



## Catawba Island Club - Kitchen Support

### HOST INFORMATION

**Company Description:**

*Catawba Island Club is a private resort-style club with a hotel, 18-hole golf course, tennis courts, marina, retail shop, fitness center, dining rooms, banquet rooms, patio dining, indoor and outdoor bars and outdoor pools. We are located on beautiful Lake Erie in Port Clinton, Ohio. CIC has been a family-owned business since 1967 and has earned a strong reputation for creating outstanding experiences for our members and guests.*

*We are located right on beautiful Lake Erie so a lot of water activities, beautiful beaches, lighthouses, restaurants and bars. And located about thirty minutes from here is a spectacular amusement park called Cedar Point. Toledo and Cleveland Zoos, sporting events, Cleveland Rock and Roll Hall of Fame and Kalahari Resort Pool are all a short drive away. While Put-in-Bay and Kelleys Island are short ferry ride away!*

*You have the opportunity to utilize the Catawba Island Club (CIC) swimming pool facility on Mondays during normal operational times. You also have the chance to utilize the golf course on select employee days through the season. Also, use of the main fitness center and can sign up for low cost employee meals for lunch or dinner, soup or salads (except Friday and Saturday evenings).*

**Host Website:** <https://cicclub.com/>

**Site of Activity:** Catawba Island Club

**Parent Account Name:** Catawba Island Club

**Host Address:** 4235 East Beach Club Road Port Clinton , Ohio , 43452

**Nearest Major City:** Sandusky , Ohio , Less than 25 miles away

### PLACEMENT INFORMATION

**Job Description:**

*Rotational kitchen support roles include food prep station, dish station and salad pantry station. As the Food Prep Station Worker, the individual will assist the banquet chef in preparing various meal items for small and large events including assisting the other chefs in preparing for lunch and dinner meals. This role is always required to maintain sanitary workstation at all times. Dish Station position supports kitchen and dining room operations by cleaning dishes, utensils, pots, pans and other materials while maintaining the wash station area including machinery in a sanitary manner. Salad pantry station worker includes preparing variety of cold food items such as salads, appetizers, and sandwich fillings. This role will include following recipes to prepare salad dressings, sauces, gelatin salads, and cold desserts. This role requires the individual to maintain sanitary workstation.*

*Uniform - Work shirt provided by CIC and work apron provided by CIC. Must purchase or bring long work pants (no leggings, joggers, yoga pants, jeans), closed toed non-skid shoes, hair must always be pulled back in bun or back braid with a hat/bandana/thick headband, facial hair is allowed but must be trimmed and neat (hair can't exceed 1/4 inch in length), no dangling earrings (only studs or non-hanging earrings allowed), no necklaces or bracelets, only wedding band can be worn during work shift, no nail polish, acrylics, shellac, gel, etc..*

**Typical Schedule:**

Monday - Sunday 8:00 AM - 4:00 PM Day shift Monday - Sunday 2:00 PM - 11:00 PM Evening shift 5 -6 days/week days off varying

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$13

**Eligible for Tips:** No

**Estimated weekly wages including tips:** \$500

**Bonus:** No

*\* All figures above are pre-tax*

**Estimated average number of hours per week:** 40

**Estimated minimum number of hours per week:** 32

**Estimated maximum number of hours per week:** 50

**Potential fluctuation in hours per week:**

*Depending on what events are taking place at the club for that week or weekend.*

**Average number of hours per week reached by last year's seasonal employees:** 40

**Overtime Policy:**

*Yes, paid after 40 hours*

**Job-Specific Benefits:**

*Discounted employee lunch and dinner meals, use of our fitness center, Mondays access to the pool & making purchases at our Dock Shop. Utilize our 18 hole golf course with manager approval.*

## JOB REQUIREMENTS

**English Level required:**



*Intermediate*

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions***Lifting*

*Lifting requirement: 50lbs/22kgs*

*Description:*

*lifting tubs of dishes, standing, bending, stretching, reaching, wet areas*

*Standing for entire shift*

*Handling cleaning chemicals*

**Job Training required:** Yes

*Length of job training:*

*5 days*

*Hours per week during training period: 40*

*Different wage during training period: No*

*Start on specific day of the week: No*

*Training requirements:*

**Need to wear uniform:** Yes

*Uniform Policy:*

*Work shirt & apron provided by CIC. Must purchase or bring long work pants (no leggings, joggers, yoga pants, jeans), closed toed non-skid shoes, hair must always be pulled back in bun or back braid with a hat/bandana/thick headband, facial hair is allowed but must be trimmed and neat (hair can't exceed 1/4 inch in length), stud or non-hanging earrings only, no necklaces or bracelets, only wedding band can be worn during work shift, no nail polish, acrylics, shellac, gel, etc..*

*Cost of uniform: \$75*

*Uniform laundry: Participant responsibility*

**Dress Code:** Yes

*Description:*

*Work shirt & apron provided by CIC. Must purchase or bring long work pants (no leggings, joggers, yoga pants, jeans), closed toed non-skid shoes, hair must always be pulled back in bun or back braid with a hat/bandana/thick headband, facial hair is allowed but must be trimmed and neat (hair can't exceed 1/4 inch in length), stud or non-hanging earrings only, no necklaces or bracelets, only wedding band can be worn during work shift, no nail polish, acrylics, shellac, gel, etc..*

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

*Company Parties, Holiday Events, Sporting Events, Trips to Nearby/Major Attractions, Will provide information about Events, Local*

**Additional Details about Cultural Offerings:**

Catawba Island Club is in a great location for many tourist activities including Cedar Point Amusement Park, Toledo and Cleveland Zoos, sporting events, Cleveland Rock and Roll Hall of Fame, Put-In-Bay and Kelleys Islands, Kalahari Resort Pool, etc.

**Local Cultural Offering:**

CIC will provide students with a list of local events and activities around the area to experience the local culture. CIC management organizes various activities for all staff to participate in including picnics, sports activities, and an Employee Appreciation Day August 15th, 2022.

## 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:**

Dorm style living with monthly rate as \$280.00 per month (Housing Fee) and shall be deducted from Employee's paycheck during Employee's seasonal term of employment with CIC. All utilities included in fee (including internet, electric, water, trash removal, maintenance, etc.). Said deduction shall be in increments of \$140.00 per paycheck (bi-weekly) with a one-time, non-refundable cleaning fee of \$40.00 (deduction is split between first two paychecks during first month of work). Average two person per room. Facility is co-ed, but rooms are not. Remodeled motel with air conditioning, hotplate, some kitchen utensils, microwave, refrigerator, single bed per student, bedding, pillow, shared bathroom. Clothing washer and dryers onsite and free to use. Location is approximately one mile from worksite - students use provided bicycles and safety gear as transportation. CIC will provide shuttle transportation if poor weather (i.e. rainstorm). Paired with roommate in same work department or similar work schedule. We provide a transportation pick up service from Cleveland, OH and Detroit, MI airports.

**Lease Agreement:** Yes

**Onsite Amenities:**

WiFi: Yes

Description:

Internet is provided by Catawba Island Club.

Phone Service: Yes

Description:

Kitchen facilities: Yes

Description:

There is a common area with a couch, chairs, a large kitchen that includes a large refrigerator, range/oven, kitchen table and chairs.

Laundry facilities: Yes

Description:

Laundry access for a washer and dryer is in the basement of the main building and both are free to use.

**Occupancy Requirements for Provided Housing:**

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 2

*Suggested Occupancy Per Room: 1 - 2*

*Rooming Arrangement Description:*

*Remodeled motel that is dorm style living. Average two person per room. Paired with roommate in same work department or similar work schedule (unless roommate is requested). Facility is co-ed, but rooms are not.*

**Provided Housing Cost:**

*Required to Pay for Provided Housing: Yes*

*Cost per Week: \$70*

*Housing Cost Deducted from Paychecks: Yes*

*Utilities Costs: No*

*Housing Deposit: No*

**Transportation to Worksites:**

*Biking*

*Estimated commute time: Under 15 minutes*

*Bicycles are provided free of charge: Yes*

*Bicycles are not provided: No*

*Bicycles are available to rent: No*

*Estimated cost: \$*

*Description: The route for the commute is 2 lane roads that at certain times of the day can have heavy traffic.*

*Employer-Provided Transportation*

*Estimated commute time: Under 15 minutes*

*Employer-Provided Transportation is free of charge*

*Description: Catawba Island Club has shuttle vans that can help transport students on inclement weather days.*

*Other*

*Estimated commute time: Under 15 minutes*

*Estimated cost: \$0*

*Description: Ottawa County Transportation Agency (OCTA) is a local transportation shuttle that is \$3.50 one way.*

## ARRIVAL INFORMATION

**Arrival Instructions:**

**There are two options for your travel to Catawba Island, Ohio**

1. Employer suggests flying into Cleveland Hopkins International Airport (CLE) which is closer (1-hour drive time) to Catawba Island Club and has flight options from larger east coast arrival cities.
2. A second option Detroit Metropolitan Wayne County Airport (DTW). This airport may offer better direct international flights, but is an additional 1-hour drive time from Catawba Island.

**Arrival/Departure** - students **MUST** email their arrival information to Marci Timerding, CIC program coordinator ([mtimerding@icclub.com](mailto:mtimerding@icclub.com)) at least 2-weeks prior to arriving to the United States. Details about a scheduled pickup will be communicated to the student prior to their departure.

- students arriving between 8 am and 6 pm will be picked up at no charge by CIC.
- students arriving between 8 pm and 7 am are recommended to book a room at a nearby hotel with airport shuttles (list below) and transportation to CIC will be arranged for the next day.

CIC Prefers that students arrive on Monday through Thursday. Arrival Friday through Sunday is possible though the student may experience additional delays in being taken to the grocery store.

**Arrival by train** - the closest train station to CIC is in Sandusky, Ohio. Students who choose to fly to an airport along the east coast (New York, New Jersey, Pennsylvania, etc.) and take a train should plan to arrive to Sandusky. They will be picked-up in Sandusky and brought to CIC.

\*CIC will provide transportation to the local Social Security office at no charge.

### **Suggested Arrival Airport:**

Detroit Metropolitan Airport, DTW, Over 50 miles

Cleveland Hopkins International Airport, CLE, Over 50 miles

**Estimated cost of transportation to worksite from suggested airports: \$0 to \$25**

### **If arriving after regular hours:**

#### **Suggested After-Hours Accommodation:**

Sheraton Cleveland Airport Hotel  
5300 Riverside Dr.  
Cleveland, Ohio 44135  
[www.sheratonclevelandairport.com](http://www.sheratonclevelandairport.com)  
1-877-599-7423  
\$150 to \$200

Four Points by Sheraton Cleveland Airport  
4181 W 150th St.  
Cleveland, Ohio 44135  
[www.fourpointsbysheratonclevelandairport.com](http://www.fourpointsbysheratonclevelandairport.com)  
1-216-252-7700  
\$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:

We will provide transportation to and from the Social Security office and we will assist in filling out paperwork and help answer any of their

questions.

Nearest SSA Office: Sandusky, Ohio, Less than 25 miles

**Other:**

*Wage Payment Schedule:*

*Participants are paid biweekly in a paper check that the participant picks up on site at the Club.*

*Meal Plan: Optional*

*Estimated Cost Per Day: \$4*

*Meal Plan Description:*

*Discounted rates on meals from \$1.50-\$4.00 when the kitchen is open. The participant fills out a short form to purchase a meal. These forms are sent to HR, then is deducted from participants paycheck.*

*Provide Certificates/Performance Evaluations: Yes*

*Hire in Groups: Yes*

*Maximum Group Size:*

*Grooming Requirements:*

*Participant must be showered and clean each day for their shift. Hair must always be pulled back in bun or back braid, facial hair is allowed but must be trimmed and neat (hair can't exceed 1/4 inch in length), no dangling earrings (only studs or non-hanging earrings allowed), no necklaces or bracelets, only wedding band can be worn during work shift, no nail polish, acrylics, shellac, gel, etc..*

*Second Job Availability: Yes, likely*

*Applicable Company Policies:*

*Dependent on which job participant is in, cell phones should be kept in their locker or somewhere with their personal belongings. Smoking is prohibited in the dorm rooms, allowed in certain areas outside the housing. Scheduling is 32- 40 hours a week with a maximum of 60 hours/weekly if participant picks up overtime hours.*

## COMMUNITY AMENITIES

***Walking Distance from Worksite:***

*Restaurants, Fitness Center*

***Walking Distance from Housing:***

*Food Market, Restaurants, Internet Cafe*

***In Town, Requires Transportation:***

*Food Market, Post Office, Bank, Restaurants, Internet Cafe, Public Library*

***Unavailable:***

*Shopping Mall*

