



Greenheart

Work and Travel Program - Employer Information W_T-Summer 2025

SRE Ozark II LLC DBA Coconuts at the Lake, Gravois Mills, MO
November 8, 2024

Employer Information

Company Name: SRE Ozark II LLC DBA Coconuts at the Lake	Website: https://www.coconutsatthelake.com/
# of Employees: 84	Phone Number: (573) 372-6500
Industry Name: Resort/Country Club/Casino/Ranch	Fax Number: Not applicable
Primary Address: 15208 Red Hollow Rd Gravois Mills, MO 65037	Email Address: KKatsikis@ih-corp.com
Billing Address: 222 Lakeview Avenue Suite 200 West Palm Beach, FL 33401	Status: Employer Review
Site of Activity: Coconuts at the Lake 15208 Red Hollow Rd Gravois Mills, MO 65037	Contact Name: Kalypso Katsikis
	Contact Title: Human Resources Manager
	Alternate Contact: Anton Bergmann
	Alternate Title: RV Resort General Manager
	Alternate Phone: (573) 372-6500
	Hiring Manager Email: ABergmann@ih-corp.com
	Participant Supervisor
	Email: KAllison@ih-corp.com
	FEIN: 99-2312918
Workers Comp	Policy #: WCRS1132G0
	Carrier: Sompco America Fire & Marine Insurance Company

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Available Jobs: Descriptions and Wages

Will you accept participants with all start and end dates? Yes: ☐ No: ☒

Earliest Start Date:	Latest Start Date:	Earliest End Date:	Latest End Date:	#Students:
5/22/2025	6/13/2025	9/7/2025	10/10/2025	4

Hours: Average hours/week: 32-40

Average number of 5 days/week:

Pay Range: High: \$17.00/per hour

Low: \$6.88/per hour

Overtime: Overtime available: Sometimes

Overtime hourly rate: 1.5

Meals: Are Meals Provided?: No

Explain: Participants will be given 50% off food/drink and 25% off retail.

English: Level requirement: Great

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

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

Please Explain: This resort is seasonal, and business picks up in July. Participants can expect more hours from July through August and then the business will begin to slow down by September, after Labor Day weekend. Participants will not exceed 40 hours per week. Hours are not guaranteed and are based off business levels. Overtime may be given from time to time upon Manager approval.

How often do you pay employees?

Twice a month

Is job training required?

☒ Yes ☐ No

If yes, how long is it?

1-2 days of orientation/training

Are participants paid for training?

☒ Yes ☐ No

Are you willing to hire couples?

☐ Yes ☒ No

Are you willing to hire groups of friends?

☒ Yes ☐ No

If yes, how many are allowed in the group?

4

Can participants work a second job?

☒ Yes ☐ No

Do participants complete an additional application form upon arrival?

☐ Yes ☒ No

This position will provide you the opportunity to interact with American co-workers, customers, or members of your local community. Remember, it's up to you to make the most of your program!

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Job Type: Bartender

Job Description: As a Bartender, you'll be responsible for setting-up the bar area, preparing and mixing beverages, serving customers, and maintaining the cleanliness of the bar area.

Check identification of guests to verify age requirements for the purchase of alcohol. (Essential)

Operate cash register and receive payment from customer in cash or credit card, and accurately count and provide change to customers when applicable. (Essential)

Monitor the intake of alcohol of guests, prohibiting the sale to those who are intoxicated. Order taxis or other means of transportation for intoxicated patrons. (Essential)

1. Operate in compliance with federal, state and local law requirements for serving alcohol. (Essential)

2. Prepare and serve alcoholic and non-alcoholic drinks as ordered, in a timely manner and in compliance with company standards. (Essential)

3. Greet customers and take beverage orders for guests from restaurant servers.

4. Perform shift opening and closing duties as directed.

5. Present menus, take orders and serve food to guests seated at the bar.

6. Clean, sanitize and maintain bar area including counters and equipment.

7. Prepare garnishes, stock, and replenish beverages and garnishment supply as needed.

8. Other duties as assigned.

Participants will be using cleaning chemicals. Participants may be handling pork products. English level required: Good

Internal Job Type: RV Resort Bartender

No Students being hired: 1

Age requirement: Must Be 21

Wage: 6.88 + tips/per hour

Details:

Dress Code: Uniform

A Coconuts t-shirt will be provided for free. RV Resort Bartenders must wear summer themed attire.

Requirements:

Non-smoker:

☐

Lifeguard Certified:

☐

Ski:

☐

CPR Certified:

☐

Swimmer:

☐

Greenheart Exchange

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Job Type: Line Cook**Job Description:** Cooks prepare all food items. They are also responsible for cleaning, sanitizing and maintaining the kitchen and surrounding areas.

1. Prepares food ordered by restaurant customers using a variety of kitchen equipment (grills, ovens, fryers, meat slicers, food processors, etc.) (Essential)
 2. Performs shift opening and closing duties as assigned by the Culinary Manager such as starting equipment and cleaning of refrigeration units, grill and surrounding area, as well as other kitchen equipment (Essential)
 3. Maintains cooking areas and ensures kitchen equipment and food storage areas are clean, sanitary, and organized as required by the Health Department Rules and Regulations. Reports any kitchen equipment or maintenance issues to the Culinary Manager (Essential).
 4. Restocks products as needed throughout shift.
 5. Collaborates with Culinary Manager to determine daily specials, new menu items, and innovative ways to cook and prepare food.
 6. Regularly checks menu cycle to ensure all food items are available in advance, notifying the Restaurant Manager of any shortages.
 7. Other duties as assigned.
- Participants will be using cleaning chemicals. Participants may be handling pork products.
English level required: Good

Internal Job Type: Cook**No Students being hired:** 3**Age requirement:** None**Wage:** 17.00/per hour*Details:***Dress Code:** Uniform

A Coconuts t-shirt will be provided for free. Participants must supply their own pants (denim is acceptable).

Requirements:*Non-smoker:**Lifeguard Certified:**Ski:**CPR Certified:**Swimmer:*

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Job Benefits (bonuses, incentives):

Transportation at times is provided by a resort manager, with advanced notice. When participants are off duty, they have access to the waterpark, pool, and activities at the standard team member discounted rate. Free internet is also provided. Participants may receive free meals at picnics or resort events. However, day to day meals are not provided. Returning employees are eligible for an increase in pay rate, depending on years of service which will be discussed upon hire.

Is there a Social Security Admin office near you: Yes

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

SSA office details:

The resort will take participants to the Social Security office to apply for social security at no cost. The closest office is about 50 miles away (1 hr drive).

The closest Social Security Office is located at:
129 Scott Station Rd
Jefferson City, MO 65109

Phone: (800) 772-1213
MON: 09:00 AM - 04:00 PM
TUES: 09:00 AM - 04:00 PM
WED: 09:00 AM - 04:00 PM
THUR: 09:00 AM - 04:00 PM
FRI: 09:00 AM - 04:00 PM
SAT and SUN: CLOSED

IHM Outdoors will not permit participants to start working until they have supplied HR (Human Resources) with their Social Security Application receipts. Participants should be aware of this prior to arrival and take the proactive steps to become Active in SEVIS as soon as possible so that they can begin work.

Participant Requirements

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

Good customer service skills, strong work ethic, and motivated.

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

While participants are able to get a second job, they should be aware that the employer is in a remote area and second job opportunities may not be readily available. Participants will be required to work directly with the program leaders to submit the appropriate identification documents and complete onboarding paperwork prior to and upon arrival to the resort. The identification documents will include the participant's Visa, Passport, DS-2019 form, most recent copy of their I-94, their Social Security Number (SSN) card and/or a receipt for application of a SSN from the nearest Social Security Office. The company specific onboarding documents will include a housing agreement, W4 form, a handbook acknowledgment form, etc. In addition, the participant will be required to complete a series of orientation/training videos. The participant should expect to begin the onboarding process on their first day of work after receiving an offer of employment from the resort. The request to begin this process will be received via the participant's personal email address provided within GEO.

Participants will be required to complete this process no later than their first day of employment. They will receive email communications from both their Hiring Manager and Human Resources, prior to beginning work at the resort. Tipped positions earn 6.88 per hour + tips per State of Missouri law, however if tips received does not equate to the state minimum wage of \$13.75/hour, employer compensates to ensure student always earns at least the state minimum wage.

Are you interested in being a Greenheart Employer?



Yes



No

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

[Login](#)

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Housing Options

You DO provide housing

Sex:

Is the participant required to sign a separate housing contract? ☒ Yes ☐ No

Is housing provided for the students? Yes

What type of housing is available? ☐ Dormitory ☒ Shared Apartments ☐ Other

Brief description of housing: Participants will be housed in a lower-level 2-unit building onsite. The rental unit will contain 2 bedrooms with 4 full sized beds, a private bathroom, and kitchenette. There will be 2 participants sharing 1 bedroom. The kitchenette includes a full-size fridge, microwave and countertop conventional oven. The unit will be furnished and stocked with linens and eating/cooking utensils. Free wireless internet is also available. Laundry is on site.

Address: 15220 Red Hollow Rd

City, State, Zip: Gravois Mills, MO 65037

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

☒ Linens ☐ Telephone ☒ Furniture ☒ Cooking ☒ Kitchenware ☒ Microwave ☒ AC / Heat
☒ Bed ☐ Air Mattress ☐ Computer ☒ Internet ☒ WiFi ☐ Private Bathroom

Rent of this housing (per participant)? \$50 per week

Are housing costs automatically deducted from participants' paychecks? ☒ Yes ☐ No

Are utilities included? ☒ Yes ☐ No **Approx. cost of utilities (per participant)?** Not applicable

Is a housing deposit required upon arrival? No Not applicable.
Participants should come with one month's worth of living money for initial travel, groceries, and activities, as per the program regulations.

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

Transportation To and From Work

How far is this housing from the job site? Onsite Not applicable

How will the student get to and from work? Walk

What is the approximate ONE WAY travel time to work? Not applicable

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

Participant Travel to Business

Participant should contact you: Upon boarding: ☒ Upon arrival: ☒

Employer's Emergency phone number: (910) 660-9310

GM cell phone

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☒ **PLANE***(Participants should book tickets directly through an airline or travel agent.)***Arrival to (city, airport):** St. Louis Lambert International Airport (STL)**Preferred Arrival Time:** Morning**Will participant be picked up from the airport?** Yes ☒ No ☐**If so, by who?** Resort General Manager**How far from the airport is your place of business?** 179 miles**Special instructions/comments regarding participant's arrival:**

Before departing, participants should email Anton (Resort General Manager) with their flight number, arrival date and arrival time. If unable to reach via email, please call Anton directly at 910-660-9310. Participants should call after landing at the airport as well.

If participants need to stay in a hotel overnight, they are welcome to stay at another Island Hospitality managed property: Hilton Garden Inn St. Louis Shiloh/O'Fallon IL (30miles). Otherwise, participants are welcome to book a room near or at the airport.

More information can be found here:

https://www.hilton.com/en/hotels/stleagi-hilton-garden-inn-st-louis-shiloh-ofallon-il/?SEO_id=BING-AMER-GI-STLEAGI&y_source=1_MjA4MzgyOC00ODMtG9jYXRpb24ud2Vic2l0ZQ%3D%3D

Community Profile

This information will help students to know what to expect upon their arrival and help them prepare for their Work and Travel experience.

How would you describe your area? Small Town Not applicable

Please provide a brief description of your community: Gravois Mills is located on the northwest side of Lake of the Ozarks, directly on the lake. Most business and travel are done by boat. The property is 15-20 minutes from local shoppes, and 40 minutes from more tourist-based shopping. This can be traveled to by land or water. Also located around the lake are many restaurants, bars and water sport rentals/activities.

Is there anything special that students should bring? The temperature will remain consistently warm. Participants should bring light summer clothing, swimwear, rain jacket, and sandals/sneakers, or any other comfortable closed toe shoes.

What are the seasonal temperatures?**Spring:** 55-70 degrees F**Summer:** 85-105 degrees F**Fall:** 55-70 degrees F**Winter:** 0-45 degrees F**What is near work?**

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

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Bank:		On foot		In town / by public transport	✓	Requires a car		N/A
Public Library:		On foot		In town / by public transport	✓	Requires a car		N/A
Movie Theater:		On foot		In town / by public transport	✓	Requires a car		N/A
Restaurants:	✓	On foot		In town / by public transport		Requires a car		N/A
Fitness Center/Gym:	✓	On foot		In town / by public transport		Requires a car		N/A
Sports/Recreation Facility:	✓	On foot		In town / by public transport		Requires a car		N/A
Nightlife:		On foot		In town / by public transport	✓	Requires a car		N/A
Laundromat:	✓	On foot		In town / by public transport		Requires a car		N/A
Internet Access:	✓	On foot		In town / by public transport		Requires a car		N/A

Indicate other nearby activities:

Participants are sometimes taken on outings by American employees. These include casual outings for entertainment/shopping. There are opportunities for water sports (boat rides, parasailing). In addition, there are various nearby bars, restaurants and tourist activities that may include mini golf, go karts, laser tag, etc. A resort manager is willing to provide transportation with advanced notice but may not have the ability to accompany them on the trips. They can also take participants to the grocery store and bank, when needed.

List of interesting area websites:

<https://www.coconutsatthelake.com/>
<https://lakeareachamber.com/>
<https://cyrusramsey.com/places/maggies-on-the-lake/>
<https://cyrusramsey.com/places/maggies-on-the-lake/>
<https://osagebeach-mo.gov/253/Parks-Recreation>

Is there wireless internet available?

Yes, Wi-Fi is provided at the resort for free.

Additional Comments:

Participants should come with one months' worth of living money for initial travel, groceries, and activities.

For additional cultural opportunities, participants are recommended to join the Greenheart Club: <https://greenheartclub.org>. Through the Greenheart Club, participants can connect with each other, ask questions, find volunteer opportunities, take courses, and access various resources. Participants can access the Greenheart Club through their Greenheart Exchange Online account: <https://geo.greenheart.org/> - find a link in the lower right corner of their home page. Additionally, participants can check-out Visit The USA website: <https://www.visittheusa.com>.

Participants whose employment is terminated (involuntary or voluntarily), will have 2 weeks from the time that they end their position to secure permanent housing that complies with Greenheart Exchange's Housing Guidelines and submit a Self-Arranged Job Offer (SAJO) to Greenheart Exchange for consideration. Participant's failure to submit a SAJO within a two-week timeframe will result in shortening the participant's program sponsorship.

If Greenheart Exchange rejects SAJO, the participant has 1 business day to resubmit SAJO in accordance with instructions received from Greenheart Exchange. Information about prohibited jobs for SWT program participants can be found here: <https://greenheartexchange.org/host/host-hire-seasonal-staff/#/tab/regulations>.

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Please feel free to attach any other additional information.

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J-1 Work and Travel Program Employer Placement Agreement

TERMS OF AGREEMENT:

This document signifies an agreement between the employer listed above and CCI Greenheart. The Terms of this agreement, including the Employer Placement Agreement and hired Participant's Placement and Housing Agreement, may be found on the internet, at this URL:

<https://docs.cci-exchange.com/wp-content/uploads/2015/03/SWT-Host-Organization-Terms-of-Agreement.pdf>

The employer representative signing this Agreement is required to print, review, and retain a copy of these TERMS OF AGREEMENT for his or her own records.

By signing below, I do hereby acknowledge and agree to the terms and conditions for CCI Greenheart's Work and Travel Program (including the Employer Placement Agreement and the Participant Placement and Housing Agreement), as listed at the above URL.

Kalypso Katsikis

Authorized EMPLOYER Representative's Signature:

Human Resources Manager

Authorized EMPLOYER Representative's Title:

Island Hospitality Management [IHM Outdoors II LLC]

Name of EMPLOYER Company:

November 8th, 2024

Date: