



Riverside Canoes - Front Desk, Gift Shop, Kitchen

HOST INFORMATION

Company Description:

If you are looking for a fast paced, outdoor oriented job surrounded with like minded people, and surrounded by woods and water, then Riverside Canoe Trips is for you!

Riverside Canoe Trips is located in the beautiful Sleeping Bear Dunes National Lakeshore. On the shores of Lake Michigan, in northwest lower Michigan, in the town of Honor. We offer canoe, kayak, tubing, and rafting trips on the Platte River. We also operate on the same property a gift shop, convenience store, and ice cream shop.

*As a member of our team you will have access to **free water recreation, discounts on meals and ice cream, and discounts in our gift shop.** Being located in a National Park will give you an opportunity to **hike, bike, and walk miles of beautiful sugar sand beaches.***

You would have only a short 5 minute walk to work, and hiking trails that literally are across the street from where you would be living. We have the beach town of Frankfort, where they play volleyball on the beach nightly, and if you are looking for more, Traverse City is only a half hour drive away!

Our summers are warm with temperatures on average in the 80's. Being located in a tourist area there are countless opportunities for things to do such as The National Cherry Festival, or the week long county fair in August. We have a vibrant craft brew and winery industry in our area, if over the age of 21, plenty of fun to go tasting for a day.

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

Site of Activity: Riverside Canoes

Parent Account Name: Riverside Canoes

Host Address: 5042 N. Scenic HWY Honor , Michigan , 49640

Nearest Major City: Traverse City , Michigan , Less than 50 miles away

PLACEMENT INFORMATION

Job Description:

Responsibilities subject to change based on seasonal need and availability, including but not limited to:

Outdoor Worker - Position requires a lot of heavy lifting, carrying kayaks, canoes, etc.

Front Desk...Operating cash register, Processing Rental contracts, filling inventory in store, providing orientations of our different rental trips

Gift Shop . . .Assisting customers with sales of assorted clothing and gift items.

Kitchen, Scooping ice cream, preparing sundaes and flurries. Preparing hamburgers, hot dogs, french fries, etc.

Other duties as assigned!

All positions are available. We will see what is the best fit for each individual.

Typical Schedule:

Our store is open 7 days per week, from 8am till 10 pm. We require our full time workers to work 6 days per week. Expect a variety of open, mid day, and closing shifts.

Seasonal changes to job duties or available hours: Yes

Our hours adjust depending on the time of year. As we are in the peak of our summer, there will be an opportunity for overtime. Job duties can change if we are gearing up or slowing down for season.

Drug Test required: No

COMPENSATION

Hourly Wage: \$14.75

Eligible for Tips: No

Estimated weekly wages including tips: \$590

Bonus: Yes

Depending on quality of work, along with total hours worked.

** All figures above are pre-tax*

Estimated average number of hours per week: 40

Estimated minimum number of hours per week: 30

Estimated maximum number of hours per week: 60

Potential fluctuation in hours per week:

employee would be scheduled for 40. If inclement weather we give option to have day off. If very busy employee will have option for overtime. If negotiated, we may schedule overtime for employee.

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

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

Discounts on meals and clothing. Complimentary canoeing, kayaking, and tubing.

JOB REQUIREMENTS

English Level required:



Upper-Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 25lbs/11kgs

Description:

Carrying boxes of merchandise, moving cases of soda/beer in our walk in cooler. Must be able to carry canoes and kayaks if working outside, up to 50 lbs.

Standing for entire shift

Handling cleaning chemicals

Working outdoors

Working under direct sunlight

Job Training required: Yes

Length of job training:

3-4 days

Hours per week during training period: 32

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

We do our best to prepare our employees to ready them for the busy summer season. We educate them on the use of our cash registers, our rental spiels, and other duties that are done in our down times.

Need to wear uniform: Yes

Uniform Policy:

Out staff wear's all Riverside Canoe logo wear shirts, shorts, and sweatshirts.

Cost of uniform: \$75

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

We expect our staff to wear uniforms. Employees are to be clean, hair combed, and generally presentable. Facial piercings are not acceptable other than ear rings or a small stud in nose. Tattoos are allowed as long as not offensive.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Company Parties, Movie or Game Nights, Shopping Trips, Trips to Major City, Trips to Nearby/Major Attractions, Will provide information about Events, Local Resources, Attractions/Sites, Local Community

Additional Details about Cultural Offerings:

Weekly local music in the park.

National Cherry Festival

Northwest Michigan Community Fair

Frankfort Art Festival

Fourth of July Fireworks Display

Local Cultural Offering:

National Cherry Festival is a world renowned festival. On the shore of Grand Traverse Bay. Draws nearly a quarter million people. It is quite an experience.

Our county fair is a week long event with amusement rides, livestock displays, and nightly entertainment.

Weekly music in the park always fun.

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:

Participant will be staying in a residence owned by Riverside Canoe employee. You will have only a short 5 minute walk to work. The house has cable tv, air conditioning, contains 1 full bath, 1 3/4 bath, and 1 1/2 bath. The house is fully furnished with all necessary bedding, dishes, and appliances. On site laundry as well. You will be expected to share a bedroom, but you will have your own beds, and storage for your personal things. It is located on a very quiet street with a few neighbors. We will expect that you will be respectful of your neighbors. This is a non smoking house. Smoking must be done outside. You must sign a lease agreeing to the terms of the landlord.

Lease Agreement: *Yes*

Onsite Amenities:

WiFi: Yes

Description:

Participants will have access to internet, and some streaming network tv.

Phone Service: Yes

Description:

Cell service only

Kitchen facilities: Yes

Description:

Full kitchen with gas stove, refrigerator, microwave, and dishwasher. All dishes, and cooking ware will be provided.

Laundry facilities: Yes

Description:

washer and dryer provided

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 3

Suggested Occupancy Per Room: 2 - 3

Rooming Arrangement Description:

The house will be able to accommodate 3 participants sharing a loft space. Two participants sharing one bedroom, and a third bedroom only large enough for one occupant. The house can be co-ed, but we will do our best to give guest as much privacy as we can.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$50

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: \$200

Description:

Housing deposit can be paid upon arrival. Riverside will maintain a bank account for deposit monies.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

Housing deposit will be refunded if house is left in good repair, and clean. If damage occurs it will be determined who may be at fault.

Details About Deposit Refund:

Check will be issued on departure. Accommodations can be made individually if necessary.

Transportation to Worksite:

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: very short 5 minute or less walk

Arrival Instructions:

Riverside would be happy to provide transportation to and from the airport. Traverse City's Cherry Capital Airport is the most convenient, and is only approximately 45 minutes away. <https://tvcairport.com/>

We would ask that you notify Kyle Orr, via email Riversidecanoers@Charter.net no later than two weeks of your arrival to arrange transportation. We can be very flexible with flight arrival and departure times. Should you need to speak with Kyle, he can be reached by phone at 231-325-5622.

We will also offer transportation for weekly grocery shopping, and other various needs will be accommodated. <https://www.benziebus.com/contact-us/> is another opportunity for you to travel locally. Benzie Bus makes daily trips to Traverse City, and will pick you up at your home

Suggested Arrival Airport:

Cherry Capital Airport, TVC, Less than 50 miles

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

If arriving after regular hours:**Suggested After-Hours Accommodation:**

Comfort Inn
460 Munson Ave , US 31 highway
Traverse City , Michigan 49686
comfortinntc
231-778-8000
\$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:

The nearest Social Security office is located in Traverse City Michigan. 1329 S Division St Traverse City Mi,49684. Riverside will make accommodations for a visit to the office if required.

Nearest SSA Office: Traverse City , Michigan , Less than 50 miles

Other:

Wage Payment Schedule:

Riverside pays semi-monthly.

Meal Plan: Optional

Estimated Cost Per Day: \$5

Meal Plan Description:

Employees get discounted meals from our kitchen. You may order hamburgers, hot dogs, french fries, chicken nuggets, chicken strips, and various ice cream. It is pay as you go, usually around \$5.

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Riverside expects any worker to be well groomed and clean. Facial hair and overall hair length is acceptable, but again must be maintained and groomed. Tattoos are allowed but must be non offensive. We do require uniforms, but will size when worker arrives. We do charge for uniforms, but fees are nominal

Second Job Availability: Yes, likely

Applicable Company Policies:

Full time employees generally work 6 days per week. Ranging from 6-8 hours per day. Overtime is available but would be determined on work ethic and performance. Our hours range from 8 am to 10 pm during part of June, all of July and August. The shoulder season has shorter hours so arrival time during our season would depend on night time hours.

Our expectations are: No cell phone usage while working. Using one on break is fine. No smoking in the house or during work time hours. Smoking needs to be done outside, and away from guests.

Any scheduling requests need to be made a week an advance. It is acceptable to trade shifts with other employees if approved by management.

You will be required to work weekends, holidays, and some nights. We have jobs in our gift shop, ice cream service, and our front counter rental agents.

COMMUNITY AMENITIES

In Town, Requires Transportation:

Food Market, Shopping Mall, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library