



# Greenheart

## Work and Travel Program - Employer Information W\_T-Summer 2025

Ketchikan Hospitality Inc DBA Gilmore Hotel, Ketchikan, AK  
October 26, 2024

### Employer Information

**Company Name:** Ketchikan Hospitality Inc DBA  
Gilmore Hotel

**# of Employees:** 30

**Industry Name:** Hotel/Motel/Hostel/Bed and  
Breakfast

**Primary Address:** 326 Front St  
Ketchikan, AK 99901

**Site of Activity:** Annabelle's Famous Keg and  
Chowder House  
326 Front St  
Ketchikan, AK 99901

**Site of Activity:** Gilmore Hotel  
326 Front St  
Ketchikan, AK 99901

**Website:** <https://www.wyndhamhotels.com/trademark/ketchikan-alaska/gilmore-hotel-trademark-collection/overview>

**Phone Number:** 907-225-6009

**Fax Number:** 907-225-6009

**Email Address:** Ryantb181@gmail.com

**Status:** Employer Review

**Contact Name:** Ryan Brown

**Contact Title:** Kitchen Manager

**Alternate Contact:** Doug Andrew

**Alternate Title:** Business Owner

**Alternate Phone:** 907-821-1251

**Hiring Manager Email:** Ryantb181@gmail.com

**Participant Supervisor**

**Email:** Ryantb181@gmail.com

**FEIN:** 03-0513982

**Workers  
Comp**

**Policy #:** 17981414

**Carrier:** Republic Indemnity Company

### 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](http://www.greenheart.org) | Email: [employer@greenheart.org](mailto:employer@greenheart.org)

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Ketchikan Hospitality Inc DBA Gilmore Hotel, Ketchikan, AK

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Earliest Start Date:	Latest Start Date:	Earliest End Date:	Latest End Date:	#Students:
4/20/2024	6/1/2024	8/20/2024	10/1/2024	14

Hours: Average hours/week: 40

Average number of 5 days/week:

Pay Range: High: \$16.00/per hour

Low: \$12.00/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: A meal is provided during a work shift of your choosing at no cost. You can also have all the clam chowder and non-alcoholic beverages that you want while on shift a no cost.

English: Level requirement: Great

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? April, September

**Please Explain:** The Alaska cruise ship season starts at the end of April and ends at the end of October. June, July, and August are the busiest months. Slowing down at the end of August.

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?

We will train you while you work.

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?

3

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:** Kitchen Help

**Job Description:** The English level required is: Great.

\*Other positions may also be offered to you to help meet hour requirements, and with overtime pay rates sometimes available during the duration of the Alaska cruise ship season.

Kitchen crew will be trained and expected to do anything that needs to be done in the kitchen. As a kitchen helper, participants will be assisting cooks in preparing food and dishes that need to be served. Employees will also be washing dishes either using a dishwasher to clean plates and glassware or cleaning pots and pans by hand. Additionally, participants will be responsible for maintaining a clean workstation, assisting kitchen staff when required and assisting in overall kitchen cleanliness.

This job requires standing for most of the shift so employees should be in good physical condition to stand for long periods of time.

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

**Internal Job Type:** Kitchen Crew-Annabelle's Famous Keg & ChowderHouse

**No Students being hired:** 4

**Age requirement:** None

**Wage:** 16.00/per hour

**Details:**

**Dress Code:** Uniform

Uniform shirt to be provided for free. Participants should bring their own casual pants 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.

The employer will go over this in your interview.

**Requirements:**

**Non-smoker:**

**Lifeguard Certified:**

**Ski:**

**CPR Certified:**

**Swimmer:**

**Job Type:** Front Desk/Reception

**Job Description:**



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Language Level required for this position: Excellent

\*Other positions may also be offered to you to help meet hour requirements, and with overtime pay rates sometimes available during the duration of the Alaska cruise ship season.

The front desk clerk or assistant is responsible for greeting and monitoring visitors and for providing assistance to customers. Job duties include checking in and out guests, helping customers with questions, answering the phones and performing front desk related administrative tasks. Check people in and out of rooms. Assist with luggage. Friendly and helpful customer service.

\*This position may also require helping with housekeeping if needed.

Front desk employees must have a clean and impeccable appearance and exceptional customer service skills.

Participants will be responsible for taking payment for hotel rooms as well as small items customers wish to purchase from concession area. This position requires a strong understanding of U.S. currency, and the ability to work on a computer-based system and/or a credit card machine.

Participants must be patient, optimistic and cheerful to perform this job successfully.

The Gilmore Hotel Website: <https://www.wyndhamhotels.com/trademark/ketchikan-alaska/gilmore-hotel-trademark-collection/overview?CID=LC:4d7auublw4ufaga:54208>

**Internal Job Type:** Front Desk Clerk/Housekeeper-The Gilmore Hotel

**No Students being hired:** 3

**Age requirement:** None

**Wage:** 16.00/per hour

*Details:*

**Dress Code:** Uniform

Uniform shirt to be provided for free. Participants should bring their own casual pants 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.

The employer will go over this in your interview.

**Requirements:**

*Non-smoker:*

*Lifeguard Certified:*

*Ski:*

*CPR Certified:*

*Swimmer:*

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Ketchikan Hospitality Inc DBA Gilmore Hotel, Ketchikan, AK

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**Job Type:** Housekeeper

**Job Description:** Language Level required for this position: Great.

\*Other positions may also be offered to you to help meet hour requirements, and with overtime pay rates sometimes available during the duration of the Alaska cruise ship season.

**Summary:**

In the housekeeper role, participants are responsible for cleaning (washing, dusting and vacuuming, tidying) guest rooms and property common areas. Guest rooms are typical one- and two-bedroom hotel rooms. Job duties include picking up after a guest, preparing fresh linens, making beds, dusting furniture and fixtures, washing floors, vacuuming carpeted areas, emptying trash cans, cleaning windows (usually less frequently), cleaning the bathroom and toilet, keeping the guest rooms stocked with accessories, and keeping the bathrooms stocked with supplies. Laundry duties may account for approximately 10% of a participant's daily work. This hotel has rooms with beds and connected sitting and common areas. Housekeepers must also be knowledgeable about the hotel and be able to answer guest questions. Housekeepers will be using cleaning chemicals.

**Gilmore Hotel Website:**

<https://www.wyndhamhotels.com/trademark/ketchikan-alaska/gilmore-hotel-trademark-collection/overview?CID=LC:4d7auubl4ufaga:54208>

**Internal Job Type:** Housekeeper-The Gilmore Hotel

**No Students being hired:** 1

**Age requirement:** None

**Wage:** 16.00/per hour

**Details:**

**Dress Code:** Uniform

Uniform shirt to be provided for free. Participants should bring their own casual pants 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.

The employer will go over this in your interview.

**Requirements:**

**Non-smoker:**

**Lifeguard Certified:**

**Ski:**

**CPR Certified:**

**Swimmer:**

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**Job Type:** Host/Hostess

**Job Description:** Language Level required for this position: Excellent

\*Other positions may also be offered to you to help meet hour requirements, and with overtime pay rates sometimes available during the duration of the Alaska cruise ship season.

\*Averages around 75.00 a day in tips.

A Host, or Greeter, is responsible for welcoming customers to a food service environment and ensuring that they are seated and receive attentive service. Their duties include maintaining a waitlist of patrons during busy meal service, passing out menus and accepting phone calls.

Host duties and responsibilities

A Host's duties primarily focus on ensuring the guests have a positive experience as soon as they enter the restaurant. Examples of Host duties and responsibilities include:

- Greeting customers as they walk into the restaurant
- Helping guests with reservations and guiding them to their table
- Giving guests accurate wait time estimates and seating them in the waiting area
- Providing customers with menus and answering any initial questions they may have
- Optimizing seating at different tables to ensure even workload for wait staff
- Answering phones and scheduling reservations with large parties

**Internal Job Type:** Host-Annabelle's Famous Keg & ChowderHouse

**No Students being hired:** 2

**Wage:** 12.00 +Tips/per hour

**Dress Code:** Uniform

**Age requirement:** None

*Details:*

Uniform shirt to be provided for free. Participants should bring their own casual pants 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.

The employer will go over this in your interview.

Requirements:

Non-smoker:

Ski:

Swimmer:

Lifeguard Certified:

CPR Certified:



October 26, 2024

**Job Type:** Busser

**Job Description:** Language Level required for this position: Excellent

\*Other positions may also be offered to you to help meet hour requirements, and with overtime pay rates sometimes available during the duration of the Alaska cruise ship season.

\*Averages around 75.00 a day in tips for busser.

A Busser, or Food Runner, is in charge of setting and clearing tables at a dining establishment to provide a clean and tidy environment for restaurant patrons. Their duties include removing used dishes, re-setting silverware and filling beverages for diners.

