



# Greenheart

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

Lettuce Entertain You - Corporate, Chicago, IL  
December 23, 2024

### Employer Information

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<b>Company Name:</b> Lettuce Entertain You - Corporate	<b>Website:</b> www.lettucejobs.com
<b># of Employees:</b> 7000	<b>Phone Number:</b> 773-878-5588
<b>Industry Name:</b> Restaurant/Cafe/Concession Stand	<b>Fax Number:</b> 773-878-0113
<b>Primary Address:</b> 5419 N SHERIDAN RD Chicago, IL 60640	<b>Email Address:</b> khammer@lettuce.com
<b>Site of Activity:</b> Aba 302 N GREEN ST 3rd Fl Chicago, IL 60607	<b>Status:</b> Approved
<b>Site of Activity:</b> Beatrix - Fulton Market 834 W FULTON MARKET Chicago, IL 60607	<b>Contact Name:</b> Karen Hammer
<b>Site of Activity:</b> Beatrix - River North 519 N CLARK ST Chicago, IL 60654	<b>Contact Title:</b> Recruiting Coordinator
<b>Site of Activity:</b> Beatrix Market - DePaul 23 E JACKSON BLVD Chicago, IL 60604	<b>Alternate Contact:</b> Jackie Lamb
<b>Site of Activity:</b> Beatrix - Streeterville 671 N SAINT CLAIR ST Chicago, IL 60611	<b>Alternate Title:</b> HR Systems & Compliance Mgr
<b>Site of Activity:</b> Beatrix Market - Loop 155 N WACKER DR Ste 102 Chicago, IL 60606	<b>Alternate Phone:</b> 773-907-7380
<b>Site of Activity:</b> Lettuce at Navy Pier / BBCE Pier LLC 600 E GRAND AVE Chicago, IL 60611	<b>Hiring Manager Email:</b> khammer@lettuce.com
<b>Site of Activity:</b> Pizzeria Portofino 317 N CLARK ST Chicago, IL 60654	<b>Participant Supervisor</b>
<b>Site of Activity:</b> Ema 74 W ILLINOIS ST Chicago, IL 60654	<b>Email:</b> jlamb@lettuce.com
<b>Site of Activity:</b> il Porcellino 59 W HUBBARD ST #2 Chicago, IL 60654	

Greenheart Exchange

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December 23, 2024

**Site of Activity:** Ramen-san - River North  
59 W HUBBARD ST  
#2  
Chicago, IL 60654

**FEIN:** 36-3054263

**Workers  
Comp**

**Policy #:** SP 4067861

**Carrier:** Safety National Casualty Corp  
(claims in Illinois)

**Available Jobs: Descriptions and Wages**

Will you accept participants with all start and end dates?					Yes:	No:
<b>Earliest Start Date:</b>	<b>Latest Start Date:</b>	<b>Earliest End Date:</b>	<b>Latest End Date:</b>	<b>#Students:</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5/13/2025	6/10/2025	8/7/2025	9/7/2025	33		
<b>Hours:</b> Average hours/week: 32			Average number of 5 days/week:			
<b>Pay Range:</b>		High: \$18.00/per hour		Low: \$11.02/per hour		
<b>Overtime:</b>	Overtime available: Sometimes		Overtime hourly rate: Not always available, however paid at time and a half of hourly wage			
<b>Meals:</b>	Are Meals Provided?: Yes		Explain:			

December 23, 2024

Employees receive a discount on menu items on days they are working; meals need to be eaten before or after their shift (employees are not to clock-in and then order).

Discount information varies by restaurant; see additional comments for more information. Details will be reviewed during orientations, participants are always welcome to bring questions to the manager.

**English:** Level requirement: Excellent

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:** Employer is open to all start and end dates during the dates listed; first day of training typically begins on a Tuesday. Business gets busy throughout the summer.

NOTE: 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 1 week on the 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?**

Limited by the # of roles available at each restaurant.

**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!**

**Job Type:** Busser

**Job Description:**

**Lettuce Entertain You - Corporate, Chicago, IL**

**December 23, 2024**

Located at Aba located at 302 N Green St. 3rd Floor, Chicago, IL 60607

Language requirement: Excellent

**Essential Functions**

- Clean and reset tables and transport dirty dishes to bus-tub, tray or dish room
- Available to work a variety of hours, days and shifts, including weekends
- Effectively service a minimum of an eight table section
- Safely and effectively move chairs, tables, highchairs and booster seats
- Clean and reset tables and transport dirty dishes to bus-tub, tray or dish room
- Safely and effectively use and operate all necessary tools and equipment
- Ability to effectively communicate in order to perform and follow job requirements in written and spoken direction
- Ability to multitask calmly and effectively in a busy, stressful environment
- Work in a confined, crowded space of variable noise and temperature levels
- Able to move and lift up to 10 pounds, frequently move and/or lift up to 25 pounds, and occasionally move and/or lift up to 50 pounds
- Ability to stand and walk for an entire shift and move safely through all areas of the restaurant, which may include stairs, uneven or slick surfaces

**Key Responsibilities and Duties**

- Ensure the overall guest experience exceeds expectations and anticipate guests' needs
- Greet guests with a warm, sincere smile
- Use tact and good judgment when dealing with guest challenges and respond to guest needs with patience and courtesy
- Assist service team with all food and beverage service
- Follow all steps of service
- Understand and follow the food allergy procedure and special orders/restrictions
- Comply with all safety and sanitation guidelines and procedures
- Follow all rules, policies, procedures and conditions of employment, including those outlined the Employee Handbook

**Internal Job Type:** Aba - Busser

**No Students being hired:** 2

**Age requirement:** None

**Wage:** 11.02 plus tips/per hour

*Details:*

**Dress Code:** Uniform

Lettuce Entertain You - Corporate, Chicago, IL

December 23, 2024

Please Note: Language Level required for this position: Excellent.

Black apron to be provided for free.

Participants should bring/buy their own dark blue denim blue jeans (no holes/frays), fitted, black t-shirt (crew neck or v-neck) Black non-slip shoes.

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

Participants will earn tips in this position; employer will apply tip credit to equal minimum wage of Chicago, Illinois (\$16.20) if necessary.

Participants will be using cleaning chemicals. Participants will be handling pork products. Participants will be lifting 40 lbs throughout shift. Shifts may run until 12-1am on Friday/Saturday

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

**Job Type:** Host/Hostess

**Job Description:**

**Greenheart Exchange**

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**Lettuce Entertain You - Corporate, Chicago, IL**

**December 23, 2024**

Located at Aba located at 302 N Green St. 3rd Floor, Chicago, IL 60607

Language Level requirement: Excellent

Responsible for the initial, warm greeting and seating of guests, answering telephones, taking reservations and messages, maintaining accurate guest counts and wait times and saying goodbye to all guests. Assist with Coat Check duties as directed.

**Essential Functions**

- Warmly greet and seat guests in the restaurant
- Answer telephones, and take orders, messages and reservations
- Safely and effectively move chairs, tables, highchairs and booster seats
- Ability to multi-task calmly and effectively in a busy, stressful environment
- Able to move and lift up to 10 pounds, frequently move and/or lift up to 25 pounds, and occasionally move and/or lift up to 50 pounds
- Ability to stand and walk for an entire shift and move safely through all areas of the restaurant, which may include stairs, uneven or slick surfaces

**Key Responsibilities and Duties**

- Ensure the overall guest experience exceeds expectations and anticipate guests' needs
- Greet guests with a warm, sincere smile
- Use tact and good judgement when dealing with guest challenges and respond to guest needs with patience and courtesy
- Assist with clearing, cleaning and resetting tables and maintain restrooms will use cleaning chemicals
- Sell and accurately account for gift cards
- Answer telephones, and take orders, messages and reservations
- Use proper phone & voicemail etiquette and guidelines
- Understand & respond knowledgeably to questions about the restaurant and menu
- Follow all steps of service
- Understand & follow the food allergy procedure and special orders/restrictions
- Proficiency in the use and operation of all necessary tools and equipment, including the reservation, telephone, paging and voicemail systems
- Comply with all safety and sanitation guidelines and procedures
- Successfully complete alcohol awareness training

**Internal Job Type:** Aba - Host

**No Students being hired:** 2

**Age requirement:** None

**Wage:** 18.00/per hour

*Details:*

**Dress Code:** Casual

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Lettuce Entertain You - Corporate, Chicago, IL

December 23, 2024

Language Level required for this position: Excellent

Business casual in all black; additional information provided by Trainer after hire.

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

Participants will be using cleaning chemicals. Participant may lift up to 25 lbs throughout shift. Shifts may run as late as 11:30pm Friday/Saturday.

Requirements:

Non-smoker:

  
  

Lifeguard Certified:

  

Ski:

CPR Certified:

Swimmer:

**Job Type:**

Host/Hostess

**Job Description:**

**Lettuce Entertain You - Corporate, Chicago, IL**

**December 23, 2024**

Located at Beatrix located at 519 N Clark St, Chicago, IL 60654

Language Level required for this position: Excellent

Responsible for the initial, warm greeting and seating of guests, answering telephones, taking reservations and messages, maintaining accurate guest counts and wait times and saying goodbye to all guests. Assist with Coat Check duties as directed.

**Essential Functions**

- Warmly greet and seat guests in the restaurant
- Answer telephones, and take orders, messages and reservations
- Safely and effectively move chairs, tables, highchairs and booster seats
- Ability to multi-task calmly and effectively in a busy, stressful environment
- Able to move and lift up to 10 pounds, frequently move and/or lift up to 25 pounds, and occasionally move and/or lift up to 50 pounds
- Ability to stand and walk for an entire shift and move safely through all areas of the restaurant, which may include stairs, uneven or slick surfaces

**Key Responsibilities and Duties**

- Ensure the overall guest experience exceeds expectations and anticipate guests' needs
- Greet guests with a warm, sincere smile
- Use tact and good judgement when dealing with guest challenges and respond to guest needs with patience and courtesy
- Assist with clearing, cleaning and resetting tables and maintain restrooms
- Sell and accurately account for gift cards
- Answer telephones, and take orders, messages and reservations
- Use proper phone & voicemail etiquette and guidelines
- Understand & respond knowledgeably to questions about the restaurant and menu
- Follow all steps of service
- Understand & follow the food allergy procedure and special orders/restrictions
- Proficiency in the use and operation of all necessary tools and equipment, including the reservation, telephone, paging and voicemail systems
- Comply with all safety and sanitation guidelines and procedures
- Successfully complete alcohol awareness training

**Internal Job Type:** Beatrix River North - Host

**No Students being hired:** 1

**Age requirement:** None

**Wage:** 17.00/per hour

*Details:*

**Dress Code:** Casual

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Lettuce Entertain You - Corporate, Chicago, IL

December 23, 2024

Language Level required for this position: Excellent

Dress code: business casual, any colors

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

Participants will be using cleaning chemicals. Participant may lift up to 25 lbs throughout shift.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

**Job Type:** Cashier

**Job Description:**

**Lettuce Entertain You - Corporate, Chicago, IL**

**December 23, 2024**

Located at Beatrix Market DePaul 23 E. Jackson BLVD. Chicago, IL, 60604

Cashier Baristas are responsible for preparing coffee, espresso, tea, other beverages; also processing guests' payment, ringing food and beverage items for guests, collection of payment, and ensuring all aspects of professional service and guest satisfaction.

NOTE: Assignment to role is based on business need and skills.

**Essential Functions**

- Accurately ring up food and beverage items and process guest payment
- Prepare and serve coffee, espresso and other beverages to guests
- Accurately record and account for all items ordered, process payments, and balance all sales/receipts in compliance with restaurant policies and procedures
- Ability to effectively communicate in order to perform and follow job requirements in written and spoken direction
- Multitask calmly and effectively under pressure
- Work in a confined, crowded space of variable noise and temperature levels
- Able to move and lift up to 10 pounds, frequently move and/or lift up to 25 pounds, and occasionally move and/or lift up to 50 pounds
- Ability to stand and walk for an entire shift and move safely through all areas of the restaurant, which may include stairs, uneven or slick surfaces

**Key Responsibilities and Duties**

- Ensure the overall guest experience exceeds expectations and anticipate guests' needs
- Greet guests with a warm, sincere smile
- Use tact and good judgment when dealing with guest challenges and respond to guest needs with patience and courtesy
- Assist service team with all food and beverage service
- Follow all steps of service
- Understand and follow the food allergy procedure and special orders/restrictions
- Comply with all safety and sanitation guidelines and procedures
- Follow all rules, policies, procedures and conditions of employment, including those outlined in the employee handbook

**Internal Job Type:** Beatrix Market - DePaul -- Barista/Cashier

**No Students being hired:** 1

**Age requirement:** None

**Wage:** 17.00 plus tips/per hour

*Details:*

**Dress Code:** Uniform

**Greenheart Exchange**

Lettuce Entertain You - Corporate, Chicago, IL

December 23, 2024

Language Level required for this position: Excellent

Black apron to be provided for free. Participants should bring/buy their own dark blue denim blue jeans (no holes/frays), long-sleeve black t-shirt (crew neck or v-neck; no hoodie) and white athletic non-slip shoes.

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

Participants will be using cleaning chemicals. Participants will be handling pork products. Participants will lift up to 25 lbs throughout shift.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

**Job Type:**

Busser

**Job Description:**

**Greenheart Exchange**

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**Lettuce Entertain You - Corporate, Chicago, IL**

**December 23, 2024**

This position is located at Beatrix Fulton Market at 834 W. Fulton Market, Chicago, IL 60607

Responsible for assisting the service team in exceeding the guest's expectations. Assists with Barista duties as directed. Teamwork, organization and good awareness are necessary for success in this position.

**Essential Functions**

- Clean and reset tables and transport dirty dishes to bus-tub, tray or dish room
- Available to work a variety of hours, days and shifts, including weekends
- Effectively service a minimum of an eight table section
- Safely and effectively move chairs, tables, highchairs and booster seats
- Participant may handle pork
- Safely and effectively use and operate all necessary tools and equipment
- Ability to effectively communicate in order to perform and follow job requirements in written and spoken direction
- Ability to multitask calmly and effectively in a busy, stressful environment
- Work in a confined, crowded space of variable noise and temperature levels
- Able to move and lift up to 10 pounds, frequently move and/or lift up to 25 pounds, and occasionally move and/or lift up to 50 pounds
- Ability to stand and walk for an entire shift and move safely through all areas of the restaurant, which may include stairs, uneven or slick surfaces

**Key Responsibilities and Duties**

- Ensure the overall guest experience exceeds expectations and anticipate guests' needs
- Greet guests with a warm, sincere smile
- Use tact and good judgement when dealing with guest challenges and respond to guest needs with patience and courtesy
- Assist service team with all food and beverage service
- Follow all steps of service
- Understand and follow the food allergy procedure and special orders/restrictions
- Comply with all safety and sanitation guidelines and procedures
- Follow all rules, policies, procedures and conditions of employment, including those outlined the Employee Handbook

**Internal Job Type:** Beatrix Fulton Market - Busser

**No Students being hired:** 1

**Age requirement:** None

**Wage:** 11.02 plus tips/per hour

*Details:*

**Dress Code:** Uniform

**Greenheart Exchange**

Lettuce Entertain You - Corporate, Chicago, IL

December 23, 2024

Please Note - Language Level required for this position:  
Great

Participant will buy/bring dark blue jeans (no rips, tears or logo); white leather shoes (cleanable surface, no mesh, non-slip preferred); black tee shirt or long-sleeved black tee (nothing baggy or hoodie, no logos, no reflective materials). Employer provides apron.

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

Participants will earn tips in this position; employer will apply tip credit to equal minimum wage of Chicago, Illinois (\$16.20) if necessary.

Participants will be using cleaning chemicals.  
Participants will be handling pork products.  
Participants will be lifting 40 lbs throughout their shifts.

Requirements:

*Non-smoker:*

*Lifeguard Certified:*

*Ski:*

*CPR Certified:*

*Swimmer:*

**Job Type:**

Busser

**Job Description:**

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**Lettuce Entertain You - Corporate, Chicago, IL**

**December 23, 2024**

Beatrix Streeterville at 671 N St Clair St, Chicago, IL 60611.

**Essential Functions**

- Clean and reset tables and transport dirty dishes to bus-tub, tray or dish room
- Available to work a variety of hours, days and shifts, including weekends
- Effectively service a minimum of an eight table section
- Polish and stock all silverware, glassware, plateware, and other service utensils coming from the dish room to the various service stations in the restaurant.
- Safely and effectively move chairs, tables, highchairs and booster seats
- Transport dirty dishes to bus tub/tray or dish room, according to restaurant specifications
- Maintain each service station throughout the shift, following all zoning and pars
- Comply with all safety and sanitation (including handwashing) guidelines and procedures
- Participants may handle pork
- Safely and effectively use and operate all necessary tools and equipment
- Ability to effectively communicate in order to perform and follow job requirements in written and spoken direction
- Ability to multitask calmly and effectively in a busy, stressful environment
- Work in a confined, crowded space of variable noise and temperature levels
- Able to move and lift up to 10 pounds, frequently move and/or lift up to 25 pounds, and occasionally move and/or lift up to 50 pounds
- Ability to stand and walk for an entire shift & move safely through all areas of the restaurant, which may include stairs, uneven or slick surfaces
- Ensure the overall guest experience exceeds expectations & anticipate guests' needs
- Greet guests with a warm, sincere smile
- Use tact and good judgement when dealing with guest challenges & respond to guest needs with patience & courtesy
- Assist service team with all food & beverage service
- Follow all steps of service
- Understand and follow the food allergy procedure
- Follow all rules, policies, procedures & conditions of employment
- Get along well with others and be a team player

**Internal Job Type:** Beatrix SV - Busser / Polisher

**No Students being hired:** 2

**Age requirement:** None

**Wage:** 11.02 plus tips/per hour

*Details:*

**Dress Code:** Uniform

**Greenheart Exchange**

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Lettuce Entertain You - Corporate, Chicago, IL

December 23, 2024

Please Note - Language Level required for this position: Excellent

Black apron to be provided for free. Participants should bring/buy: non-ripped dark blue denim jeans (dark blue denim shorts for summer) and black tshirt; white non-slip shoes

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

Participants will earn tips in this position; employer will apply tip credit to equal minimum wage of Chicago, Illinois (\$16.20) if necessary. NOTE: When working a Polisher shift, pay reverts to \$16.20/hour with some tips from team members, in contrast to the \$11.02/hour plus tips when working Busser shifts.

Participants will be using cleaning chemicals. Participants will be handling pork products. Participants will be lifting 40 lbs throughout their shifts.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

**Job Type:** Busser

**Job Description:**

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**Lettuce Entertain You - Corporate, Chicago, IL**

**December 23, 2024**

Located at Beatrix River North 519 N. Clark St, Chicago, IL 60654

Responsible for assisting the service team in exceeding the guest's expectations. Assists with Barista duties as directed. Teamwork, organization and good awareness are necessary for success in this position.

**Essential Functions**

- Clean and reset tables and transport dirty dishes to bus-tub, tray or dish room
- Available to work a variety of hours, days and shifts, including weekends
- Effectively service a minimum of an eight table section
- Safely and effectively move chairs, tables, highchairs and booster seats
- May handle pork
- Safely and effectively use and operate all necessary tools and equipment
- Ability to effectively communicate in order to perform and follow job requirements in written and spoken direction
- Ability to multitask calmly and effectively in a busy, stressful environment
- Work in a confined, crowded space of variable noise and temperature levels
- Able to move and lift up to 10 pounds, frequently move and/or lift up to 25 pounds, and occasionally move and/or lift up to 50 pounds
- Ability to stand and walk for an entire shift and move safely through all areas of the restaurant, which may include stairs, uneven or slick surfaces

**Key Responsibilities and Duties**

- Ensure the overall guest experience exceeds expectations and anticipate guests' needs
- Greet guests with a warm, sincere smile
- Use tact and good judgement when dealing with guest challenges and respond to guest needs with patience and courtesy
- Assist service team with all food and beverage service
- Follow all steps of service
- Understand and follow the food allergy procedure and special orders/restrictions
- Comply with all safety and sanitation guidelines and procedures
- Follow all rules, policies, procedures and conditions of employment, including those outlined the Employee Handbook

**Internal Job Type:** Beatrix River North - Busser

**No Students being hired:** 1

**Age requirement:** None

**Wage:** 11.02 plus tips/per hour

*Details:*

**Dress Code:** Uniform

**Greenheart Exchange**



Lettuce Entertain You - Corporate, Chicago, IL

December 23, 2024

Language Level required for this position: Excellent

Participant will bring/buy dark blue jeans (no rips, tears or logo); white leather shoes - cleanable surface, no mesh, non-slip preferred; black tee shirt or long-sleeved black tee; nothing baggy; no hoodies, no logos, no reflective materials. Employer provides apron.

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

Participants will earn tips in this position; employer will apply tip credit to equal minimum wage of Chicago, Illinois (\$16.20) if necessary.

Participants will be using cleaning chemicals. Participants will be handling pork products. Participants will be lifting 40 lbs throughout their shift

Requirements:

Non-smoker:

  
  

Lifeguard Certified:

  

Ski:

CPR Certified:

Swimmer:

**Job Type:** Cashier

**Job Description:**

**Lettuce Entertain You - Corporate, Chicago, IL**

**December 23, 2024**

Located at Navy Pier located at 600 E Grand Ave, Chicago, IL 60611

Lettuce at Navy Pier includes 3 concepts, all found on Navy Pier: Big City Chicken, Frankie's by the Slice and Big Bowl Chinese Express. The cashier services all 3 names in this food court.

Responsible for processing guests' payment, ringing food and beverage items for guests, collection of payment, and ensuring all aspects of professional service and guest satisfaction.

**Essential Functions**

- Accurately ring up food and beverage items and process guest payment
- Available to work a variety of hours, days and shifts, including weekends
- Safely and effectively use and operate all necessary tools and equipment
- Ability to effectively communicate in order to perform and follow job requirements in written and spoken direction
- Ability to multitask calmly and effectively in a busy, stressful environment
- Work in a confined, crowded space of variable noise and temperature levels
- Able to move and lift up to 10 pounds, frequently move and/or lift up to 25 pounds, and occasionally move and/or lift up to 50 pounds
- Ability to stand and walk for an entire shift and move safely through all areas of the restaurant

**Key Responsibilities and Duties**

- Ensure the overall guest experience exceeds expectations
- Use tact and good judgement when dealing with guest challenges and respond to guest needs with patience and courtesy
- Accurately record and account for all items ordered, process payments, and balance all sales/receipts in compliance with restaurant policies and procedures
- Understand and respond knowledgeably to questions about the restaurant and menu
- Follow all steps of service
- Understand and follow the food allergy procedure and special orders/restrictions
- Proficiency in the use and operation of all necessary tools and
- Follow all rules, policies, procedures and conditions of employment in employee handbook
- Get along well with others and be a team player

**Internal Job Type:** Lettuce at Navy Pier - Cashier

**No Students being hired:** 7

**Age requirement:** None

**Wage:** 17.00 plus tips/per hour

*Details:*

**Dress Code:** Uniform

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Lettuce Entertain You - Corporate, Chicago, IL

December 23, 2024

Please Note - Language Level required for this position: Excellent

Hat and black t-shirt provided. Employee brings/buys dark blue Levis jeans and non-slip shoes (any color).

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

Participants will be using cleaning chemicals. Participants will be handling pork products. Participants will be lifting 25 lbs throughout shift

Requirements:

Non-smoker:

  
  

Lifeguard Certified:

  

Ski:

CPR Certified:

Swimmer:

**Job Type:** Host/Hostess

**Job Description:**

**Lettuce Entertain You - Corporate, Chicago, IL**

**December 23, 2024**

Located at Beatrix Streeterville at 673 N. St. Clair, Chicago, IL 60611

Responsible for the initial, warm greeting and seating of guests, answering telephones, taking reservations and messages, maintaining accurate guest counts and wait times and saying goodbye to all guests. Assist with Coat Check duties as directed.

**Essential Functions**

- Warmly greet and seat guests in the restaurant
- Answer telephones, and take orders, messages and reservations
- Safely and effectively move chairs, tables, highchairs and booster seats
- Ability to multi-task calmly and effectively in a busy, stressful environment
- Able to move and lift up to 10 pounds, frequently move and/or lift up to 25 pounds, and occasionally move and/or lift up to 50 pounds
- Ability to stand and walk for an entire shift and move safely through all areas of the restaurant, which may include stairs, uneven or slick surfaces

**Key Responsibilities and Duties**

- Ensure the overall guest experience exceeds expectations and anticipate guests' needs
- Greet guests with a warm, sincere smile
- Use tact and good judgement when dealing with guest challenges and respond to guest needs with patience and courtesy
- Assist with clearing, cleaning and resetting tables and maintain restrooms
- Sell and accurately account for gift cards
- Answer telephones, and take orders, messages and reservations
- Use proper phone & voicemail etiquette and guidelines
- Understand & respond knowledgeably to questions about the restaurant and menu
- Follow all steps of service
- Understand & follow the food allergy procedure and special orders/restrictions
- Proficiency in the use and operation of all necessary tools and equipment, including the reservation, telephone, paging and voicemail systems
- Comply with all safety and sanitation guidelines and procedures including policies outlined in the employee handbook
- Successfully complete alcohol awareness training

**Internal Job Type:** Beatrix Streeterville - Host

**No Students being hired:** 1

**Age requirement:** None

**Wage:** 16.20/per hour

*Details:*

**Dress Code:** Casual

**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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Lettuce Entertain You - Corporate, Chicago, IL

December 23, 2024

Language Level required for this position: Excellent

Participants should be neat and clean when coming to work.

Business casual in darker tones; dark jeans (non-ripped), shirts with collars for men.

Participants should ask their supervisor if they have a question about what is suitable.

Participants will be using cleaning chemicals.  
Participants will be lifting 25 lbs during shift

Requirements:

Non-smoker:

  
  

Lifeguard Certified:

  

Ski:

CPR Certified:

Swimmer:

**Job Type:**

Host/Hostess

**Job Description:**

**Lettuce Entertain You - Corporate, Chicago, IL**

**December 23, 2024**

Located at Pizzeria Portofino at 317 N. Clark Street, Chicago, IL 60654

Responsible for the initial, warm greeting and seating of guests, answering telephones, taking reservations and messages, maintaining accurate guest counts and wait times and saying goodbye to all guests. Assist with Coat Check duties as directed.

**Essential Functions**

- Warmly greet and seat guests in the restaurant
- Answer telephones, and take orders, messages and reservations
- Safely and effectively move chairs, tables, highchairs and booster seats
- Ability to multi-task calmly and effectively in a busy, stressful environment
- Able to move and lift up to 10 pounds, frequently move and/or lift up to 25 pounds, and occasionally move and/or lift up to 50 pounds
- Ability to stand and walk for an entire shift and move safely through all areas of the restaurant, which may include stairs, uneven or slick surfaces

**Key Responsibilities and Duties**

- Ensure the overall guest experience exceeds expectations and anticipate guests' needs
- Greet guests with a warm, sincere smile
- Use tact and good judgment when dealing with guest challenges and respond to guest needs with patience and courtesy
- Assist with clearing, cleaning and resetting tables and maintain restrooms
- Sell and accurately account for gift cards
- Answer telephones, and take orders, messages and reservations
- Use proper phone & voicemail etiquette and guidelines
- Understand & respond knowledgeably to questions about the restaurant and menu
- Follow all steps of service
- Understand & follow the food allergy procedure and special orders/restrictions
- Proficiency in the use and operation of all necessary tools and equipment, including the reservation, telephone, paging and voicemail systems
- Comply with all safety and sanitation guidelines and procedures including those outlined in the employee handbook
- Successfully complete alcohol awareness training

**Internal Job Type:** Pizzeria Portofino - Host

**No Students being hired:** 2

**Age requirement:** None

**Wage:** 18.00 plus tips/per hour

*Details:*

**Dress Code:** Uniform

**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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Lettuce Entertain You - Corporate, Chicago, IL

December 23, 2024

Language Level required for this position: Excellent

Pants/dress/shirt provided.  
Responsible for shoes: Dress sneakers or boat shoes, in hues of blue, creams, whites (soft tones).

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

Participants will be using cleaning chemicals.  
Participant may lift up to 25 lbs throughout shift.  
Shifts may run as late as 1am.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

**Job Type:** Food Service Worker

**Job Description:**

**Lettuce Entertain You - Corporate, Chicago, IL**

**December 23, 2024**

**Essential Functions**

- Promptly deliver food to the correct guests according to table and position numbers
  - Available to work a variety of hours, days and shifts, including weekends
  - Safely and effectively transport food or beverages to a table of three in a single trip
  - Safely and effectively use and operate all necessary tools and equipment
  - Ability to effectively communicate in order to perform and follow job requirements in written and spoken direction
  - Ability to multi-task calmly and effectively in a busy, stressful environment & Work in a confined, crowded space of variable noise and temperature levels
  - Able to move and lift up to 10 pounds, frequently move and/or lift up to 25 pounds, and occasionally move and/or lift up to 50 pounds
  - Ability to stand and walk for an entire shift and move safely through all areas of the restaurant, which may include stairs, uneven or slick surfaces
  - Key Responsibilities and Duties**
  - Ensure the overall guest experience exceeds expectations and anticipate guests' needs
  - Greet guests with a warm, sincere smile
  - Use tact and good judgement when dealing with guest challenges and respond to guest needs with patience and courtesy
  - Read and check each order for any special instructions and/or restrictions before taking it out of the kitchen
  - Confirm that each order has the appropriate preparation, plateware, garnish, presentation, necessary serving utensils and is complete before taking it out of the kitchen
  - Communicate any food concerns to the Coordinator
  - Communicate and follow up on any guest request or concern & Follow all steps of service
  - Understand and follow the food allergy procedure and special orders/restrictions
  - Comply with all safety and sanitation guidelines and procedures
  - Follow all rules, policies, procedures and conditions of employment, including those outlined in the Employee Handbook
- Get along well with others and be a team player.

**Internal Job Type:** Beatrix River North - Runner

**No Students being hired:** 1

**Age requirement:** None

**Wage:** 11.02 plus tips/per hour

*Details:*

**Dress Code:** Uniform

**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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Lettuce Entertain You - Corporate, Chicago, IL

December 23, 2024

Language skills required:  
Excellent

Participant will bring/buy dark blue jeans (no rips, tears or logo); white leather shoes - cleanable surface, no mesh, non-slip preferred; black tee shirt or long-sleeved black tee; nothing baggy; no hoodies, no logos, no reflective materials. Employer provides apron.

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

Participants will be using cleaning chemicals.  
Participants will be handling pork products.  
Participant will be lifting 40 lbs throughout shift.

Participants will earn tips in this position; employer will apply tip credit to equal minimum wage of Chicago, Illinois (\$16.20) if necessary.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

**Job Type:** Food Service Worker

**Job Description:**

**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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**Lettuce Entertain You - Corporate, Chicago, IL**

**December 23, 2024**

Located at 317 N Clark Street, Chicago IL

The Polisher-Stocker will interact with the team.

Responsible for polishing and stocking the essential tools needed in assisting the service team and restaurant perform efficiently. Assists with Coffee Person and/or Dishwasher duties as directed. Teamwork, organization and good awareness are necessary for success in this position.

**DUTIES**

- Be able to work a variety of hours, days and shifts, including weekends
- Get along with others and be a team player
- Transport dirty dishes to bus tub/tray or dish room, according to restaurant specifications
- Polish and stock all silverware, glassware, plateware, and other service utensils coming from the dish room to the various service stations in the restaurant.
- Maintain each service station throughout the shift, following all zoning and pars
- Comply with all safety and sanitation (including handwashing) guidelines and procedures
- Be proficient in the use and operation of all necessary tools and equipment
- Follow all rules, policies, procedures and conditions of employment, including those outlined in the Employee Handbook
- Other duties will be assigned as needed
- Communicate in English in order to comprehend and perform/follow job requirements in written and spoken direction
- Perform more than one task at a time, calmly and effectively in an extremely busy and stressful work environment
- Work in a confined, crowded space of variable noise and temperature levels
- Lift and move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds
- Safely and effectively use and operate all necessary tools and equipment
- Be able to stand and walk for an entire shift, including moving safely through all areas of the restaurant, which may include stairs, uneven and slick surfaces

**Internal Job Type:** Pizzeria Portofino - Polisher

**No Students being hired:** 0

**Age requirement:** None

**Wage:** 11.02 plus tips/per hour

*Details:*

**Dress Code:** Uniform

**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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Lettuce Entertain You - Corporate, Chicago, IL

December 23, 2024

Language required: Excellent

Pants/dress/shirt provided.  
Employee responsible for shoes: Dress sneakers or boat shoes, in hues of blue, creams, whites (soft tones).

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

Participants will be using cleaning chemicals.  
Participants may be handling pork products.  
Participant will be lifting 40 lbs throughout shift.  
Shifts may run as late as 1pm

Participants will earn tips in this position; employer will apply tip credit to equal minimum wage of Chicago, Illinois (\$16.20) if necessary.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

**Job Type:** Food Service Worker

**Job Description:**

**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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**Lettuce Entertain You - Corporate, Chicago, IL**

**December 23, 2024**

Located at Aba located at 302 N Green St. 3rd Floor, Chicago, IL 60607. The Polisher/Stocker will interact with the team.

Responsible for polishing and stocking the essential tools needed in assisting the service team and restaurant perform efficiently. Assists with Coffee Person and/or Dishwasher duties as directed. Teamwork, organization and good awareness are necessary for success in this position.

**DUTIES**

- Be able to work a variety of hours, days and shifts, including weekends
- Get along with others and be a team player
- Transport dirty dishes to bus tub/tray or dish room, according to restaurant specifications
- Polish and stock all silverware, glassware, plateware, and other service utensils coming from the dish room to the various service stations in the restaurant.
- Maintain each service station throughout the shift, following all zoning and pars
- Comply with all safety and sanitation (including handwashing) guidelines and procedures
- Be proficient in the use and operation of all necessary tools and equipment
- Follow all rules, policies, procedures and conditions of employment, including those outlined in the Employee Handbook
- Other duties will be assigned as needed
- Communicate in English in order to comprehend and perform/follow job requirements in written and spoken direction
- Perform more than one task at a time, calmly and effectively in an extremely busy and stressful work environment
- Work in a confined, crowded space of variable noise and temperature levels
- Lift and move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds
- Safely and effectively use and operate all necessary tools and equipment
- Be able to stand and walk for an entire shift, including moving safely through all areas of the restaurant, which may include stairs, uneven and slick surfaces

**Internal Job Type:** Aba - Polisher / Stocker

**No Students being hired:** 0

**Age requirement:** None

**Wage:** 18.00/per hour

*Details:*

**Dress Code:** Casual

**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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Lettuce Entertain You - Corporate, Chicago, IL

December 23, 2024

Language Level required:  
Excellent.

Black apron to be provided for free.

Participants should bring/buy their own black pants and black collared shirt, and black non-slip shoes.

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

Participants will earn tips in this position; employer will apply tip credit to equal minimum wage of Chicago, Illinois (\$16.20) if necessary.

Participants will be using cleaning chemicals.  
Participants will be handling pork products.  
Participants will be lifting 40 lbs throughout shift.  
Shifts may run until 12-1am on Friday/Saturday

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

**Job Type:** Host/Hostess

**Job Description:**

**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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**Lettuce Entertain You - Corporate, Chicago, IL**

**December 23, 2024**

Located at 834 W Fulton Market, Chicago, IL 60607

Language Level required: Excellent

Responsible for the initial, warm greeting and seating of guests, answering telephones, taking reservations and messages, maintaining accurate guest counts and wait times and saying goodbye to all guests. Assist with Coat Check duties as directed.

**Essential Functions**

- Warmly greet and seat guests in the restaurant
- Answer telephones, and take orders, messages and reservations
- Safely and effectively move chairs, tables, highchairs and booster seats
- Ability to multi-task calmly and effectively in a busy, stressful environment
- Able to move and lift up to 10 pounds, frequently move and/or lift up to 25 pounds, and occasionally move and/or lift up to 50 pounds
- Ability to stand and walk for an entire shift and move safely through all areas of the restaurant, which may include stairs, uneven or slick surfaces

**Key Responsibilities and Duties**

- Ensure the overall guest experience exceeds expectations and anticipate guests' needs
- Greet guests with a warm, sincere smile
- Use tact and good judgement when dealing with guest challenges and respond to guest needs with patience and courtesy
- Assist with clearing, cleaning and resetting tables and maintain restrooms
- Sell and accurately account for gift cards
- Answer telephones, and take orders, messages and reservations
- Use proper phone & voicemail etiquette and guidelines
- Understand & respond knowledgeably to questions about the restaurant and menu
- Follow all steps of service
- Understand & follow the food allergy procedure and special orders/restrictions
- Proficiency in the use and operation of all necessary tools and equipment, including the reservation, telephone, paging and voicemail systems
- Comply with all safety and sanitation guidelines and procedures
- Successfully complete alcohol awareness training

**Internal Job Type:** Beatrix Fulton Market - Host

**No Students being hired:** 1

**Age requirement:** None

**Wage:** 16.20/per hour

*Details:*

**Dress Code:** Casual

**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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Lettuce Entertain You - Corporate, Chicago, IL

December 23, 2024

Language Level required:  
Excellent

Dress Code: Business Casual

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

Participants will be using cleaning chemicals. Participant may lift up to 25 lbs throughout shift.

If participants prefer to work only daytime shifts, that can be accommodated.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

**Job Type:** Food Service Worker

**Job Description:**

**Lettuce Entertain You - Corporate, Chicago, IL**

**December 23, 2024**

Located at 834 W. Fulton Market, Chicago, IL 60607

**Essential Functions**

- Promptly deliver food to the correct guests according to table and position numbers
- Available to work a variety of hours, days and shifts, including weekends
- Safely and effectively transport food or beverages to a table of three in a single trip
- Safely and effectively use and operate all necessary tools and equipment
- Ability to effectively communicate in order to perform and follow job requirements in written and spoken direction
- Ability to multi-task calmly and effectively in a busy, stressful environment & Work in a confined, crowded space of variable noise and temperature levels
- Able to move and lift up to 10 pounds, frequently move and/or lift up to 25 pounds, and occasionally move and/or lift up to 50 pounds
- Ability to stand and walk for an entire shift and move safely through all areas of the restaurant, which may include stairs, uneven or slick surfaces

**Key Responsibilities and Duties**

- Ensure the overall guest experience exceeds expectations and anticipate guests' needs
- Greet guests with a warm, sincere smile
- Use tact and good judgement when dealing with guest challenges and respond to guest needs with patience and courtesy
- Read and check each order for any special instructions and/or restrictions before taking it out of the kitchen
- Confirm that each order has the appropriate preparation, plateware, garnish, presentation, necessary serving utensils and is complete before taking it out of the kitchen
- Communicate any food concerns to the Coordinator
- Communicate and follow up on any guest request or concern & Follow all steps of service
- Understand and follow the food allergy procedure and special orders/restrictions
- Comply with all safety and sanitation guidelines and procedures
- Follow all rules, policies, procedures and conditions of employment
- Get along well with others and be a team player

**Internal Job Type:** Beatrix Fulton Market - Food Runner

**No Students being hired:** 1

**Age requirement:** None

**Wage:** 11.02 plus tips/per hour

*Details:*

**Dress Code:** Casual

**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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Lettuce Entertain You - Corporate, Chicago, IL

December 23, 2024

Language Level required for this position: Excellent

Participant will buy/bring dark blue jeans (no rips, tears or logo); white leather shoes (cleanable surface, no mesh, non-slip preferred); black tee shirt or long-sleeved black tee (nothing baggy or hoodie, no logos, no reflective materials). Employer provides apron.

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

Participants will earn tips in this position; employer will apply tip credit to equal minimum wage of Chicago, Illinois (\$16.20) if necessary.

Participants will be using cleaning chemicals. Participants will be handling pork products. Participants will be lifting 40 lbs throughout their shifts.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

**Job Type:** Food Service Worker

**Job Description:**

**Lettuce Entertain You - Corporate, Chicago, IL**

**December 23, 2024**

Located at Pizzeria Portofino 317 N Clark St, Chicago, IL 60654

Responsible for assisting the service team in exceeding the guest's expectations. Assists with Barista duties as directed. Teamwork, organization and good awareness are necessary for success in this position.

**Essential Functions**

- Clean and reset tables and transport dirty dishes to bus-tub, tray or dish room
- Available to work a variety of hours, days and shifts, including weekends
- Effectively service a minimum of an eight table section
- Safely and effectively move chairs, tables, highchairs and booster seats
- Participants may handle pork
- Safely and effectively use and operate all necessary tools and equipment
- Ability to effectively communicate in order to perform and follow job requirements in written and spoken direction
- Ability to multitask calmly and effectively in a busy, stressful environment
- Work in a confined, crowded space of variable noise and temperature levels
- Able to move and lift up to 10 pounds, frequently move and/or lift up to 25 pounds, and occasionally move and/or lift up to 50 pounds
- Ability to stand and walk for an entire shift and move safely through all areas of the restaurant, which may include stairs, uneven or slick surfaces

**Key Responsibilities and Duties**

- Ensure the overall guest experience exceeds expectations and anticipate guests' needs
- Greet guests with a warm, sincere smile
- Use tact and good judgement when dealing with guest challenges and respond to guest needs with patience and courtesy
- Assist service team with all food and beverage service
- Follow all steps of service
- Understand and follow the food allergy procedure and special orders/restrictions
- Comply with all safety and sanitation guidelines and procedures
- Follow all rules, policies, procedures and conditions of employment, including those outlined the Employee Handbook

**Internal Job Type:** Pizzeria Portofino - Busser

**No Students being hired:** 1

**Age requirement:** None

**Wage:** 11.02 plus tips/per hour

*Details:*

**Dress Code:** Uniform

**Greenheart Exchange**

Lettuce Entertain You - Corporate, Chicago, IL

December 23, 2024

Language requirement:  
Excellent

Pants/dress/shirt provided.  
Employee responsible for shoes: Dress sneakers or boat shoes, in hues of blue, creams, whites (soft tones).

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

Participants will be using cleaning chemicals.  
Participants may be handling pork products.  
Participant will be lifting 40 lbs throughout shift.  
Shifts may run as late as 1pm

Participants will earn tips in this position; employer will apply tip credit to equal minimum wage of Chicago, Illinois (\$16.20) if necessary.

Requirements:

*Non-smoker:*

*Lifeguard Certified:*

*Ski:*

*CPR Certified:*

*Swimmer:*

**Job Type:** Food Service Worker

**Job Description:**

**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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**Lettuce Entertain You - Corporate, Chicago, IL**

**December 23, 2024**

Located at Pizzeria Portofino 317 N Clark St, Chicago, IL 60654

**Essential Functions**

- Promptly deliver food to the correct guests according to table and position numbers
- Available to work a variety of hours, days and shifts, including weekends
- Safely and effectively transport food or beverages to a table of three in a single trip
- Safely and effectively use and operate all necessary tools and equipment
- Ability to effectively communicate in order to perform and follow job requirements in written and spoken direction
- Ability to multi-task calmly and effectively in a busy, stressful environment & Work in a confined, crowded space of variable noise and temperature levels
- Able to move and lift up to 10 pounds, frequently move and/or lift up to 25 pounds, and occasionally move and/or lift up to 50 pounds
- Ability to stand and walk for an entire shift and move safely through all areas of the restaurant, which may include stairs, uneven or slick surfaces
- Key Responsibilities and Duties**
- Ensure the overall guest experience exceeds expectations and anticipate guests' needs
- Greet guests with a warm, sincere smile
- Use tact and good judgement when dealing with guest challenges and respond to guest needs with patience and courtesy
- Read and check each order for any special instructions and/or restrictions before taking it out of the kitchen
- Confirm that each order has the appropriate preparation, plateware, garnish, presentation, necessary serving utensils and is complete before taking it out of the kitchen
- Communicate any food concerns to the Coordinator
- Communicate and follow up on any guest request or concern & Follow all steps of service
- Understand and follow the food allergy procedure and special orders/restrictions
- Comply with all safety and sanitation guidelines and procedures
- Follow all rules, policies, procedures and conditions of employment
- Get along well with others and be a team player

**Internal Job Type:** Pizzeria Portofino - Food Runner

**No Students being hired:** 1

**Age requirement:** None

**Wage:** 11.02 plus tips/per hour

*Details:*

**Dress Code:** Uniform

**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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Lettuce Entertain You - Corporate, Chicago, IL

December 23, 2024

Language requirement:  
Excellent

Pants/dress/shirt provided.  
Employee responsible for shoes: Dress sneakers or boat shoes, in hues of blue, creams, whites (soft tones).

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

Participants will be using cleaning chemicals.  
Participants may be handling pork products.  
Participant will be lifting 40 lbs throughout shift.  
Shifts may run as late as 1pm

Participants will earn tips in this position; employer will apply tip credit to equal minimum wage of Chicago, Illinois (\$16.20) if necessary.

Requirements:

Non-smoker:

  
  

Lifeguard Certified:

  

Ski:

CPR Certified:

Swimmer:

**Job Type:** Cashier

**Job Description:**

**Lettuce Entertain You - Corporate, Chicago, IL**

**December 23, 2024**

Located at Beatrix Market - Loop, 155 N Wacker Drive, Chicago, IL, 60606; shifts run Monday-Friday 7am-5pm.

Cashier/Baristas are responsible for preparing coffee, espresso, tea, other beverages; also processing guests' payment, ringing food and beverage items for guests, collection of payment, and ensuring all aspects of professional service and guest satisfaction.

NOTE: Assignment to role is based on business need and skills.

**Essential Functions**

- Accurately ring up food and beverage items and process guest payment
- Prepare and serve coffee, espresso and other beverages to guests
- Accurately record and account for all items ordered, process payments, and balance all sales/receipts in compliance with restaurant policies and procedures
- Ability to effectively communicate in order to perform and follow job requirements in written and spoken direction
- Multitask calmly and effectively under pressure
- Work in a confined, crowded space of variable noise and temperature levels
- Able to move and lift up to 10 pounds, frequently move and/or lift up to 25 pounds, and occasionally move and/or lift up to 50 pounds
- Ability to stand and walk for an entire shift and move safely through all areas of the restaurant, which may include stairs, uneven or slick surfaces

**Key Responsibilities and Duties**

- Ensure the overall guest experience exceeds expectations and anticipate guests' needs
- Greet guests with a warm, sincere smile
- Use tact and good judgment when dealing with guest challenges and respond to guest needs with patience and courtesy
- Assist service team with all food and beverage service
- Follow all steps of service
- Understand and follow the food allergy procedure and special orders/restrictions
- Comply with all safety and sanitation guidelines and procedures
- Follow all rules, policies, procedures and conditions of employment, including those outlined in the employee handbook

**Internal Job Type:** Beatrix Market-Loop - Cashier/Barista

**No Students being hired:** 1

**Age requirement:** None

**Wage:** 17.00 plus tips/per hour

*Details:*

**Dress Code:** Uniform

**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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Last Updated: 3/9/2010

Lettuce Entertain You - Corporate, Chicago, IL

December 23, 2024

Language Level required for this position: Excellent

Black apron to be provided for free. Participants should bring/buy their own dark blue denim blue jeans (no holes/frays), long-sleeve black t-shirt (crew neck or v-neck; no hoodie) and white athletic non-slip shoes.

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

Participants will be using cleaning chemicals. Participants will be handling pork products. Shifts run Monday-Friday 7am-5pm.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

**Job Type:** Host/Hostess

**Job Description:**

**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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Last Updated: 3/9/2010

**Lettuce Entertain You - Corporate, Chicago, IL**

**December 23, 2024**

Located at 59 W Hubbard St #2, Chicago, IL 60654

Responsible for the initial, warm greeting and seating of guests, answering telephones, taking reservations and messages, maintaining accurate guest counts and wait times and saying goodbye to all guests. Assist with Coat Check duties as directed.

**Essential Functions**

- Warmly greet and seat guests in the restaurant
- Answer telephones, and take orders, messages and reservations
- Safely and effectively move chairs, tables, highchairs and booster seats
- Ability to multi-task calmly and effectively in a busy, stressful environment
- Able to move and lift up to 10 pounds, frequently move and/or lift up to 25 pounds, and occasionally move and/or lift up to 50 pounds
- Ability to stand and walk for an entire shift and move safely through all areas of the restaurant, which may include stairs, uneven or slick surfaces

**Key Responsibilities and Duties**

- Ensure the overall guest experience exceeds expectations and anticipate guests' needs
- Greet guests with a warm, sincere smile
- Use tact and good judgment when dealing with guest challenges and respond to guest needs with patience and courtesy
- Assist with clearing, cleaning and resetting tables and maintain restrooms
- Sell and accurately account for gift cards
- Answer telephones, and take orders, messages and reservations
- Use proper phone & voicemail etiquette and guidelines
- Understand & respond knowledgeably to questions about the restaurant and menu
- Follow all steps of service
- Understand & follow the food allergy procedure and special orders/restrictions
- Proficiency in the use and operation of all necessary tools and equipment, including the reservation, telephone, paging and voicemail systems
- Comply with all safety and sanitation guidelines and procedures including those outlined in the employee handbook
- Successfully complete alcohol awareness training

**Internal Job Type:** il Porcellino - Host

**No Students being hired:** 1

**Age requirement:** None

**Wage:** 18.00/per hour

*Details:*

**Dress Code:** Uniform

**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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Lettuce Entertain You - Corporate, Chicago, IL

December 23, 2024

Language Level required for this position: Excellent

Dress code: semi-casual. Participant will buy/bring clean/presentable jeans/pants; blouses/sweaters/tops; neutral or earth tones colors; no logos or graphics. Closed-toe shoes.

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

Participants will be using cleaning chemicals. Participant may lift up to 25 lbs throughout shift. Evening shifts may run as late as 1pm

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

**Job Type:** Food Service Worker

**Job Description:**

**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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Last Updated: 3/9/2010

**Lettuce Entertain You - Corporate, Chicago, IL**

**December 23, 2024**

Located at 59 W Hubbard St #2, Chicago, IL 60654

Responsible for assisting the service team in exceeding the guest's expectations. Assists with Barista duties as directed. Teamwork, organization and good awareness are necessary for success in this position.

**Essential Functions**

- Clean and reset tables and transport dirty dishes to bus-tub, tray or dish room
- Available to work a variety of hours, days and shifts, including weekends
- Effectively service a minimum of an eight table section
- Safely and effectively move chairs, tables, highchairs and booster seats
- Participants may handle pork
- Safely and effectively use and operate all necessary tools and equipment
- Ability to effectively communicate in order to perform and follow job requirements in written and spoken direction
- Ability to multitask calmly and effectively in a busy, stressful environment
- Work in a confined, crowded space of variable noise and temperature levels
- Able to move and lift up to 10 pounds, frequently move and/or lift up to 25 pounds, and occasionally move and/or lift up to 50 pounds
- Ability to stand and walk for an entire shift and move safely through all areas of the restaurant, which may include stairs, uneven or slick surfaces

**Key Responsibilities and Duties**

- Ensure the overall guest experience exceeds expectations and anticipate guests' needs
- Greet guests with a warm, sincere smile
- Use tact and good judgement when dealing with guest challenges and respond to guest needs with patience and courtesy
- Assist service team with all food and beverage service
- Follow all steps of service
- Understand and follow the food allergy procedure and special orders/restrictions
- Comply with all safety and sanitation guidelines and procedures
- Follow all rules, policies, procedures and conditions of employment, including those outlined the Employee Handbook

**Internal Job Type:** il Porcellino - Busser

**No Students being hired:** 1

**Age requirement:** None

**Wage:** 11.02 plus tips/per hour

*Details:*

**Dress Code:** Uniform

**Greenheart Exchange**

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Lettuce Entertain You - Corporate, Chicago, IL

December 23, 2024

Language requirement:  
Excellent

Participant will buy/bring dark blue levis jeans and non-slip black shoes; all other items provided by employer.

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

Participants will be using cleaning chemicals. Participants may be handling pork products. Participant will be lifting 40 lbs throughout shift. Shifts may run as late as 1pm

Participants will earn tips in this position; employer will apply tip credit to equal minimum wage of Chicago, Illinois (\$16.20) if necessary.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

**Job Type:**

Busser

**Job Description:**

**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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**Lettuce Entertain You - Corporate, Chicago, IL**

**December 23, 2024**

Located at 74 W Illinois St, Chicago, IL 60654.

Responsible for assisting the service team in exceeding the guest's expectations. Assists with Barista duties as directed. Teamwork, organization and good awareness are necessary for success in this position.

**Essential Functions**

- Clean and reset tables and transport dirty dishes to bus-tub, tray or dish room
- Available to work a variety of hours, days and shifts, including weekends
- Effectively service a minimum of an eight table section
- Safely and effectively move chairs, tables, highchairs and booster seats
- May handle pork
- Safely and effectively use and operate all necessary tools and equipment
- Ability to effectively communicate in order to perform and follow job requirements in written and spoken direction
- Ability to multitask calmly and effectively in a busy, stressful environment
- Work in a confined, crowded space of variable noise and temperature levels
- Able to move and lift up to 10 pounds, frequently move and/or lift up to 25 pounds, and occasionally move and/or lift up to 50 pounds
- Ability to stand and walk for an entire shift and move safely through all areas of the restaurant, which may include stairs, uneven or slick surfaces

**Key Responsibilities and Duties**

- Ensure the overall guest experience exceeds expectations and anticipate guests' needs
- Greet guests with a warm, sincere smile
- Use tact and good judgement when dealing with guest challenges and respond to guest needs with patience and courtesy
- Assist service team with all food and beverage service
- Follow all steps of service
- Understand and follow the food allergy procedure and special orders/restrictions
- Comply with all safety and sanitation guidelines and procedures
- Follow all rules, policies, procedures and conditions of employment, including those outlined the Employee Handbook

**Internal Job Type:** Éma - Busser

**No Students being hired:** 2

**Age requirement:** None

**Wage:** 11.02 plus tips/per hour

*Details:*

**Dress Code:** Uniform

**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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Lettuce Entertain You - Corporate, Chicago, IL

December 23, 2024

Language Level required for this position: Excellent

Participant will bring/buy dark grey shirt; dark denim pants & khaki shorts, neutral gym/athletic shoes; employer provides apron.

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

Participants will earn tips in this position; employer will apply tip credit to equal minimum wage of Chicago, Illinois (\$16.20) if necessary.

Participants will be using cleaning chemicals.  
Participants will be handling pork products.  
Participants will be lifting 40 lbs throughout their shift

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

**Job Type:** Host/Hostess

**Job Description:**

**Lettuce Entertain You - Corporate, Chicago, IL**

**December 23, 2024**

Located at 74 W Illinois St, Chicago, IL 60654.

Responsible for the initial, warm greeting and seating of guests, answering telephones, taking reservations and messages, maintaining accurate guest counts and wait times and saying goodbye to all guests. Assist with Coat Check duties as directed.

**Essential Functions**

- Warmly greet and seat guests in the restaurant
- Answer telephones, and take orders, messages and reservations
- Safely and effectively move chairs, tables, highchairs and booster seats
- Ability to multi-task calmly and effectively in a busy, stressful environment
- Able to move and lift up to 10 pounds, frequently move and/or lift up to 25 pounds, and occasionally move and/or lift up to 50 pounds
- Ability to stand and walk for an entire shift and move safely through all areas of the restaurant, which may include stairs, uneven or slick surfaces

**Key Responsibilities and Duties**

- Ensure the overall guest experience exceeds expectations and anticipate guests' needs
- Greet guests with a warm, sincere smile
- Use tact and good judgement when dealing with guest challenges and respond to guest needs with patience and courtesy
- Assist with clearing, cleaning and resetting tables and maintain restrooms
- Sell and accurately account for gift cards
- Answer telephones, and take orders, messages and reservations
- Use proper phone & voicemail etiquette and guidelines
- Understand & respond knowledgeably to questions about the restaurant and menu
- Follow all steps of service
- Understand & follow the food allergy procedure and special orders/restrictions
- Proficiency in the use and operation of all necessary tools and equipment, including the reservation, telephone, paging and voicemail systems
- Comply with all safety and sanitation guidelines and procedures including policies outlined in the employee handbook
- Successfully complete alcohol awareness training

**Internal Job Type:** Éma - Host

**No Students being hired:** 1

**Age requirement:** None

**Wage:** 18.00/per hour

*Details:*

**Dress Code:** Casual

**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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Lettuce Entertain You - Corporate, Chicago, IL

December 23, 2024

Language Level required for this position: Excellent

Participant will bring/buy neutral colored chic tops/dresses (no denim) or black pants, and clean neutral-colored closed toe shoes (no gym shoes).

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

Participants will be using cleaning chemicals. Participant may lift up to 25 lbs throughout shift.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

**Job Type:** Host/Hostess

**Job Description:**

**Greenheart Exchange**

**Lettuce Entertain You - Corporate, Chicago, IL**

**December 23, 2024**

Located at Ramen-san,

Language Level required for this position: Excellent

Responsible for the initial, warm greeting and seating of guests, answering telephones, taking reservations and messages, maintaining accurate guest counts and wait times and saying goodbye to all guests. Assist with Coat Check duties as directed.

**Essential Functions**

- Warmly greet and seat guests in the restaurant
- Answer telephones, and take orders, messages and reservations
- Safely and effectively move chairs, tables, highchairs and booster seats
- Ability to multi-task calmly and effectively in a busy, stressful environment
- Able to move and lift up to 10 pounds, frequently move and/or lift up to 25 pounds, and occasionally move and/or lift up to 50 pounds
- Ability to stand and walk for an entire shift and move safely through all areas of the restaurant, which may include stairs, uneven or slick surfaces

**Key Responsibilities and Duties**

- Ensure the overall guest experience exceeds expectations and anticipate guests' needs
- Greet guests with a warm, sincere smile
- Use tact and good judgement when dealing with guest challenges and respond to guest needs with patience and courtesy
- Assist with clearing, cleaning and resetting tables and maintain restrooms
- Sell and accurately account for gift cards
- Answer telephones, and take orders, messages and reservations
- Use proper phone & voicemail etiquette and guidelines
- Understand & respond knowledgeably to questions about the restaurant and menu
- Follow all steps of service
- Understand & follow the food allergy procedure and special orders/restrictions
- Proficiency in the use and operation of all necessary tools and equipment, including the reservation, telephone, paging and voicemail systems
- Comply with all safety and sanitation guidelines and procedures
- Successfully complete alcohol awareness training

**Internal Job Type:** Ramen-san River North - Host

**No Students being hired:** 2

**Age requirement:** None

**Wage:** 18.00 plus tips/per hour

*Details:*

**Dress Code:** Casual

**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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Lettuce Entertain You - Corporate, Chicago, IL

December 23, 2024

Language Level required for this position: Excellent

Dress code: Participant will bring/buy casual attire: jeans/pants, teeshirts/sweaters/hoodies/tops (there is no restriction on collars/patterns); clean sneakers, any color.

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

Participants will be using cleaning chemicals. Participant may lift up to 25 lbs throughout shift. Shifts may run as late as 12:45am on Thurs, and 1:30am on Friday/Saturday.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

**Job Type:** Food Service Worker

**Job Description:**

**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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**Lettuce Entertain You - Corporate, Chicago, IL**

**December 23, 2024**

Located 671 N St Clair St, Chicago, IL 60611

**Essential Functions**

- Promptly deliver food to the correct guests according to table and position numbers • Available to work a variety of hours, days and shifts, including weekends
  - Safely and effectively transport food or beverages to a table of three in a single trip • Safely and effectively use and operate all necessary tools and equipment
  - Ability to effectively communicate in order to perform and follow job requirements in written and spoken direction • Ability to multi-task calmly and effectively in a busy, stressful environment & Work in a confined, crowded space of variable noise and temperature levels
  - Able to move and lift up to 10 pounds, frequently move and/or lift up to 25 pounds, and occasionally move and/or lift up to 50 pounds
  - Ability to stand and walk for an entire shift and move safely through all areas of the restaurant, which may include stairs, uneven or slick surfaces
- Key Responsibilities and Duties**
- Ensure the overall guest experience exceeds expectations and anticipate guests' needs • Greet guests with a warm, sincere smile • Use tact and good judgement when dealing with guest challenges and respond to guest needs with patience and courtesy • Read and check each order for any special instructions and/or restrictions before taking it out of the kitchen • Confirm that each order has the appropriate preparation, plateware, garnish, presentation, necessary serving utensils and is complete before taking it out of the kitchen • Communicate any food concerns to the Coordinator • Communicate and follow up on any guest request or concern & Follow all steps of service • Understand and follow the food allergy procedure and special orders/restrictions • Comply with all safety and sanitation guidelines and procedures • Follow all rules, policies, procedures and conditions of employment, including those outlined in the Employee Handbook
- Get along well with others and be a team player.

**Internal Job Type:** Beatrix Streeterville - Runner

**No Students being hired:** 0

**Age requirement:** None

**Wage:** 11.02 plus tips/per hour

*Details:*

**Dress Code:** Uniform

Lettuce Entertain You - Corporate, Chicago, IL

December 23, 2024

Language skills required:  
Excellent

Participant will bring/buy non-ripped, dark blue denim jeans/shorts for summer and black tshirt (crew or vee) and white shoes.

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

Participants will be using cleaning chemicals. Participants will be handling pork products. Participant will be lifting 40 lbs throughout shift.

Participants will earn tips in this position; employer will apply tip credit to equal minimum wage of Chicago, Illinois (\$16.20) if necessary.

Requirements:

Non-smoker:

  
  

Lifeguard Certified:

  

Ski:

CPR Certified:

Swimmer:

**Job Type:**

Busser

**Job Description:**

**Lettuce Entertain You - Corporate, Chicago, IL**

**December 23, 2024**

Located at Ramen-san River North: 59 W Hubbard #2, Chicago IL

Responsible for assisting the service team in exceeding the guest's expectations. Assists with Barista duties as directed. Teamwork, organization and good awareness are necessary for success in this position.

**Essential Functions**

- Clean and reset tables and transport dirty dishes to bus-tub, tray or dish room
- Available to work a variety of hours, days and shifts, including weekends
- Effectively service a minimum of an eight table section
- Safely and effectively move chairs, tables, highchairs and booster seats
- May handle pork
- Safely and effectively use and operate all necessary tools and equipment
- Ability to effectively communicate in order to perform and follow job requirements in written and spoken direction
- Ability to multitask calmly and effectively in a busy, stressful environment
- Work in a confined, crowded space of variable noise and temperature levels
- Able to move and lift up to 10 pounds, frequently move and/or lift up to 25 pounds, and occasionally move and/or lift up to 50 pounds
- Ability to stand and walk for an entire shift and move safely through all areas of the restaurant, which may include stairs, uneven or slick surfaces

**Key Responsibilities and Duties**

- Ensure the overall guest experience exceeds expectations and anticipate guests' needs
- Greet guests with a warm, sincere smile
- Use tact and good judgement when dealing with guest challenges and respond to guest needs with patience and courtesy
- Assist service team with all food and beverage service
- Follow all steps of service
- Understand and follow the food allergy procedure and special orders/restrictions
- Comply with all safety and sanitation guidelines and procedures
- Follow all rules, policies, procedures and conditions of employment, including those outlined the Employee Handbook

**Internal Job Type:** Ramen-san River North - Busser

**No Students being hired:** 0

**Age requirement:** None

**Wage:** 11.02 plus tips/per hour

*Details:*

**Dress Code:** Uniform

**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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**Lettuce Entertain You - Corporate, Chicago, IL**

**December 23, 2024**

Language Level required for this position: Excellent

Participant will bring/buy dark blue levis jeans and non-slip black shoes.

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

Participants will earn tips in this position; employer will apply tip credit to equal minimum wage of Chicago, Illinois (\$16.20) if necessary.

Participants will be using cleaning chemicals.  
Participants will be handling pork products.  
Participants will be lifting 40 lbs throughout their shift.

Schedule may include lunch, dinner, Saturday/Sundays with occasional late nights:  
Sunday-Thursday as late as 1am  
Friday/Saturday as late as 2:30am.

Requirements:

*Non-smoker:*

  
  

*Lifeguard Certified:*

  

*Ski:*

*CPR Certified:*

*Swimmer:*

Lettuce Entertain You - Corporate, Chicago, IL

December 23, 2024

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

Meal discounts as listed in additional comments.  
Sample of work culture and history of the Lettuce Entertain You brand restaurants through the following videos:  
[https://www.youtube.com/watch?v=IR\\_nhqpsUZA&t=3s](https://www.youtube.com/watch?v=IR_nhqpsUZA&t=3s)  
<https://www.youtube.com/watch?v=kwr6UoO0X0s>

**Is there a Social Security Admin office near you:** Yes

**Are you willing to take student to the SSA office?:** No

**SSA office details:**

Employer can help direct participants to travel to the local Social Security office; please send questions to Karen Hammer: [khammer@lettuce.com](mailto:khammer@lettuce.com)

Employer will help to coordinate the necessary time off, if needed, for participant to travel to an appointment at the Social Security Office.

Social Security  
77 W Jackson Boulevard Suite 300  
Chicago, IL 60604

Office Hours:  
Hours: Monday - Friday: 9:00 AM - 4:00 PM  
Saturday and Sunday: Closed

Participants can walk (up to a 15 minute walk from the hotel) or take public transportation to the office. This office is located close to both the Red and Blue Line of the CTA subway system. Participants can search directions through the CTA website: [www.transitchicago.com](http://www.transitchicago.com). Unlimited use day pass for CTA is \$5.

**Participant Requirements**

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

- Caring, kind attitude
- A strong work ethic / hardworking
- Energetic - Our restaurants can be very busy!

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

NOTE: There is an additional online application form, which participants will complete after accepting the official offer via the Greenheart portal and prior to their arrival.

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.

PLEASE NOTE: Friends and couples are welcome to apply; if hired, they should not expect to have the same shifts or days off.

**Are you interested in being a Greenheart Employer?**

Yes  No

**Greenheart Exchange**

December 23, 2024

## Housing Options

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*You do NOT provide housing*

**Sex:**

**What is the typical MONTHLY RANGE that an individual pays for housing in your area?**

\$950 per person dependent on location & rental

**Do you provide temporary housing upon the student's arrival?** No

**If so, what is the maximum amount of time students can stay there?** Not applicable.

**Please indicate assistance to locate housing (including websites, references, etc.):**

<b>Housing Name:</b>	Chicago Getaway Hostel	<b>Contact Name:</b>	
<b>Address:</b>	616 West Arlington Place	<b>City, State, Zip:</b>	Chicago, IL 60614
<b>Email Address:</b>	info@getawayhostel.com	<b>Website:</b>	http://getawayhostel.com/
<b>Phone Number:</b>	773-929-5380	<b>Notes:</b>	Temporary housing only.

NOTE: Please reserve your space as soon as possible and well in advance of your arrival; hostels are extremely popular especially for summer season. Visit the website for details and photos.

At Chicago Getaway Hostel participants can find two types of rooms, private and shared. Most of the rooms are private with full, half or shared bathrooms. Group rooms (dormitory-style) are available with common bathroom (and private showers). All rooms feature complimentary sheets, as well as towels, pillows and blankets.

In total they offer about 60 beds.

Rates: Group rooms \$42-50 per night/per bed. Private rooms start \$103 – 184.

It is the participant's responsibility to verify and reserve housing as soon as possible, to ensure the housing is confirmed.

**Lettuce Entertain You - Corporate, Chicago, IL**

December 23, 2024

<b>Housing Name:</b> Dwight Lofts	<b>Contact Name:</b>
<b>Address:</b> 642 South Clark Street	<b>City, State, Zip:</b> Chicago, IL 60605
<b>Email Address:</b> Contact Us Page on Website	<b>Website:</b> <a href="http://www.sterlinghousing.com/chicago-il/dwight-lofts/">www.sterlinghousing.com/chicago-il/dwight-lofts/</a>
<b>Phone Number:</b> 312-588-1234	<b>Notes:</b> Full website: <a href="http://www.sterlinghousing.com/chicago-il/dwight-lofts/">www.sterlinghousing.com/chicago-il/dwight-lofts/</a>  Offers summer leasing and multiple floorplan options.  PLEASE NOTE: Visit the website for details and pricing for summer 2025 rentals and to reserve your space.  Please reserve your space as soon as possible and well in advance of your arrival; summer housing is extremely popular and fills up quickly.  It is the Participant's responsibility to verify and reserve housing as soon as possible, to ensure the housing is confirmed.



Lettuce Entertain You - Corporate, Chicago, IL

December 23, 2024

<b>Housing Name:</b> Wrigley Hostel	<b>Contact Name:</b>
<b>Address:</b> 3514 N Sheffield Avenue	<b>City, State, Zip:</b> Chicago, IL 60657
<b>Email Address:</b> Reservations@wrigleyhostel.com	<b>Website:</b> www.wrigleyhostel.com
<b>Phone Number:</b> 773-598-4471	<b>Notes:</b> Temporary housing only.

NOTE: Please reserve your space as soon as possible and well in advance of your arrival; hostels are extremely popular especially for summer season. Visit the website for details and photos.

Wrigley Hostel is located near Wrigley Field on the north side of Chicago, near convenient public transportation. Guests may stay up to 14 days maximum. Free breakfast is offered to guests. For additional questions or to book your stay, please visit the website.

Group dormitory-style rooms start at \$35 – 40 per person/per night; private rooms are also available starting \$180. It is the participant's responsibility to verify and reserve housing as soon as possible, to ensure the housing is confirmed.

**Participant Travel to Business**

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Participant should contact you: Upon boarding:  Upon arrival:

Employer's Emergency phone number: 847-226-7244  
Christine Hill's Cell phone

**PLANE**

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

**Arrival to (city, airport):** Chicago, IL (ORD or MDW)

**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?** 25 miles

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

**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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Upon arrival, participants should travel to their pre-arranged housing. Employer does not provide transportation; please see suggested transportation options below.

**OPTION #1: Rideshare with Uber App / Lyft App or Taxi**

Participants can order from Uber or Lyft for a rideshare, or take a taxi from the Ground Transportation area of either airport, following signs to "Taxi Stand" or "Ride Share" (this may be your best, safest, and most direct option). Estimated fares from O'Hare to downtown Chicago may run \$40-60. (NOTE: Lyft & Uber may experience surge pricing during times of high demand, rising to over \$125.) Participants should head directly for the taxi stand/ride share stand located outside each terminal for safe and legitimate transportation. Ignore non-uniformed people offering to assist with baggage. Seek out uniformed porters or airline employees for baggage assistance. The employer strongly suggests taking a taxi, rideshare or shuttle service directly to their pre-arranged housing, especially when arriving in the evening as public transportation may run slower and traveling with luggage may be difficult.

**PLEASE NOTE:** Ignore offers of transportation from solicitors in the terminal. Soliciting of ground transportation is illegal and many illegal solicitors are unlicensed and uninsured.

**OPTION #2: Go Airport Express**

Take the Go Airport Express shuttle service directly to pre-arranged housing. The fare is estimated to start around \$75 for a shared ride shuttle van (typically 2 to 3 stops), dependent on the total number of passengers in that specific shuttle. The rate includes all taxes and fees from either airport. Participants can purchase tickets before they arrive by making a reservation online at: <https://www.airportexpress.com/reservations>. To purchase a ticket after arrival, participants can go to the Baggage Claim area near Ground Transportation at either airport, at the "Go Airport Express" kiosk.

**PLEASE NOTE:** The employer strongly suggests taking taxi, rideshare or shuttle directly to their pre-arranged housing, especially when arriving in the evening as public transportation may run slower and traveling with luggage may be difficult.

**OPTION #3: Public Transportation**

Participants can take public transportation – also known as “CTA” – from either airport to downtown Chicago. From O'Hare International Airport (ORD), participants will take the Blue Line “L” train toward downtown. An unlimited rides one-day CTA Pass costs \$5.00 from the airport. From Midway Airport (MDW), participants will take the Orange Line “L” train toward downtown.

**CTA INFORMATION:** Explore routes and fares prior to your arrival

[www.transitchicago.com/riding\\_cta/systemguide/default.aspx](http://www.transitchicago.com/riding_cta/systemguide/default.aspx)

[www.transitchicago.com/fares](http://www.transitchicago.com/fares)

**PLEASE NOTE:** When traveling by public transportation in a large city such as Chicago, participants should be aware of their surroundings and walk in well-lit areas. Public Transportation may run slower in the evening and may be less populated; some bus routes stop running in the evening. To avoid long waits if arriving in the evening, consider ride share, taxi or shuttle options.

Participants should notify employer of arrival date as soon as possible by emailing Karen Hammer at [khammer@lettuce.com](mailto:khammer@lettuce.com).

To check current CDC details and updates regarding international travel & Covid-19, please visit this site: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html>

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**BUS**

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

**Arrival to (city, station):** Chicago, IL

**Preferred Arrival Time:** No Preference

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

**If so, by who?** Not applicable.

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

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

The Chicago Greyhound bus terminal is located at 630 West Harrison Street, which is 4 blocks to the southwest of Union Station. Some Greyhound buses pick up passengers directly at Union Station from 225 South Canal Street, just north of Jackson Blvd. From Union Station, participants can proceed to their pre-arranged housing by train/bus/taxi.

Please see further suggestions on local travel details and notes listed under "Plane" in this section.

Specific details can be researched on the CTA Website:

[http://www.transitchicago.com/travel\\_information](http://www.transitchicago.com/travel_information)

Participants should notify employer of travel plans as soon as possible by emailing Karen Hammer: [khammer@lettuce.com](mailto:khammer@lettuce.com)

**TRAIN**

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

**Arrival to (city, station):** Chicago, IL Union Station (CHI)

**Preferred Arrival Time:** No Preference

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

**If so, by who?** Not applicable.

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

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

Participants can travel to Chicago by train using Amtrak.

Participants can obtain ticket information at [www.amtrak.com](http://www.amtrak.com); please note, the train station in Chicago, IL is called Union Station (CHI), see Amtrak webpage here:

<https://chicagounionstation.com/travel/amtrak>

Please see further suggestions on local travel details and notes listed under "Plane" in this section.

From downtown, participants can proceed to their pre-arranged housing by train/bus/taxi.

Specific details can be researched on the CTA Website:

[http://www.transitchicago.com/travel\\_information](http://www.transitchicago.com/travel_information)

Participants should notify employer of travel plans as soon as possible by emailing Karen Hammer at [khammer@lettuce.com](mailto:khammer@lettuce.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?**

Large City

Chicago is the 3rd largest city in the US

**Please provide a brief description of your community:**

Chicago, located on Lake Michigan in the state of Illinois, is a large, vibrant city. Its metropolitan area -- often called "Chicagoland" -- is the third largest in the United States. Chicago is one of the world's great cities and still known for its real Midwestern friendliness. Famous for blues, jazz, comedy, shopping, and dining, Chicago is situated in the heart of the Midwest. There is so much to explore in Chicago, including world-class museums of art and science, miles of lakefront with parks and sandy beaches, public art (including the famous Picasso sculpture in Daley Plaza) and architecture. Chicago also has a public transportation system which includes bus lines & trains.

**Is there anything special that students should bring?**

Summer casual clothing, light jacket/sweater, walking shoes, bathing suit.

For work, participants will need to bring specific clothing items, such as shoes and more; please see respective Job Offer for specific instructions re. uniforms and/or dress codes for work.

Currently, Chicago does not require face masks in public spaces. In the event of a mask mandate, you will be notified and disposable masks will be provided by our restaurants to wear while at work.

The Training teams will contact all participants regarding uniform details in advance of their first day at work.

**What are the seasonal temperatures?**

**Spring:** 50-75 degrees Fahrenheit

**Summer:** 65-90 degrees F

**Fall:** 45-65 degrees F

**Winter:** 20-45 degrees 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

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<b>Internet Access:</b>	<input checked="" type="checkbox"/> On foot	<input checked="" type="checkbox"/> In town / by public transport	<input type="checkbox"/> Requires a car	<input type="checkbox"/> N/A
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**Indicate other nearby activities:**

Chicago offers all types of dining/cuisines, shopping, nightlife, cultural events, neighborhood festivals, movie theaters, beaches and outdoor activities such as swimming, biking and running along the lake. It also has a free zoo (Lincoln Park Zoo), many beautiful parks and world class museums.

On almost every weekend during the spring, summer and fall, there is an event or festival in Chicago, showcasing the rich and diverse culture of the city.

The city's vibrant theater, music, art and fashion communities add to the fabric of life in the city and make Chicago a bold, dynamic place where people want to live, visit and work.

See below for public transportation details.

**List of interesting area websites:**

[www.choosechicago.com](http://www.choosechicago.com)

[www.gochicago.com](http://www.gochicago.com)

[www.visitichicago.com/](http://www.visitichicago.com/)

[www.enjoyillinois.com/chicago](http://www.enjoyillinois.com/chicago)

[www.lettuce.com/](http://www.lettuce.com/)

**Is there wireless internet available?**

Yes, WiFi is available at work 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.

The public library may have desktop computers for personal use.

There are various public libraries in Chicago, so please visit <https://www.chipublib.org/> for locations and hours.

**Additional Comments:**

Meal discount information:

Aba: One of these options will be offered: complimentary family-style meal is served or a select menu item available at 50% discount

Beatrix - River North: complimentary family-style meal is served 3x weekdays and 2x weekends. Employees may also order off the menu with 20% discount.

Beatrix - Streeterville: Complimentary family-style is served; menu items ordered to go (after shift) receive 20% discount.

Beatrix - Fulton Market: 50% discount on menu items to take home after working; 20% discount if an employee dines on their day off with friends/family.

Beatrix Market: If working longer than a 5 hour shift, one complimentary meal (hot/salad bars) provided during break; 20% discount to purchase menu items.

Ema: Offers comida (staff meal) up 15 minutes prior to pre-shift meeting for all team members. If a team member is unable to eat comida due to allergies or dietary restrictions (or if they are scheduled a midshift), they can order off the menu or grab a plate from Rotisserie Ema. Outside of that, all other food purchases are discounted at 51% off.

Il Porcellino: 50% off a shift meal for days they work, before or after their shift

Lettuce at Navy Pier: Complimentary meal is offered each shift; 50% discount on menu items.

Pizzeria Portofino: 50% discount on menu items; when working a double shift, a complimentary meal is available for the employee.

Ramen-san – River North: 50% off a shift meal for days they work, before or after their shift

Public transportation ("CTA") is readily available within the city of Chicago (<http://www.transitchicago.com>). Everything in Chicago is accessible by public transportation. Please explore the CTA websites prior to your arrival.

Participants may also opt to get a bicycle or use Divvy bikes (rentable bike service). When riding a bicycle,

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participants must remember to be safe, as Chicago is a busy city with crowded streets. As with any bicycle purchase, please check that the brakes are in good working order, and purchase a helmet, light and bicycle lock.

Participant must be independent and able to adapt to living in a big city. If help is needed, the Greenheart Exchanges office can be reached 9am - 5:30pm at Phone: 312-944-2544.

Further notes on housing:

**IMPORTANT:** This host organization does not provide housing; we encourage you to discuss with your J-1 sponsor agency what kind of Chicago lodging was obtained by past J-1 Participants. If you are looking for roommates to share the cost of housing, your J-1 sponsor agency may also be able to help you find roommates.

Participants can also look for short term or temporary housing by searching in Google or in one of the apartment sites/search engines listed below.

In addition to the resources provided in this Placement Agreement such as Dwight Lofts, below are more resources. All housing lead details have been confirmed between 10/15/2024 and 11/15/2024.

Additional apartment complexes:

- Lake Meadows 2429 Apartments: <http://www.lakemeadowsapts.com>; Phone: 877-274-2690
- Ansonia Property Management: <http://ansoniapm.com>; email: [info@ansoniapm.com](mailto:info@ansoniapm.com); Phone: 312-818-2188 for general office.
- Presidential Towers <https://www.presidentialtowersapts.com/> Phone: (844) 755-2823

Additional apartment search engines:

- Domu: <http://www.domu.com/>. A good lead for long term housing as this site connects people with landlords looking to rent/ sublet, etc.
- Apartment Home Living : <http://chicago.apartmenthomeliving.com/>
- Hot Pads: <https://hotpads.com/>. Good lead for both long and short term housing.
- Lovely Pads: <https://livelovely.com/>. A good lead for long term housing as this site connects people with landlords looking to rent/ sublet, etc.

Participants will be meeting new people and interacting with Americans 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 destination city on a daily basis. Experiencing American culture will be part of participants' lives while living in this seasonal area.

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 resubmit 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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