



Chippewa Hotel Waterfront and Pink Pony Restaurant - Housekeeper

HOST INFORMATION

Company Description:

The Chippewa Hotel Waterfront, home of the Pink Pony Restaurant is located on beautiful Mackinac Island in Michigan! We are located right on the water and are only a short walk's away from the ferry terminal and the historic Fort Mackinac.

The exceptional location provides the Pink Pony with beautiful views of the harbor that are unavailable anywhere else on the island. We offer affordable housing that is within walking distance to work. If you want to leave the island, the ferry is available to Mackinaw City for an affordable price! But there is lots of fun to be had on the Island. There are no cars, only horse drawn carriages and bicycles. There are hundreds of exchange visitors that live and work on Mackinac Island in the summer, you are sure to meet new people and make new friends. Our staff is friendly and we love working with international exchange visitors. We've been hiring exchange visitors for more than 10 years!

Voted one of the Top 10 Islands in the World by Condé Nast Traveler, Mackinac Island is suspended in a forgotten, more innocent time. Leave the ordinary at home this summer and set sail for Mackinac Island. A place filled with forts, uncharted paths, bike rides, rugged outdoor activities and games we play. Come immerse yourself in the majesty and sanctuary of Mackinac Island where breathtaking coastal views, carriage tours, and horseback riding are just a few pieces of the puzzle that make Mackinac Island a popular, all encompassing travel destination.

Host Website: <https://www.chippewahotel.com/>

Site of Activity: Chippewa Hotel Waterfront and Pink Pony Restaurant

Parent Account Name: Chippewa Hotel Waterfront and Pink Pony Restaurant

Host Address: 7221 Main Street , 7221 - 103 Main St , Mackinac Island , Michigan , 49757

Nearest Major City: Traverse City , Michigan , Over 50 miles away

PLACEMENT INFORMATION

Job Description:

Housekeepers perform a combination of cleaning duties to maintain guest rooms and/or public hallway areas in a clean and orderly manner. Guest rooms may include: bedrooms, toilet/shower area, kitchen, living area, and deck/porch. Job duties may include:

- Removing and collecting linens for laundering and transporting them to designated areas.*
- Bed making*
- Cleaning rugs, carpets, and upholstered furniture using vacuum cleaner or carpet cleaner.*
- Dusting furniture and equipment.*
- Emptying wastebaskets and cleaning them inside and out.*
- Cleaning tiled floors with the use of brooms and mops.*
- Using chemical-based products to clean tubs, walls, sills, sinks, countertops, mirrors, toilets, door panels and shower curtains.*
- Replenishing trash bags, soaps, bathroom items, and other supplies.*
- Transporting all trash and waste to disposal areas, as instructed.*
- Removing /cleaning items from refrigerator and microwave and cleaning appliances inside and out.*
- Loading and unloading dishes/glassware from dishwasher, drying dishes, and putting them away in the proper places.*
- Demonstrate a high level of customer service. Respond to and take appropriate action to resolve concerns and complaints of guests.*

- Keep supervisor/manager informed of situations relating to facility operation, patron complaints or concerns, accidents, emergency situations, damages, and potential safety hazards.
- Attend departmental and team meetings as well as participate in all additional training/orientation courses.
- Employees may be asked to move to different locations or job assignments within the property, as needed. Other duties may be assigned.
- Maintain cleanliness and order for public spaces and patios/balconies.
- Perform all duties in a safe manner.
- Employees can't have allergies to cleaning chemicals or dirt/dust. Face masks may be provided, if needed.
- Must have the ability to read, write, and understand instructions given in the English language.
- Must have the ability to understand and respond to verbal instructions given in the English language. •Housekeepers serve as a representative of our company and must display courtesy, respect, tact, and discretion in all interactions with other employees, owners, guests, and members of the local community.
- All housekeepers will perform physical activities that require moving one's whole body, such as lifting, balancing, climbing, and stooping or bending at the knee to clean.
- Housekeepers will be required to walk or stand for long periods of time, push or pull a linen cart (up to 100 lbs.), lift up to 40 lbs. on a repeated basis.
- All housekeepers will be required to use chemical-based cleaners.
- Housekeepers are required to work in small spaces such as shower and toilet areas.
- Employees may, on occasion, be exposed to outdoor elements such as rain, cold temperatures, or high heat and humidity.
- Employees are required to be flexible / willing to work in other areas as needed.

Typical Schedule:

9 am - 4 pm any day of the week and 7 pm - 8:30 pm on occasion for turn down service.

Drug Test required: No

COMPENSATION

Hourly Wage: \$11.52

Eligible for Tips: Yes

Room service tips or cleaning tips can be accepted by the employee.

Estimated weekly wages including tips: \$400

Bonus: No

* All figures above are pre-tax

Estimated average number of hours per week: 35

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 50

Potential fluctuation in hours per week:

Overtime is available if there are staffing shortages. Hours can also vary based on hotel capacity and the need for higher service needs.

Average number of hours per week reached by last year's seasonal employees: 35

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

Employee discounts on food and drinks.

JOB REQUIREMENTS

English Level required:



Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 50lbs/22kgs

Description:

•All housekeepers will perform physical activities that require moving one's whole body, such as lifting, balancing, climbing, and stooping or bending at the knee to clean. •Housekeepers will be required to walk or stand for long periods of time, push or pull a linen cart (up to 100 lbs.), lift up to 40 lbs. on a repeated basis.

Standing for entire shift

Handling cleaning chemicals

Working outdoors

Working under direct sunlight

Job Training required: Yes

Length of job training:

As needed per individual.

Hours per week during training period: 35

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Training and supervision until employee can perform tasks independently.

Need to wear uniform: Yes

Uniform Policy:

The uniform top and apron will be provided at no charge. Students must bring non slip closed toe shoes, like sneakers.

Cost of uniform: \$0

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

The uniform top and apron will be provided at no charge. Students must bring non slip closed toe shoes, like sneakers. You need to appear for work clean and well groomed. We maintain a conservative professional image. No tattoos or facial piercings permitted. Tattoos need be covered. Facial hair must be neatly maintained or staff must be clean shaven. Men's hair can't be longer than collar of shirt or long enough to tuck behind their ears.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Company Parties, Holiday Events, Karaoke Nights or Talent Shows, Movie or Game Nights, Potlucks or Dinners, Sporting Events, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Trips to Nearby/Major Attractions

Additional Details about Cultural Offerings:

CHIPPEWA EVENTS

- Fort Mackinac Tour
- Spring Carriage Tour
- Mackinac Bridge Views
- Employee Boat Cruise
- Employee Picnic BBQ
- 4th of July Fireworks
- Lilac Parade & Festival

Local Cultural Offering:

MACKINAC ISLAND EVENTS

- ZOO-DE-MACK BIKE RIDE
- VINTAGE BIKE RIDE
- LILAC 10 K RUN & WALK
- LILAC FESTIVAL GRAND PARADE, SUNDAY
- W. T. RABE STONE SKIPPING CONTEST
- BAYVIEW MACKINAC YACHT RACE
- VINTAGE BASEBALL GAME
- CHICAGO YACHT CLUB RACE TO MACKINAC
- M.I. FUDGE FESTIVAL
- LABOR DAY JAZZ FESTIVAL
- M.I. EIGHT MILE RACE

HOUSING AND TRANSPORTATION

Housing Provided: Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. May find own (can choose alternative).

Employer-owned or employer-arranged housing description:

Dormitory Style Housing (Capacity 120) 2-4 Students per room depending on room style (Bunk Beds) Amenities: Free Cable Television (HDR TVs), Free WiFi Internet, Most rooms have small refrigerators, bedding available from housing manager, shared bathrooms (similar to a college dorm), coin operated laundry facilities. Physical Housing Address: 6918 Main St., Mackinac Island, Michigan, 49757 Mailing Address: 7221-103 Main St. P.O. Box 250, Mackinac Island, Michigan, 49757 Shipping Address: CHIPPEWA HOTEL AttN: [Employee Name] 7221-103 Main St., Mackinac Island, Michigan, 49757 or Alternate Shipping Address: CHIPPEWA HOTEL AttN: [Employee Name] 1524 Main St., Mackinac Island, Michigan, 49757

Lease Agreement: Yes

Onsite Amenities:

WiFi: Yes

Description:

Wifi available at both work & housing.

Phone Service: Yes

Description:

At&T Cellular is the best service for cell phones.

Kitchen facilities: No

Description:

Meals are served in the employee dining room (EDR) at the cost of \$40 USD/week. Many of the rooms have small refrigerators in them. If your room doesn't, they can be purchased for about \$150 USD.

Laundry facilities: Yes

Description:

In-house coin operated laundry facilities

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 4

Suggested Occupancy Per Room: 2 - 4

Rooming Arrangement Description:

No co-ed rooms available, room moves are allowed within reason, rooming requests are encouraged, dorm style housing with shared bathrooms (not co-ed)

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$75

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: \$200

Description:

Housing deposits are deducted from the second payroll check for the individual employee, unless other arrangements with accounting are made.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

Housing inspections are done the last week before the student departs. Funds will be deducted if the room has damage or will need specialty cleaning.

Details About Deposit Refund:

Eligible inspection approvals will release the funds on the employees final paycheck. Final paychecks are released and available for cashing by the student the day of departure.

Transportation to Worksite:

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: Walking commute time is approximately 5 minutes from work.

Biking

Estimated commute time: Under 15 minutes

Bicycles are provided free of charge: No

Bicycles are not provided: Yes

Bicycles are available to rent: No

Estimated cost: \$

Description: Bicycles can be purchased at the bike auction for an affordable price. Housing manager may have a few bikes to loan, first come first serve based on availability. Bike parking at work and housing is available. Bike locks must be purchased. Bike licensing costs \$3.50 with the city.

ARRIVAL INFORMATION

Arrival Instructions:

Travel Days Suggested: Monday - Thursday

Ferry Schedules are available in the spring 2020: <https://www.mackinacferry.com/schedules/>

Any Questions or concerns, contact the Human Resource Department.

1) Pellston Regional Airport (PLN) (Recommended)

The closest airport to Mackinaw Island is Pellston Regional (15 miles from the island) but is the more expensive ticket.

Contact details are as follows:

- Pellston Airport: <https://www.pellstonairport.com/>
 - If you arrive too late to catch the ferry boat there is a hotel directly across from the airport called the **Pellston Lodge**, the hotel offers free shuttle service from the airport to the hotel.
- Pellston Lodge Phone: 1-231-539-7000 (in the USA)
 - Website: <https://pellstonlodge.com/>
 - Email: info@pellstonlodge.com
 - Shuttle service from the hotel to the **Starline Ferry Dock** in Mackinaw City is available with **Mackinaw Shuttle**.
 - **Shuttle Cost: \$32 (USD)**
- Mackinaw Shuttle Phone: 1-231-539-7005 (in the USA)
 - Website: <https://www.pellstonairport.com/ground-transportation/>
 - Email: reservations@mackinawshuttle.com
 - Shuttle from the Hotel to the dock where you can purchase tickets from the ferry office for the boat ride.
 - **Ferry Ticket: \$28 (USD)**
 - Your employer will meet you at the Ferry Terminal on the Island or contact you for further instructions.

2) Detroit Metro Airport (DTW)

If you choose to fly into Detroit (312 Miles away from the island), this will be the closest you will get for the better price. However you will have to take into consideration the expense for your hotel and the bus ticket to arrive in Mackinaw City.

Contact details are as follows:

- Airport Website: <https://www.metroairport.com/>
 - Take the airport shuttle to the **Indian Trails Bus Station** on Howard St
- Bus Trip to Mackinaw City (5-12 Hour Trip)
 - Website: <https://www.indiantrails.com/>
 - Address: 1001 Howard St, Detroit, MI 48226
 - Bus Station Phone: 1-800-292-3831
 - If you arrive in Mackinaw City too late to catch the ferry boat to the island, you will have to stay the night in Mackinaw City.
- **Baymont Hotel Mackinaw City** - Phone: 1-877-229-6668 or 1-231-539-7737 (in the USA)
 - Website: <https://www.wyndhamhotels.com/baymont/mackinaw-city-michigan/baymont-inn-and-suites-mackinaw-city/overview>
 - Address: 109 S Nicolet St, Mackinaw City, MI 49701
 - In the Morning, ask the hotel front desk clerk to call for a free shuttle to the **Starline Ferry Dock**. Shuttle from the Hotel to the dock where you can purchase tickets from the ferry office for the boat ride.
 - Ferry Schedules are available in the spring 2020: <https://www.mackinacferry.com/schedules/>
 - **Ferry Ticket: \$28 (USD)**
 - Your employer will meet you at the Ferry Terminal on the Island or contact you for further instructions.

3) Chicago O'Hare International (ORD)

This airport is normally the best price, however, take into consideration that the bus trip is 12-18 hours. You will need an **additional day of travel** to arrive.

Contact details are as follows:

- **Airport Website:** <https://www.flychicago.com/Pages/default.aspx>
 - Take the airport shuttle to the **Union Station**.
 - **Purchase bus ticket online** to Mackinaw City (5-12 Hour Trip)
 - Website: <https://www.indiantrails.com/>
 - Address: Union Station Road Stop (**No Sales**) 225 South Canal St., Chicago, IL 60606
 - Bus Station Phone: 1-800-292-3831
 - If you arrive in Mackinaw City too late to catch the ferry boat to the island, you will have to stay the night in Mackinaw City.
- **Baymont Hotel Mackinaw City** - Phone: 1-877-229-6668 or 1-231-539-7737 (in the USA)
 - Website: <https://www.wyndhamhotels.com/baymont/mackinaw-city-michigan/baymont-inn-and-suites-mackinaw-city/overview>
 - Address: 109 S Nicolet St, Mackinaw City, MI 49701
 - In the Morning, ask the hotel front desk clerk to call for a free shuttle to the **Starline Ferry Dock**. Shuttle from the Hotel to the dock where you can purchase tickets from the ferry office for the boat ride.
 - Ferry Schedules are available in the spring 2020: <https://www.mackinacferry.com/schedules/>
 - **Ferry Ticket: \$28 (USD)**
 - Your employer will meet you at the Ferry Terminal on the Island or contact you for further instructions.

Suggested Arrival Airport:

Pellston Regional Airport, PLN, Less than 25 miles

Detroit Metro Wayne County Airport, DTW, Over 50 miles

Chicago O'Hare International, ORD, Over 50 miles

Estimated cost of transportation to worksite from suggested airports: More than \$200

If arriving after regular hours:

Suggested After-Hours Accommodation:

Baymont Inn & Suites of Mackinaw City
109 S Nicolet St, Mackinaw City, MI 49701
Mackinaw City, Michigan 49701
<https://www.wyndhamhotels.com/baymont/mackinaw-city-michigan/baymont-inn-and-suites-mackinaw-city/overview>
1-877-229-6668
\$75 to \$100

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: No

Social Security Number:

Require participants to apply for SSN before arrival at worksite: No

Details about how to apply for Social Security Number:

You are notified of the day the Social Security representative is on the Island. If you are not here when the representative is on the island we will arrange transportation to the Social Security Office in Petoskey for you at no charge.

Nearest SSA Office: Petoskey, Michigan, Less than 50 miles

Other:

Wage Payment Schedule:

Payroll falls on Thursday every 2 weeks.

Meal Plan: Optional

Estimated Cost Per Day: \$40

Meal Plan Description:

Continental breakfast, then for lunch and dinner there is a full salad bar and hot bar with drink station. Our meals reflect a variety of ethnic cultures.

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Employees need to appear for work clean and well groomed. We maintain a conservative professional image. No tattoos or facial piercings permitted. Tattoos need be covered. Facial hair must be neatly maintained or staff must be clean shaven. Men's hair can't be longer than collar of shirt or long enough to tuck behind their ears.

Second Job Availability: Yes, likely

Applicable Company Policies:

***Outlined in the employee manual*

COMMUNITY AMENITIES

Walking Distance from Worksite:

Food Market, Post Office, Bank, Restaurants, Fitness Center, Public Library

Walking Distance from Housing:

Food Market, Post Office, Bank, Restaurants, Fitness Center, Public Library

Unavailable:

Shopping Mall, Internet Cafe