



# Greenheart

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

JWILCO Properties LLCdba Admiral Jacks Bar n Grill, South Haven, MI  
December 11, 2024

### Employer Information

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<b>Company Name:</b> JWILCO Properties LLCdba Admiral Jacks Bar n Grill	<b>Website:</b> <a href="http://www.facebook.com/Admiral-Jacks-791121034264243/">www.facebook.com/Admiral-Jacks-791121034264243/</a>
<b># of Employees:</b> 40	<b>Phone Number:</b> 269-872-3607
<b>Industry Name:</b> Restaurant/Cafe/Concession Stand	<b>Fax Number:</b> Not Applicable.
<b>Primary Address:</b> 515 Williams St South Haven, MI 49090	<b>Email Address:</b> <a href="mailto:njbuller@yahoo.com">njbuller@yahoo.com</a>
<b>Billing Address:</b> 6487 113th Ave Fennville, MI 49408	<b>Status:</b> Employer Review
<b>Site of Activity:</b> Admiral Jacks 515 Williams St South Haven, MI 49090	<b>Contact Name:</b> Nisa Buller
	<b>Contact Title:</b> Owner
	<b>Alternate Contact:</b> Joe Wiltgen
	<b>Alternate Title:</b> Manager
	<b>Alternate Phone:</b> 269-519-8973
	<b>Hiring Manager Email:</b> <a href="mailto:njbuller@yahoo.com">njbuller@yahoo.com</a>
	<b>Participant Supervisor</b>
	<b>Email:</b> <a href="mailto:njbuller@yahoo.com">njbuller@yahoo.com</a>
	<b>FEIN:</b> 26-1739623
<b>Workers</b>	<b>Policy #:</b> 1000001869
<b>Comp</b>	<b>Carrier:</b> Michigan Insurance Company

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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	6/5/2025	9/15/2025	10/6/2025	10

Hours: Average hours/week: 40

Average number of 6 days/week:

Pay Range: High: \$13.00/per hour

Low: \$12.50/per hour

Overtime: Overtime available: Always

Overtime hourly rate: Time and a half hourly wage

Meals: Are Meals Provided?: Yes

Explain: Participants can have one free meal if working a double shift on the same day.

English: Level requirement: Great

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

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

**Please Explain:** Business gets busy as the summer progresses, launching into busiest time Memorial Day weekend through mid-September. The employer expects participants to work through their DS-2025 dates.

How often do you pay employees?

Twice a month

Is job training required?

Yes  No

If yes, how long is it?

About 1 week

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?

2-4

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!**

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**Job Type:** Kitchen Help

**Job Description:** All staff assist in overall kitchen and restaurant cleanliness, including restrooms (including toilets). Participants will be using cleaning chemicals. For example; the morning shift might begin at 9am, cleaning the entire restaurant and then starting to prepare (prep) food for the day and after prep is finished participants might either run the dishwasher, expedite food or cooking on the line.

In this role, participants will be responsible for much of the food production in the kitchen and will assist the cook(s) to prepare dishes. Each line cook is typically assigned a place on the assembly line, such as the grill, stove or vegetable prep area, and is responsible for cooking that specific portion of the meal. Job duties include assisting prep cooks in cutting, pre-cooking and marinating food as well as keeping the kitchen clean and operational. Participants in this position must possess basic cooking skills and will be operating a variety of food service equipment, including knives, pots and pans, ovens and grills and food processors. Participants will be standing for long periods of time in this position. Participants may be handling pork products. Participants will be using cleaning chemicals.

As the restaurant operates in a team environment, participants will be highly engaged with the full staff and guests.

Good to great English is required.

**Internal Job Type:** Kitchen Help

**No Students being hired:** 8

**Age requirement:** None

**Wage:** 13.00/per hour

*Details:*

**Dress Code:** Casual

The employer will provide participants with three shirts for free. Participants should bring their own casual black pants and comfortable, closed toed, non-slip black 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 Type:** Host/Hostess

**Job Description:** This position includes hosting and bussing duties. Hosting is the key position, but hosts will also bus tables.

Hosting duties consists of greeting customers as they walk into the restaurant, giving guests accurate wait time estimates and seating them in the waiting area, guiding them to their tables, providing customers with menus and answering any initial questions they may have, fairly assigning tables to waitstaff, managing reservations for large parties & selling apparel to customers.

Bussing duties include rolling silverware, straightening chairs, clearing away empty dishes, sanitizing tables prior to seating again and cleaning up any spills or messes as they occur.

All staff assist in overall kitchen and restaurant cleanliness, including restrooms (including toilets). Participants will be using cleaning chemicals. For example; the morning shift might begin at 9AM, cleaning the entire restaurant and then starting to prepare (prep) food & salad dressing for the day and after prep is finished participants might either run the dishwasher, expedite food, take out trash and perform additional cleaning tasks as needed.

As the restaurant operates in a team environment, participants will be highly engaged with the full staff and guests.

Good to great English is required.

**Internal Job Type:** Hostess/Busser

**No Students being hired:** 2

**Age requirement:** None

**Wage:** 12.50/per hour

*Details:*

**Dress Code:** Uniform

The employer will provide participants with three free work shirts. Participants should bring their own casual solid black leggings, skorts, pants or athletic shorts in addition to comfortable, closed toed tennis shoes. Participants should be neat and clean when coming to work to interact with the general public. 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):**

Meals are 50% during a regular shift, 1 free meal when they work a double 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 at no cost after their status is listed as Active in SEVIS; trips will be scheduled throughout the season and communicated directly to participants. Participants are encouraged to contact Nisa Buller with scheduling questions, at email: njbuller@yahoo.com.com.

The nearest office is in Benton Harbor, MI approximately 30 miles away.  
455 Bond Street  
Benton, Harbor, MI 49022  
PHONE: 1-877-405-5457

**Participant Requirements**

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

- Trustworthy
- Hard Working
- Reliable

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

Participants are required to be 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. Clothing should be clean, pressed and properly fitted. Tattoos must be covered and no excessive piercings or hair color. Participants are Ambassadors of their home country and should make every effort to represent their country well. Friends are welcome to apply, but should not expect to share a bedroom as housing is to be assigned based on availability at the discretion of the manager.

**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](#)

**Housing Options**

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*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:**

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Participants will be sharing a 3 bedroom house with 2 full bathrooms.

The house is fully furnished, and there will be 2-4 per room, each with their own twin bed, in bunk beds. Bedrooms are strictly divided by gender. Shared common spaces include: full kitchen with kitchenware, cleaning supplies & 2 dining tables, 2 large living rooms with couches, chairs, televisions, internet & printer provided.

Laundry washer & dryer are onsite at the house.

PLEASE NOTE: Friends are welcome to apply, but should not expect to share a bedroom as housing is to be assigned based on availability at the discretion of the manager.

Address: 883 LeGrange St

City, State, Zip: South Haven, MI 49090

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

<input checked="" type="checkbox"/> Linens	<input type="checkbox"/> Telephone	<input checked="" type="checkbox"/> Furniture	<input checked="" type="checkbox"/> Cooking	<input checked="" type="checkbox"/> Kitchenware	<input checked="" type="checkbox"/> Microwave	<input checked="" type="checkbox"/> AC / Heat
<input checked="" type="checkbox"/> Bed	<input type="checkbox"/> Air Mattress	<input type="checkbox"/> Computer	<input checked="" type="checkbox"/> Internet	<input checked="" type="checkbox"/> WiFi	<input type="checkbox"/> Private Bathroom	

Rent of this housing (per participant)? \$350.00 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? Yes (upon arrival) \*Monthly rent payments should be paid in cash to Nisa on the 1st day of each month, not the end\*

A non-refundable Housing Deposit of \$150.00 is due upon arrival. This goes toward end of season house cleaning and seasonal bike maintenance.

Participants are required to vacate the housing within 72 hours of employment termination or ending employment early (quitting).

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? .5 - 1 mile Not Applicable.

How will the student get to and from work? Walking or riding a bicycle

What is the approximate ONE WAY travel time to work? Walk: 10 minutes. Bike: under 10 minutes

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

**Participant Travel to Business**

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Participant should contact you:	Upon boarding: <input checked="" type="checkbox"/>	Upon arrival: <input type="checkbox"/>
Employer's Emergency phone number:	269-208-4687	
	Joe's Cell phone	

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**PLANE**

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

**Arrival to (city, airport):** Chicago, Illinois (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?** 130 miles

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

Upon arriving into O'Hare International Airport in Chicago, IL (ORD), participants should take public transportation (Chicago CTA) to get to the Bus or Amtrak train station. More precise directions are located in the Bus and Train sections.

Participants MUST be mindful of Bus and Train schedules as only 1 is scheduled per day. Please make arrangements at a hotel as it is NOT safe to stay in the bus or train station overnight.

Participants must contact the employer with their travel plans 2 weeks prior to coming to the United States. Participants should email details to Nisa Buller at njbuller@yahoo.com

**BUS**

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

**Arrival to (city, station):** South Haven, MI

**Preferred Arrival Time:** No Preference

**Will participant be picked up from the station?** Yes  No

**If so, by who?** Nisa Buller

**How far from the station is your place of business?** 3 miles

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

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Participants must contact the employer with their travel plans 2 weeks prior to coming to the United States. Participants should email details to Nisa Buller at [njbuller@yahoo.com](mailto:njbuller@yahoo.com)

There is usually only 1 Greyhound bus per day from Chicago to South Haven, MI, leaving at around 9:00 am. The cost of this ticket is approximately from \$25.00.

The Greyhound station is located downtown and it's not safe to stay in the bus station overnight.

Participants are responsible for all transportation to South Haven or if they take the train to a close by city (Bangor or St. Joseph). Host gladly pick them up at no charge.

There is a hostel in downtown Chicago. Participants can reach it by exiting the blue line at the LASALLE stop. Walk east on Congress Parkway 3 blocks, HI Chicago will be on your left just before the intersection of Congress and Wabash. The hostel has dorm beds available fairly inexpensive per night. Prices may vary. Participants must reserve and pay for their own room. The hostel is located at:

J Ira and Nick Harris Family Hostel  
Hostelling International USA -Chicago  
24 East Congress Parkway  
Chicago, IL 60605-1226  
Phone: 1-312-360-0300  
Fax: 1-312-360-0313  
<http://hichicago.org/contact-directions/>

From ORD, to travel to the Greyhound station, participants should take Chicago's CTA Blue Line (towards Forest Park) to the Cumberland stop; for further transfer visit <http://www.transitchicago.com/>

Upon arrival to the CTA Cumberland station, participants should follow signs to the Greyhound bus as the bus pick up is downstairs, at the same location; Cumberland Farms, at 5800 N Cumberland Ave. Participants can always ask uniformed CTA employees for directions as well.  
PLEASE NOTE: Greyhound TICKETS ARE NOT SOLD at the Cumberland Farms (Cumberland Bus station) location. Participants MUST purchase tickets ahead of time online. Details on this bus station can be found online at: <https://www.greyhound.com/en-us/bus-station-561407>

Alternatively, to the downtown station from ORD, participants should take a Blue line L train to downtown Chicago (Clark and Lake or Jackson stop) to the Clinton station. For further transfer or alternate options, visit <http://www.transitchicago.com/>. One ride on a train from ORD is \$5.00 per person. Exiting the Clinton station, participants should walk one block west to the Greyhound Bus station at 630 West Harrison Street. Details on this bus station can be found online at: <https://www.greyhound.com/en-us/bus-station-560252>.

Please review Greyhound bus schedules on [www.greyhound.com](http://www.greyhound.com).

Upon arrival to the South Haven, MI bus station, participants should call the employer, Nisa Buller at 269-519-8973.

**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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TRAIN

(Participants can obtain ticket information at [www.amtrak.com](http://www.amtrak.com))

**Arrival to (city, station):** Bangor, MI (BAM)

**Preferred Arrival Time:** No Preference

**Will participant be picked up from the station?** Yes  No

**If so, by who?** Nisa Buller

**How far from the airport is your place of business?** 12 miles

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

Once the participants land at the Chicago airport, they can take the Blue Line "L" rapid transit train for \$3 to Union Station then they can purchase an Amtrak train ticket in person or online for approximately \$30 to either Bangor, MI or St. Joseph, MI which we will then pick them up from this location.

Participants must contact the employer with their travel plans 2 weeks prior to coming to the United States. Participants should email details to Nisa Buller at [njbuller@yahoo.com](mailto:njbuller@yahoo.com)

There is usually only 1 Amtrak train per day from Chicago to Bangor, MI (BAM) or Chicago to St. Joseph, MI (SJM). The cost of this ticket is approximately from \$30.00. The Amtrak train leaves from Chicago - Union Station, IL (CHI), this station is located downtown and it's NOT safe to stay in the train station overnight.

Upon arrival to the Bangor, MI (BAM) or St. Joseph, MI (SJM) train station, participants should call the employer, Nisa Buller at 269-519-8973

**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?** Tourist Area Not Applicable.

**Please provide a brief description of your community:** South Haven is located on the eastern shore of Lake Michigan at the mouth of the Black River. It is a tourist town with plenty of bodies of water and sandy beaches. The town offers a wide variety of activities year round. This small beach town is located about 2 hours from Chicago, 1 hour from Kalamazoo & Grand Rapids, 3 hours from Detroit, MI.

**Is there anything special that students should bring?** Michigan weather changes a lot between spring and fall, pack warm clothes along with beach wear. Employer is located two blocks from the beach and over look the Black River.

**What are the seasonal temperatures?**

**Spring:** 40-60 degrees F **Summer:** 70-95 degrees F  
**Fall:** 40-70 degrees F **Winter:** -20-40 degrees F

**What is near work?**

<b>Transportation Depot:</b>	<input type="checkbox"/>	On foot	<input type="checkbox"/>	In town / by public transport	<input type="checkbox"/>	Requires a car	<input checked="" type="checkbox"/>	N/A
<b>Food/Super Market:</b>	<input checked="" type="checkbox"/>	On foot	<input type="checkbox"/>	In town / by public transport	<input type="checkbox"/>	Requires a car	<input type="checkbox"/>	N/A

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<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:**

Attractions include outdoor fun, shopping, boating and fishing excursions, beaches, a strong maritime heritage, racetrack, State Parks, bike trails and hike trails.

However, The employer is providing bicycles for the participants to use for free; as always participants are encouraged to purchase a helmet, light and lock.

Public Transportation:

Limited public transportation is available through Van Buren Public Transit.

Van Buren Public Transit provides flex route service which is a shared ride, public transportation service that follows a defined route, picking up and dropping off passengers at designated stops. Fares start at \$1.00, depending on distance traveled. Drivers do not carry change, so passengers must provide exact fare when boarding. Schedule and Fare details can be found online at: <https://www.vanburencountymi.gov/551/Public-Transit>

Alternatively, for service availability, participants can call the Scheduling Office at: 269-427-7921.

**List of interesting area websites:**

- [www.swmichigandining.com](http://www.swmichigandining.com)
- [www.southhavenmi.com](http://www.southhavenmi.com)
- [www.southhaven.org](http://www.southhaven.org)
- [www.southhaven.com](http://www.southhaven.com)

**Is there wireless internet available?**

Yes, the entire town has free internet, even on the beach.

Also, WiFi is available at work and in housing for free; participants should bring their own web-enabled devices.

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:

South Haven Memorial Library  
 314 Broadway Street  
 South Haven, MI  
<http://www.shmlibrary.org/index.asp>

**Greenheart Exchange**

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**Additional Comments:**

Participants whose employment is terminated (involuntarily or voluntarily) have 2 weeks from the last day of work to find a new job and to submit a valid and complete Self-Arranged Job Offer (SAJO) to Greenheart Exchange for consideration. If the participant fails to submit a SAJO within the two-week deadline, Greenheart Exchange will shorten the participant's program.

If Greenheart Exchange rejects the SAJO, the participant has one (1) business day to re-submit a new or a revised SAJO, based on the directions received from Greenheart Exchange. Information about prohibited jobs for SWT program participants can be found at <https://greenheartexchange.org/host/host-hire-seasonal-staff/#/tab/regulations>.

If the participant no longer has housing, the participant must look for permanent housing immediately, and within two weeks must secure permanent housing that complies with Greenheart Exchange's Housing Guidelines. The new housing address must be submitted to Greenheart Exchange within 24 hours of any change of address.

For additional cultural opportunities, Greenheart Exchange suggests that participants join the Greenheart Club at <https://greenheartclub.org>. Through the Greenheart Club participants can connect with each other, ask questions, find volunteer opportunities, take courses, and access resources. Participants can also access the Greenheart Club through the link in the lower righthand corner of their Greenheart Exchange Online (GEO) landing page at <https://geo.greenheart.org/> Participants should also check out the Visit The USA website at <https://www.visittheusa.com>.

***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://www.greenheart.org/content/uploads/2015/03/SWT-Host-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.

*Nisa J. Buller*

Authorized EMPLOYER Representative's Signature:

*General Manager*

Authorized EMPLOYER Representative's Title:

*Admiral Jack's Bar & Grill*

Name of EMPLOYER Company:

*12/11/2024*

Date: