black pants and closed toed shoes will be required to be purchased by the participant. Participant will be required to return their uniform shirts at the end of the season to avoid a \$50 payroll deduction for uniforms.

Requirements:

Non-smoker:
Ski:
Swimmer:

Lifeguard Certified:
CPR Certified:

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Job Benefits (bonuses, incentives):

Job benefits include a 20% employee discount hotel wide. Transportation would be provided to and from work only. Also, could assist in transportation to other local restaurants and towns with the recommendation of other transportation companies in the area. Access to amenities would be provided depending on occupancy which includes bikes, indoor/outdoor pool, fitness center, hot tub and paddles boats. Discounts in our Spa would also be available depending on availability. Participant can also participate in department or companywide incentives.

Is there a Social Security Admin office near you: Yes

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

SSA office details:

Our local SSA office is located less than 5 minutes from the property. We can arrange transportation for participants when they need it at no cost.

Social Security Office Information

Address: 455 BOND ST

BENTON HARBOR, MI 49022

Phone: 1-877-405-5457

TTY: 1-800-325-0778

Fax: 1-833-950-2474

Hours:

Monday-Friday: 9:00 AM - 4:00 PM

Saturday-Sunday: Closed

Participant Requirements

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

- Dedication
- Honesty
- Reliable

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

Participants will need to fill out a paper application to the company upon arrival. Along with a W-4 and city tax form. Copies of their passport and visa would need to be put on file as well. All onboarding is done online and will be the final step to obtain an employee number. Several members of management will be available to assist with anyone needing help. Participant will need to file for a Social Security card (if they do not have one) prior to starting any new hire paperwork. Transportation will be provided to the Social Security Administration.

Are you interested in being a Greenheart Employer?

Yes

No

This business has elected to be a member of CCI's Greenheart Club. We encourage all participants placed here to join the Greenheart Club, as well. This can be done via the CCI online application system. You may be expected to participate in an environmental initiative or event, while employed by this business. Don't worry, it will be fun!

[Login](#)

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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: Housing is offsite in an apartment complex, reserved for participants in a shared apartment, fully furnished, standard size rooms.

Housing will be organized a follows:

Housing will be organized a follows:
 -2 bedroom apartments, 3 beds per room
 -Apartments are divided by gender
 -1 Shared Bathroom per apartment
 -Full appliance kitchen
 -WIFI access and streaming services.

Laundry facility is located on apartment property.

Local downtown area, grocery store, many restaurants etc. are within walking distance.

Should a participant's employment be terminated (voluntarily or involuntarily) they will have 7 days to arrange new housing.

Address: 2850 Cleveland Ave **City, State, Zip:** St. Joseph, MI 49085

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 \$50 application fee for the apartment. Can be paid upon arrival or deducted from your first paycheck.

How will the deposit be refunded to the participant (final paycheck, etc.)? No refund, its the application fee required from the apartment complex.

Transportation To and From Work

How far is this housing from the job site? 2+ miles n/a

How will the student get to and from work? Shuttle from offsite hotel, biking or walking

What is the approximate ONE WAY travel time to work? 10-40 minutes depending on mode of transportation

What is the approximate ONE WAY travel cost to work? 0

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Participant Travel to Business

Participant should contact you: Upon boarding: Upon arrival:
 Employer's Emergency phone number: 269-983-1111
 Hotel phone

PLANE

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

Arrival to (city, airport): O'Hare International Airport (ORD)
Preferred Arrival Time: No Preference
Will participant be picked up from the airport? Yes No
If so, by who? Not Applicable
How far from the airport is your place of business? 103 miles

Special instructions/comments regarding participant's arrival:

Participants should arrive in the U.S. at O'Hare International Airport (ORD) in Chicago, IL, located about 120 miles from St Joseph, MI. Upon arrival in Chicago, participants must travel by Amtrak train from Union station in Chicago to the Amtrak station in St. Joseph-Benton Harbor, MI.

Upon arrival at the Amtrak station in St. Joseph-Benton Harbor, the employer will pick participants up and take them to their housing. The employer is not available to pick participants up from the airport in Chicago.

In order to arrange an Amtrak station pickup with their employer, participants MUST contact their employer with their travel plans at least 2 weeks prior to coming to the United States. Participants can contact their employer hiring manager, Amanda Macias at amacias@innatharborshores.com

If participants have any questions about the Participant Travel instructions or arranging transportation from the airport in Chicago to St. Joseph-Benton Harbor, they can email Amanda Macias at amacias@innatharborshores.com

Participants should see below for additional information about traveling by Amtrak train from Chicago to St. Joseph-Benton Harbor.

TRAIN

(Participants can obtain ticket information at www.amtrak.com)

Arrival to (city, station): Saint Joseph, Michigan
Preferred Arrival Time: No Preference
Will participant be picked up from the station? Yes No
If so, by who? Member of Management, Security or Maintenance
How far from the airport is your place of business? 2 miles

Special instructions/comments regarding participant's arrival:

Greenheart Exchange

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Participant will meet a member of management, security or maintenance at the train station. From there we will transport the participant to the apartment.

Upon arrival at O'Hare International Airport (ORD) in Chicago, IL, participants can take an Amtrak train to travel from Chicago to St. Joseph-Benton Harbor, MI.

In Chicago, the Amtrak train station is located at 225 South Canal Street, Chicago, IL 60606, about 17 miles from O'Hare International Airport.

To get to the Amtrak train station from O'Hare International Airport (ORD), participants can take a taxi cab, Uber, or public transportation. A taxi cab may cost about \$40. At O'Hare Airport, there are Taxi Stands at the lower level outside of Baggage Claim at each terminal. Additional information on where to find a taxi at O'Hare Airport can be found at <http://www.flychicago.com/ohare/tofrom/taxi/pages/default.aspx>

Participants may also take public transportation in Chicago, to travel from the airport to the Amtrak train station. Participants can use Chicago's public transportation elevated train system, to travel from the airport to the Amtrak train station. In Chicago, the public transportation system is called the CTA. A one-way ticket on the CTA's elevated train system from O'Hare airport will cost \$5.00 per person. To travel from O'Hare airport to the Amtrak train station, participants should first follow the signs in O'Hare airport for the CTA, until they arrive at the CTA Blue line station. Participants will take the CTA Blue line train from O'Hare station to Clinton station, and then walk 0.2 miles to the Amtrak train station, located at 225 S Canal St, Chicago, IL 60606. For further information, participants should visit <http://www.transitchicago.com/>.

Upon arrival at the Amtrak station in Chicago, IL, participants will take an Amtrak train to St. Joseph-Benton Harbor, MI.

Participants are strongly encouraged to purchase their Amtrak tickets online prior to arrival in the U.S. at <https://www.amtrak.com/home.html>. An Amtrak ticket from Chicago, IL, to St. Joseph-Benton Harbor, MI, costs approximately \$40 for a one-way ticket. This cost is only an estimate and is subject to change. The Amtrak station identifier for the Amtrak station in St. Joseph-Benton Harbor, MI, is (SJM). Also, when planning their travel, participants should keep in mind that there is only one train each day from Chicago to St. Joseph-Benton Harbor. The train departs Chicago at about 6:30 pm CST and arrives at St. Joseph-Benton Harbor at about 9:15 pm CST.

In Chicago, IL, the Amtrak station ticketing office is open 7 days a week from about 5:30 AM to 11:59 PM. For additional information about the Amtrak station, participants can visit <https://www.amtrak.com/stations/chi.html>

Upon arrival at the Amtrak station in St. Joseph-Benton Harbor, the employer will pick participants up and take them to their housing. The employer is not available to pick participants up from the airport in Chicago.

In order to arrange a pickup with their employer, participants MUST contact their employer with their travel plans at least 2 weeks prior to coming to the United States. Participants can contact their employer hiring manager, email Amanda Macias at amacias@innatharborshores.com

If participants have any questions about the Participant Travel instructions or arranging transportation from the airport in Chicago to St. Joseph-Benton Harbor, they can email Amanda Macias at amacias@innatharborshores.com.

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.

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How would you describe your area?

Tourist Area

Not Applicable

Please provide a brief description of your community:

Small beach town with lots of charm! Many seasonal activities with a wide variety of activities and shops within walking distance. Small but quaint with a big city vibe.

Is there anything special that students should bring?

It can be windy. Weather is anywhere from 60-90 degrees in the summer months. Some days can be very humid but with the many local beach and splash pads there is always a way to beat the heat.

What are the seasonal temperatures?

Spring: 50-60 degrees Fahrenheit

Summer: 60-90 degrees Fahrenheit

Fall: 50-70 degrees Fahrenheit

Winter: 0-30 degrees Fahrenheit

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 was several beaches, lighthouse tours, local shopping centers. Restaurants offer a wide variety of food and entertainment. Harbor Shores live is on property and features local bands and food on the harbor. Boat rental, paddles boat and several recreation centers are also available nearby within walking distance.

Public Transportation: <https://www.mywaythere.org/rideresults.asp>

List of interesting area websites:

<https://www.stjoetoday.com>

<https://bentonharborarts.com/>

<https://cstonealliance.org/>

<https://www.harborshoresresort.com>

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Is there wireless internet available?

Yes, wireless internet is available on property and other local businesses at no cost. Additionally, WiFi is 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:
MAUD PRESTON PALENSKE MEMORIAL LIBRARY

500 Market Street
St. Joseph, MI 49085
Phone (269) 983-7167

Library Hours
Mon - Thurs: 10am - 8pm
Friday: 10am - 6pm
Sat: 10am - 5pm
Sun: Closed

<https://www1.youseemore.com/maudpreston/default.asp>

Additional Comments:

Working at the Inn at Harbor Shores offers so many opportunities to their employees. It truly is a family atmosphere where everyone is there to support each other. We sit in a great area with many activities, local landmarks and not to mention we sit on the oldest working harbor on Lake Michigan. The sights of large cargo ships coming into our harbor just arm's length from the hotel is truly a sight to see!

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

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 1 week 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. Participants who end employment are required to move out of employer housing within 48 hours. If participants are not able to secure permanent housing and acceptable SAJO within 1 week deadline in the area, they have the option to end their programs or continue search for a new job and housing in different location for another week. Participants cannot be unemployed for longer than 2 weeks. 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. Failure to resubmit SAJO within 1 business day may result in shortening the participant's sponsorship. Information about prohibited jobs for J-1 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.

Greenheart Exchange

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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.

Brady A

Authorized EMPLOYER Representative's Signature:

General Manager

Authorized EMPLOYER Representative's Title:

The Inn at Harbor Shores

Name of EMPLOYER Company:

9/21/2024

Date: