



Greenheart

Work and Travel Program - Employer Information W_T-Summer 2025

Clocktower Inn LLC DBA Best Western Plus , Billings, MT
December 17, 2024

Employer Information

Company Name: Clocktower Inn LLC DBA Best Western Plus	Website: www.bwclocktowerinn.com
# of Employees: 75	Phone Number: 406-259-5511
Industry Name: Hotel/Motel/Hostel/Bed and Breakfast	Fax Number: Not Applicable
Primary Address: 2511 1st Ave N Billings, MT 59101	Email Address: blake@bwclocktowerinn.com
Site of Activity: Hotel 2511 1st Ave N Billings, MT 59101	Status: Approved
	Contact Name: Blake Wahrlich
	Contact Title: GM
	Alternate Contact: Cassie Brockschmidt
	Alternate Title: Assistant General Manager
	Alternate Phone: 406-259-5511
	Hiring Manager Email: blake@bwclocktowerinn.com
	Participant Supervisor
	Email: cbrockschmidt@bwclocktowerinn.com
	FEIN: 81-0296977
Workers	Policy #: SWC1474729
Comp	Carrier: Security National Insurance Company

December 17, 2024

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	6/15/2025	9/1/2025	10/31/2025	6

Hours: Average hours/week: 35-40

Average number of 5 days/week:

Pay Range: High: \$15.50/per hour

Low: \$15.50/per hour

Overtime: Overtime available: Sometimes

Overtime hourly rate: Paid at a rate of 1.5 times the hourly wage.

Meals: Are Meals Provided?: Yes

Explain: During your shift you receive 50% off your meal at our onsite breakfast and lunch restaurant.

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? April, May, September, October

Please Explain: Our business in Montana operates seasonally, thriving during the warmer months of May through September. This period aligns with both the summer weather, which brings an influx of outdoor enthusiasts seeking adventure, and the traditional school break, when families are more likely to travel. With the arrival of warmer weather, our services cater to visitors exploring Montana’s natural beauty, while also tapping into the peak season for local tourism and recreation. As the weather cools and school resumes in the fall, our business naturally winds down until the next peak season arrives.

How often do you pay employees? Twice a month

Is job training required? Yes No

If yes, how long is it? 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? 4

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!

December 17, 2024

Job Type: Housekeeping

Job Description: As a Housekeeping, you will play a crucial role in ensuring that our hotel guests have a clean, comfortable, and welcoming experience. Your responsibilities will encompass a variety of tasks to maintain the cleanliness and organization of our rooms, common areas, and laundry facilities.

Laundry duties may account for approximately 10% of a participant's daily work. Key duties include sorting, washing, drying, pressing, and folding various textile items, as well as removing stains using the appropriate methods. You will ensure that all laundry is washed to our high standards before it enters our inventory and is carefully organized on linen storage racks. Your role requires the ability to work efficiently in a fast-paced environment, often multitasking with multiple machines, and meeting production standards within strict time constraints.

The majority of your job duties will be comprehensive room cleaning tasks such as dusting, sweeping, mopping, vacuuming, stripping and making beds, as well as cleaning all surfaces including in the bathroom. You will replenish guestroom and bathroom supplies, clean closets, and vacuum carpets, with a focus on adhering to our operational standards. A positive and friendly attitude is essential, as you may interact with guests, ensuring their security and privacy are respected. When necessary, you will perform deep cleans, maintain organized workspaces, and follow safety protocols to ensure a safe environment for guests and coworkers.

English level required is: Good

PLEASE NOTE: This hotel offers pet friendly rooms and maintains a non-smoking environment. Participants with allergies to animals must make their employer aware of it during the interview. Participants are NOT allowed to smoke at work.

Participants will be using cleaning chemicals.
<https://www.bwclocktowerinn.com/en/rooms/>

Internal Job Type: Housekeeping

No Students being hired: 6

Age requirement: None

Wage: 15.50/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.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

December 17, 2024

Job Benefits (bonuses, incentives):

We will take you on a tour of Yellowstone National Park providing Lunch and Dinner, discounted housing and during your shift you also receive 50% off your meal at our onsite breakfast and lunch restaurant.

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 Social Security Office is very close to our hotel so while we are more than happy to take you many J1 students just walk the 4 blocks to it. There is no cost.

Physical Address: ROOM 304
2900 4TH AVE N
BILLINGS, MT 59101
Phone: 1-866-895-1795
TTY: 1-800-325-0778
Fax: 1-833-515-0411
Hours:
Monday 9:00 AM - 4:00 PM
Tuesday 9:00 AM - 4:00 PM
Wednesday 9:00 AM - 4:00 PM
Thursday 9:00 AM - 4:00 PM
Friday 9:00 AM - 4:00 PM
Saturday Closed
Sunday Closed

Participant Requirements

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

Our hotel is looking for team members who are hardworking, fun, and energetic. Hard work is essential here, and we value team members who take pride in their efforts, even when tasks are challenging. You'll play a vital role in creating an exceptional guest experience through attention to detail and dedication to quality. We also look for friendly, outgoing people. Our team loves learning about new cultures, and we create a warm environment where coworkers often form lasting friendships. Finally, an energetic, positive attitude is key in our fast-paced setting, creating a welcoming atmosphere for our guests.

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

As a Housekeeping & Laundry Attendant, you will play a crucial role in providing a welcoming and comfortable experience for our guests. We are excited to offer this position to J-1 Visa students as part of an international cultural exchange program, giving you an opportunity to learn about the hospitality industry in the United States, specifically within our hotel environment. In this role, you will be responsible for maintaining the cleanliness and organization of our guest rooms and public areas, ensuring laundry services are effectively managed, and contributing to a positive guest experience. Our goal is to provide you with valuable work experience while giving you insight into the standards of hospitality service in the U.S.

Are you interested in being a Greenheart Employer?

Yes

No

December 17, 2024

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: We own a house where we have 2 people per bedroom. You will have a full kitchen with amenities, a furnished living room, and a bathroom shared. It is shared with other American staff members so maintaining cleanliness and respecting each others space is paramount. No more than 6 participants to one bathroom. Air conditioning is not provided but the house does have a heating system. Participants are required to vacate the housing within 72 hours of employment termination or ending employment early (quitting).

Address: 842 Wyoming Ave

City, State, Zip: Billings, MT 59101

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)? \$350 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 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 or Bike

What is the approximate ONE WAY travel time to work? 14 minutes Bus

What is the approximate ONE WAY travel cost to work? \$40 per month. will provide bikes

Participant Travel to Business

Participant should contact you: Upon boarding: Upon arrival:

Employer's Emergency phone number: 406-238-1798

GM Direct Line

Greenheart Exchange

December 17, 2024

PLANE

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

Arrival to (city, airport): BLI- Billings Logan International, BillingsMontana

Preferred Arrival Time: No Preference

Will participant be picked up from the airport? Yes No

If so, by who? Hotel Staff

How far from the airport is your place of business? 2 miles

Special instructions/comments regarding participant's arrival:

We ask students notify us via email or Whatsapp of their flight itinerary including flight numbers so we can ensure we are there on time to pick them up. We will pick them up outside of door 4.

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: Billings, Montana, is an awesome mix of outdoor adventure and laid-back city vibes. Known as the "Magic City," it's the biggest city in Montana, so there's always something to do without the crowds of a big city. You'll find endless hiking trails, the beautiful Yellowstone River, and epic views from the Rimrocks, perfect for anyone who loves nature and exploring. Downtown has a cool scene with coffee shops, local boutiques, and bars with live music. The people here are friendly, and there are fun events year-round, from rodeos to local festivals, giving you a real taste of American life.

Is there anything special that students should bring? If you are arriving during the spring time some warm clothes would be advisable as it can get quite cold. If we choose to go horseback riding then a good pair of jeans is advisable. Plan to dress in layers as the weather can fluctuate dramatically at times. Please be aware that Montana does have a pollen season. The average humidity is less than 45% in the summer.

What are the seasonal temperatures?

Spring: 75-85 F **Summer:** 90-100 F
Fall: 70-85 F **Winter:** 0-30 F

What is near work?

Transportation Depot:	<input checked="" type="checkbox"/>	On foot	<input type="checkbox"/>	In town / by public transport	<input type="checkbox"/>	Requires a car	N/A
Food/Super Market:	<input type="checkbox"/>	On foot	<input checked="" type="checkbox"/>	In town / by public transport	<input type="checkbox"/>	Requires a car	N/A
Shopping Mall:	<input type="checkbox"/>	On foot	<input checked="" type="checkbox"/>	In town / by public transport	<input type="checkbox"/>	Requires a car	N/A
Post Office:	<input checked="" type="checkbox"/>	On foot	<input type="checkbox"/>	In town / by public transport	<input type="checkbox"/>	Requires a car	N/A
Bank:	<input checked="" type="checkbox"/>	On foot	<input type="checkbox"/>	In town / by public transport	<input type="checkbox"/>	Requires a car	N/A
Public Library:	<input checked="" type="checkbox"/>	On foot	<input type="checkbox"/>	In town / by public transport	<input type="checkbox"/>	Requires a car	N/A

December 17, 2024

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:

Billings, Montana offers a wide range of activities for outdoor enthusiasts and culture seekers alike. Explore the stunning landscapes of nearby Pictograph Cave State Park, known for its ancient Native American rock art, or hike the rims for breathtaking views of the city and surrounding mountains. The Yellowstone River provides excellent opportunities for fishing, kayaking, and rafting, while the nearby Beartooth Mountains are perfect for hiking, camping, and wildlife watching. For history buffs, the Yellowstone County Museum and the Western Heritage Center offer insights into the region's past. In downtown Billings, visitors can enjoy local art galleries, unique shops, and a vibrant dining scene. During summer, you can attend outdoor festivals, farmers' markets, and rodeos, making Billings a dynamic base for exploring Montana's natural beauty and cultural heritage.

List of interesting area websites:

- <https://www.visitbillings.com/>
- <https://www.yellowstonecountymuseum.org>
- <https://www.beartoothhighway.com>
- <https://www.metrapark.com>

Is there wireless internet available?

Internet is available at work and home and is free.

Additional Comments:

December 17, 2024

Billings is a good mix of small town and big city where you can go out and have a fun night life but also enjoy the outdoors. The benefit of Billings is that it is affordable.

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>

If participant chooses to get around via bicycle, they can be purchased locally for around \$150USD. As with any bicycle purchase, please do check that the brakes are in good working order, purchase a helmet, light and lock. Participants are also expected to review the Bike Safety information listed in their GEO account under Participant Resources.

Please feel free to attach any other additional information.