**Busser Duties and Responsibilities**

A Busser works primarily in the dining area of a restaurant or eatery. They move back and forth between these areas attending to diners and assisting waitstaff with their duties. A Busser's duties and responsibilities include:

- Removing used plates, glasses, cutlery and napkins from tables after diners are done eating
- Wiping up water spills, food stains and dirt from tables
- Straightening out the tablecloth or replacing stained ones
- Replacing cutlery and glassware in anticipation of new diners
- Refilling paper napkins, salt and pepper shakers and any other depleted condiments on the dining table
- Refilling drinking glasses with water
- Bringing out meal orders if waitstaff are busy
- Handling cleaning of the dining area at the close of day

**Internal Job Type:** Busser-Annabelle's Famous Keg & ChowderHouse

**No Students being hired:** 2

**Age requirement:** None

**Wage:** 12.00 +Tips/per hour

*Details:*

**Dress Code:** Uniform

Uniform shirt to be provided for free. Participants should bring their own casual pants 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.

The employer will go over this in your interview.

**Requirements:**

*Non-smoker:*

*Lifeguard Certified:*

*Ski:*

*CPR Certified:*

*Swimmer:*

**Greenheart Exchange**

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Ketchikan Hospitality Inc DBA Gilmore Hotel, Ketchikan, AK

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**Job Type:** Kitchen Help

**Job Description:** Language Level required for this position: Excellent

\*Other positions may also be offered to you to help meet hour requirements, and with overtime pay rates sometimes available during the duration of the Alaska cruise ship season.

A Barista, or Coffee Bar Attendant, is responsible for preparing and serving coffee and other beverages to customers in a coffee house or cafe. Their duties include working with other Baristas to help take orders, preparing beverages and providing timely service to customers.

Baristas are typically employed by specialty cafes, coffee houses, roasteries or large cafe chains. They work closely with other Baristas and cafe staff to prepare coffee drinks, other beverages and sometimes food, as instructed by the manager or lead Barista.

The Barista's job also involves interacting with customers in a personable and service-oriented manner. They must be able to make transactions by cash or credit and prepare items efficiently. Baristas may also spend time perfecting certain recipes and learning new ones to best serve their customers and represent their employer.

**Internal Job Type:** Barista/Cook-Annabelle's Famous Keg & ChowderHouse

**No Students being hired:** 2

**Age requirement:** None

**Wage:** 14.00 +Tips/per hour

*Details:*

**Dress Code:** Uniform

Uniform shirt to be provided for free. Participants should bring their own casual pants 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.

The employer will go over this in your interview.

**Requirements:**

*Non-smoker:*

*Lifeguard Certified:*

*Ski:*

*CPR Certified:*

*Swimmer:*



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**Job Benefits (bonuses, incentives):**

Free shift meals and beverages. Also get 50% off food and non-alcoholic beverages.

**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 assist participants with transportation at no cost. Employer will take participants to the local Social Security office 2-3 weeks after arrival, when their status is listed as Active in SEVIS. Details at onboarding.

Social Security Office Information

Address: ROOM 231

709 WEST NINTH STREET

JUNEAU, AK 99801

Phone: 1-800-478-7124

TTY: 1-907-586-7024

Fax: 1-833-950-2928

Hours:

Monday-Friday: 11:30 AM - 4:00 PM

Saturday-Sunday: Closed

## Participant Requirements

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

We are looking for reliable, competent, and hardworking employees.

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

Not Applicable

**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:

-Up to 4 per bedroom, each with separate bed on bunk beds.  
Bunkhouse style housing  
-Refrigerator/Freezer/Oven/Microwave/Cable/Wi-Fi access.  
-Laundry facilities onsite.  
Our housing is furnished and have kitchen facilities.  
Apartments arranged by employer are walking distance.  
Monthly bus pass and bicycles provided free of charge

each with own bed.  
Participants will be sharing bathrooms  
Facilities are fully furnished with full kitchens and shared sitting room;  
laundry facilities are onsite

Address: 3442 Baranof

City, State, Zip: Ketchikan, AK 99901

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)? \$15.00 per day

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 Not Applicable.

How will the deposit be refunded to the participant (final paycheck, etc.)? Not Applicable

#### Transportation To and From Work

How far is this housing from the job site? 1 - 2 miles Not Applicable

How will the student get to and from work? Bus, Bike, Walk

What is the approximate ONE WAY travel time to work? 20 minutes

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

#### Participant Travel to Business

Participant should contact you: Upon boarding:  Upon arrival:

Employer's Emergency phone number: 907-821-3925  
Kitchen Manager Cell

Greenheart Exchange

Ketchikan Hospitality Inc DBA Gilmore Hotel, Ketchikan, AK

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PLANE

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

Arrival to (city, airport): Ketchikan International Airport (KTN)

Preferred Arrival Time: Afternoon

Will participant be picked up from the airport? Yes  No

If so, by who? Ryan Brown

How far from the airport is your place of business? 5 miles

**Special instructions/comments regarding participant's arrival:**

When participants arrive at Ketchikan Airport (KTN), they should proceed to baggage claim where they will be met by Ryan Brown or a local Annabelles' representative with a Annabelles' sign. Participants will be taken to the provided housing.

Please contact Ryan Brown 4 weeks prior to arrival for further instructions.

WhatsApp: +1 (907) 821-3925

Email: ryantb181@gmail.com and the Phone: 907-821-3925

**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?

Small Town

Not Applicable

Please provide a brief description of your community:

Ketchikan, Alaska is a waterfront town located in a beautiful rainforest in Southeast Alaska. Ketchikan is an extremely busy tourist port in Alaska. People come from all over the world to experience 20 hours of daylight and all that Alaska has to offer. Fishing, hunting, kayaking, camping, hiking, specialty shops and more await you in Ketchikan! There are several opportunities for wildlife viewing of bears, whales, seals, sea lions, eagles and puffins. Try out sea kayaking, or hike trails in the mountains surrounding Ketchikan. Cedar trees grow to massive size because of the plentiful rainfall. Stroll the dock or take a fishing charter. Take a day cruise to see whales. Ketchikan is currently the busiest cruise ship port in Alaska with over 1.4 million cruise ship passengers per year.

Ketchikan became known as "Alaska's first city" due to its strategic position at the southern tip of the Inside Passage, connecting the Gulf of Alaska to Puget Sound.

Is there anything special that students should bring?



**Ketchikan Hospitality Inc DBA Gilmore Hotel, Ketchikan, AK**

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Participants will want to bring clothes appropriate for hiking, kayaking, swimming. Bring comfortable, walking shoes, sweatshirts/hoodies, rain boots, and extra socks. The temperature is mild and can be cool in the evenings, so bring or plan to purchase rain gear and a warm jacket. Ketchikan is in a rainforest.

We have a mild climate here in Ketchikan, Alaska with 15-20 degrees Celsius (60-70 Fahrenheit) average in the summer. Expect sunny weather with a decent amount of rain during the summer.

The employer will go over in more details during the interview.

**What are the seasonal temperatures?**

**Spring:** 55-60 F

**Summer:** 55-65 F

**Fall:** 55-60 F

**Winter:** 30-50 F

**What is near work?**

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

**Indicate other nearby activities:**

Participants can hike, fish, paddle board, kayak, swim and guided tours. There are restaurants, museums and art galleries. There is a movie theater, Public Library, and a Recreational Center all within walking distance. There are many outdoor activities. Ketchikan hosts many fishing tournaments throughout the summer months where people come from all over the world to fish. Ketchikan also has many craft/art markets throughout the summer.

Non-Resident Fishing License cost:

1 day \$15

3-day \$30

**List of interesting area websites:**

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- <https://www.ketchikanchamber.com/>
- <https://www.visit-ketchikan.com/>
- <https://www.travelalaska.com/Destinations/Cities-Towns/Ketchikan>
- [https://en.wikipedia.org/wiki/Ketchikan,\\_Alaska](https://en.wikipedia.org/wiki/Ketchikan,_Alaska)

**Is there wireless internet available?**

Yes, free inside our restaurant and hotel.

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:

Ketchikan Public Library  
1110 Copper Ridge Lane, Ketchikan, Alaska 99901, Phone: 907-225-3331  
Open Sunday noon-6pm; Monday 10am-6pm  
Tuesday-Wednesday 10am-8pm; Thursday-Saturday 10am - 6pm  
<https://www.ketchikanpubliclibrary.org/>

**Additional Comments:**

From the employer: Thank you for your time and consideration. We hope to see you soon!

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.***

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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.

Authorized EMPLOYER Representative's Signature:

GENERAL MANAGER OF KETCHIKAN HOSPITALITY

Authorized EMPLOYER Representative's Title:

KETCHIKAN HOSPITALITY

Name of EMPLOYER Company:

10/26/24

Date:

Greenheart Exchange

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