



CCI Greenheart

Work and Travel Program - Employer Information W&T-Summer- 2017

Sun Communities dba Hill Country Cottage RV Resort, New Braunfels, TX
March 17, 2017

Employer Information

Company Name: Sun Communities dba Hill Country
Cottage RV Resort

Industry Name: Camp/Outdoor Work

of Employees: 40

Primary Address: 131 Rueckle Road
New Braunfels, TX 78130

Billing Address: 27777 Franklin Road
Suite 200
Southfield, MI 48034

Website: <http://www.hillcountryrvresortnb.com>

Phone Number: 830-625-1919

Fax Number: Not applicable

Email Address: cwalker2@suncommunities.com

Contact Name: Chelsey Walker

Contact Title: HR Generalist

Alternate Contact: Michelle Guajardo

Alternate Title: RV Resort Manager

Alternate Phone: 830-625-1919

Hiring Manager Email: mguajardo@suncommunities.com

Participant

Supervisor Email: mguajardo@suncommunities.com

FEIN: 38-2730780

**Workers
Comp**

Policy #: TC2E-UB-9D908926-16

Carrier: Travelers Insurance Companies

Available Jobs

#Students:

10

Hours Average hours/week: 40

Average number of 6
days/week:

Overtime Overtime available: Sometimes

Overtime hourly rate: Time and a half hourly
wage

Meals Are Meals Provided?: No

Details: During the course of the
summer there are
several weekend
activities wherein
food/meal is provided for
free. Day to day meals
are not provided.

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: In June/July/August, participants could expect 50 hours per week on average.
Participants will never work more than 50 hours per week.

How often do you pay employees?

Twice a month

Is job training required?

Yes **No**

If yes, how long is it?

1 week - on the job 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?

2-10

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: Bartender

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

1. Performs shift opening and closing duties as assigned by the RV Resort Manager.
2. Check identification of guests to verify age requirements for the purchase of alcohol.
3. Operate cash register and receive payment from customer in cash or credit card, and accurately count and provide change to customers when applicable.
4. 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.
5. Operate in compliance with federal, state and local law requirements for serving alcohol.
6. Greet customers and take beverage orders for guests from restaurant servers.
7. Prepare and serve alcoholic and non-alcoholic drinks as ordered, in a timely manner and in compliance with company standards.
8. Present menus, take orders and serve food to guests seated at the bar.
9. Clean, sanitize and maintain bar area including counters and equipment.
10. Prepare garnishes, stock, and replenish beverages and garnishment supply as needed.
11. Other duties as assigned.

Internal Job Type: Bartender

No Students being hired: 2

Wage: 10.00/per hour

Dress Code: Uniform

Gender Preference: N/A

Age requirement: None

Details: A Hill Country Cottage RV Resort t-shirt will be provided for free. Participants must supply their own khaki (tan) shorts or pants and close-toed shoes for work.

Requirements: Non-smoker:
Ski:
Swimmer:

Lifeguard Certified:
CPR Certified:

Job Type: Food Service Worker

- Job Description:**
1. Performs shift opening and closing duties as assigned by the RV Resort Manager.
 2. Greets customers, takes orders, and prepares food and beverages (i.e., ice cream cones, hot dogs, etc.) in accordance to established service standards.
 3. Operates cash register and receives payment from customer in cash or credit card, and accurately counts and provides change to customers when applicable.
 4. Cleans, sanitizes, and maintains the snack bar area, including counters and equipment.
 5. Ensures proper food handling procedures are followed.
 6. Prepares and places appropriate accompaniments or garnishes with completed orders ensuring they meet proper presentation and quality standards.
 7. Stocks and replenishes food and beverages as needed.
 8. Other duties as assigned.

Internal Job Type: Snack Bar Attendant

No Students being hired: 2

Wage: 10.00/per hour

Dress Code: Uniform

Gender Preference: N/A

Age requirement: None

Details: A Hill Country Cottage RV Resort t-shirt will be provided for free. Participants must supply their own khaki (tan) shorts or pants and close-toed shoes for work.

Requirements:

Non-smoker:

Ski:

Swimmer:

Lifeguard Certified:

CPR Certified:

Job Type:	Housekeeper												
Job Description:	<ol style="list-style-type: none">1. Ensures that the general property appearance is well maintained and orderly.2. Ensures all floors are swept, mopped, waxed, and buffed as needed.3. Ensures that all windows and screens are clean and functioning properly.4. Cleans, sanitizes, and stocks kitchen areas with paper products as needed. Ensures all tables and chairs are clean and functioning properly.5. Cleans and sanitizes appliances to ensure they are free of food particles, mold and mildew. Defrosts freezer as needed.6. Cleans and sanitizes bathrooms, ensuring they are well lit, and places rubber mats down to ensure safety.7. Maintains washers and dryers by wiping surfaces, removing lint, etc.8. Ensures all offices are clean and neat. Empties trash containers as needed.9. Ensures all vents and filters are cleaned and changed as needed.10. Follows all established safety procedures and precautions. Reports all unsafe or hazardous conditions, incidents, accidents, and/or defective equipment to their manager.												
Internal Job Type:	Resort Housekeeper												
No Students being hired:	6												
Wage:	10.00/per hour												
Dress Code:	Uniform												
Gender Preference:	N/A												
Age requirement:	None												
Details:	A Hill Country Cottage RV Resort t-shirt will be provided for free. Participants must supply their own khaki (tan) shorts or pants and close-toed shoes for work.												
Requirements:	<table><tr><td><i>Non-smoker:</i></td><td><input type="checkbox"/></td><td><i>Lifeguard Certified:</i></td><td><input type="checkbox"/></td></tr><tr><td><i>Ski:</i></td><td><input type="checkbox"/></td><td><i>CPR Certified:</i></td><td><input type="checkbox"/></td></tr><tr><td><i>Swimmer:</i></td><td><input type="checkbox"/></td><td></td><td></td></tr></table>	<i>Non-smoker:</i>	<input type="checkbox"/>	<i>Lifeguard Certified:</i>	<input type="checkbox"/>	<i>Ski:</i>	<input type="checkbox"/>	<i>CPR Certified:</i>	<input type="checkbox"/>	<i>Swimmer:</i>	<input type="checkbox"/>		
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<i>Swimmer:</i>	<input type="checkbox"/>												

Job Benefits (bonuses, incentives):

Transportation at times is provided by a staff member of Hill Country Cottage RV Resort.
Free Internet.
Full access to the park.

Is there a Social Security Admin office nearby: Yes **Are you willing to take student to the SSA office?** Yes

SSA Office details: Employer will bring participants to the local Social Security Administration office. However, the closest office is located approximately 20 miles away at:

900 Bugg Ln #200
San Marcos, TX 78666

Hours:
Tuesday 9AM–4PM
Wednesday 9AM–12PM
Thursday 9AM–4PM
Friday 9AM–4PM
Saturday Closed
Sunday Closed
Monday 9AM–4PM

Participant Requirements

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

Good attitude, friendly, and energetic. Fluent English will be needed for participants working in the snack bar or bartending areas.

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

Not Applicable.

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](#)

Housing Options

This employer provides housing

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 3 park models (manufactured homes). There will be 3-4 participants per unit. The units that will house 3 participants have 1 bedroom with 2 full sized beds, and 1 twin bed in the living room (queen). The unit that will house 4 participants has 1 bedroom with a full sized bed, a split loft with 2 full sized beds, and 1 twin bed in the living room. The units each have 1 bath, and is stocked with linens, pots and pans, utensils, 1 TV, dishes, refrigerator, microwave, oven, and grill. There is coin operated laundry located nearby as well.

Address: 131 Rueckle Road

City, State, Zip: New Braunfels, TX 78130

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)? \$0 per day

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

Are utilities included? Yes No Approx. cost of utilities (per participant)?

Is a housing deposit required upon arrival? No No housing deposit.

WiFi is available and is provided at no cost.

Participants should come with 1 months' worth of living money for initial travel, groceries, activities (approx. \$400.00 USD).

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? Less than 5 minutes

What is the approximate ONE WAY travel cost to work? \$0.00

**Sun Communities dba Hill Country Cottage RV Resort, New Braunfels, TX
March 17, 2017**

New Braunfels is an outer suburb of San Antonio; the seventh-largest city in the United States of America and the second-largest city within the state of Texas, with a population of 1.33 million.

Hill Country is located near Interstate 35, only 45 minutes due south of the Texas Capital of Austin. In addition to being convenient to nearby Gruene and San Antonio, our location makes it very easy to make a day trip to Austin. There you can visit the State Capitol buildings, enjoy live music venues and festivals, Barton Springs & Zilker Park, and attend the Formula 1 Race and other events throughout the year at the Circuit of The Americas.

Hill Country's amenities include newly renovated indoor heated pools and spas, out door pool, saunas, fitness Shorts, t-shirts, sandals, swimsuit (optional). Light jacket for cool nights. Also, be sure to wear shoes for work that are ok to get dirty. Please see specific dress code for work.

Is there anything special that students should bring?

What are the seasonal temperatures?

Spring: 70-80 Degrees F

Summer: 90-100 Degrees F

Fall: 75-90 Degrees F

Winter: 40-65 Degrees F

What is near work?

Transportation Depot:		On foot	✓	In town / by public transport	✓	Requires a car	N/A
Food/Super Market:		On foot	✓	In town / by public transport	✓	Requires a car	N/A
Shopping Mall:		On foot	✓	In town / by public transport	✓	Requires a car	N/A
Post Office:		On foot	✓	In town / by public transport	✓	Requires a car	N/A
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:

Sun Communities dba Hill Country Cottage RV Resort, New Braunfels, TX
March 17, 2017

Resort is surrounded by an incredible array of area attractions. San Antonio, New Braunfels and Austin are all nearby.

Below is a sample listing of activities with their distance from the employer:

- Schlitterbahn Water Park - 4.6 miles
- Rockin' R River Rides - 6.7 miles
- Texas Tubes - 3.3 miles
- Gruene River Co. - 6.7 miles
- Historic Gruene, TX with lots of restaurants and shopping and home of Gruene Hall - 6.8 miles
- Natural Bridge Wildlife Ranch - 10.3 miles
- Wurstfest - An annual 10 day festival in October or November
- Gristmill and many other great restaurants
- Minutes from Tanger Outlet Center and Prime Outlet Mall in San Marcos - 14 miles
- Nearby fishing and boating at Canyon Lake, Lake Dunlap, Lake Placid and Lake McQueeney
- Natural Bridge Caverns - 10.7 miles
- Landa Park Golf Course - 3.6 miles
- Northcliffe Golf Course - 7.5 miles
- Bandit Golf Club - 8.5 miles
- Children's Museum - 2.25 miles

Is there wireless internet available?

Yes; free WiFi throughout Hill Country Cottage and RV Resort.

List of interesting area websites:

- <http://www.hillcountryrvresortnb.com/area-attractions.php>
- <http://www.visitsanantonio.com/index.aspx>
- <http://www.mysanantonio.com>
- <http://www.sanantonio.gov>
- <http://www.ccigreenheart.org/swt-cultural-opportunities>

Transportation to nearby cities: <https://capmetro.org/>

Additional Comments:

Participants should come with one months' worth of living money for initial travel, groceries, and activities. Employer will pick up participants at San Antonio International Airport (SAT) during normal business hours. If arriving outside of normal business hours, participants should be prepared to stay in a hotel every night.

The RV Resort Manager or Hill Country staff members will be willing to provide participants transportation to and from the city on occasion. There are also Uber and Lyft services in the area.

Uber: <https://www.uber.com/ride/>
Lyft: <https://www.lyft.com/cities>
Taxi: Comal Cabs (830) 358-0850

Participants are sometimes taken out by American employees. These include casual outings for entertainment/shopping. There are opportunities for cultural, independent day trips to Austin and San Antonio.

Participants will interact with Americans daily while at work.

For additional cultural opportunities participants should visit <http://www.ccigreenheart.org/swt-cultural-opportunities/> and are recommended to join the Greenheart Club: <http://www.ccigreenheart.org/greenheart/club/worktravel.aspx>. Or check-out Visit USA: <http://www.visittheusa.com/state/texas>.

Please feel free to attach any other additional information.

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