



Greenheart Exchange

Work and Travel Program

Employer Information

Benbow Valley Investments DBA Benbow Inn

Start Date Range: 5/10/2018 - 6/15/2018

End Date Range: 9/7/2018 - 9/30/2018

Industry: Hotel/Motel/Hostel/Bed and Breakfast

Number of Employees: 100
445 Lake Benbow Drive

Address: Garberville, CA 95542
[View Map](#)

Company Web Site: www.benbowinn.com

Total positions available: 16

Potential positions: Dishwasher, Housekeeping, Campground Front Desk Attendant, Bellhop, Houseman, Server Assistant

Average number of work hours: 30-40

Average number of work days: 5

How often do you pay employees? Twice a month

Please indicate the level of English required: Excellent

Job benefits, bonuses, or incentives offered by your company (if any): Discounts available in restaurant and store. Participants receive 2 free meals per day as staff meal.

Greenheart: Yes

Additional Hiring Requirements:

Participants must be willing to do a variety of tasks as needed through the season, including cleaning bathrooms. Participants who decide to obtain a second job must work around Benbow Inn's schedule first and foremost. Any scheduling challenges may result in a disciplinary process and if things do not improve, participants may be terminated. If terminated, participants will no longer be able to remain in the housing units provided. They will have 5 days before having to vacate housing.

Housing, Meals and Transportation

Housing provided by I guarantee housing

employer:

Description of housing:

Participants will live in fully furnished one room cottages (2 participants per cottage) with a small refrigerator, microwave and barbecue. There is a bathroom in each unit and the beds are bunk beds. Participants will each have their own bed. Linens, bath towels and kitchen utensils are provided. HOUSING COSTS: Participants will pay their rent in the office. It is due and payable on the 1st and 15th of the month and will be outlined in a separate document upon arrival -- the participant's signature is required. Participants must pay a \$100.00 refundable deposit upon arrival, which is fully refundable if the unit is left clean and without damage. Participants must also work until their DS-2019 end date. Rent is \$400.00 per month per unit, with double occupancy (2 per cottage unit). Each participant will pay \$200.00 per month. If a participant is fired and/or quits for any reason, then the participant will have 5 days before having to vacate housing.

Housing costs: 200.00 per month

Required To Use Housing: No

Meals included or subsidized: Yes

Description of included or subsidized meals: Participants are offered 2 free meals every day: lunch and dinner. Breaks for meals are not to be taken during scheduled work hours.

Approximate cost of transportation: Not Applicable(one way)

Jobs Available

Job Type:	Kitchen Helper/Dishwasher	Requirements and Job Description	
# of openings for this Season:	2	Non-smoker:	No
Wage:	11.00/per hour	Swimmer:	No
Dress Code:	Casual	Ski:	No
Dress code details:	Participants must have closed-toed, non-skid shoes and long pants. The employer will provide their work shirt for free.	CPR Certified:	No
		Lifeguard Certified:	No
		Gender Preference:	
		Age requirement?	
		Greenheart participants are at least 18 years old	

Job description

Participants must be willing to wash dishes and help the chef with requested tasks. Tasks including but not limited to: Food preparation and storage, expediting orders, prep cooking, etc. This position requires dish washing, general cleaning of kitchen, taking the trash out, mopping, working the pantry, some prep cooking and cooking alongside the chefs in the kitchen. Participants will have interaction with American staff and will not be isolated. Participants will be using cleaning chemicals.

<p>Job Type: Housekeeper</p> <p># of openings for this Season: 5</p> <p>Wage: 11.00/per hour</p> <p>Dress Code: Uniform</p> <p>Dress code details: Participants must have black pants (no jeans) and black, closed-toed shoes. The employer will provide their work shirt for free.</p>	<p>Requirements and Job Description</p> <p>Non-smoker: No</p> <p>Swimmer: No</p> <p>Ski: No</p> <p>CPR Certified: No</p> <p>Lifeguard Certified: No</p> <p>Gender Preference:</p> <p>Age requirement?</p> <p>Greenheart participants are at least 18 years old</p>
--	---

Job description

As a housekeeper, participants are responsible for cleaning (washing, dusting and vacuuming, tidying) guest rooms and property common areas. Job duties include picking up after a guest, preparing fresh linens (doing laundry), making beds, dusting furniture and fixtures, washing floors, vacuuming carpeted areas, emptying trash cans, cleaning windows (usually less frequently), cleaning the bathroom and toilet and keeping the guest rooms stocked with accessories and the bathrooms stocked with supplies. Housekeepers will be using cleaning chemicals. The Benbow Inn also features gardens, playgrounds and patios. Some participants will be asked to assist with cleaning these areas, public restrooms and rental cottages when needed. Benbow KOA (campground) is located right next door to the Benbow Historic Inn. Participants will perform some janitorial duties for the KOA.

<p>Job Type: Front Desk/Reception</p> <p># of openings for this Season: 2</p> <p>Wage: 11.00/per hour</p> <p>Dress Code: Uniform</p> <p>Dress code details: Black or khaki pants with closed toe, dark shoes. Shirt will be provided.</p>	<p>Requirements and Job Description</p> <p>Non-smoker: No</p> <p>Swimmer: No</p> <p>Ski: No</p> <p>CPR Certified: No</p> <p>Lifeguard Certified: No</p> <p>Gender Preference:</p> <p>Age requirement?</p> <p>Greenheart participants are at least 18 years old</p>
--	---

Job description

The front desk clerk is responsible for greeting and monitoring visitors and for providing assistance to customers. Job duties include checking in and out guests, ringing up retail sales, stocking shelves, helping customers with questions, answering the phones, and performing front desk related administrative tasks. Front desk employees must have fluent English, a clean and impeccable appearance and excellent customer service skills. Participants must have basic

computer skills.

Job Type:	Bellhop	Requirements and Job Description	
# of openings for this Season:	2	Non-smoker:	No
Wage:	11.00/per hour	Swimmer:	No
Dress Code:	Uniform	Ski:	No
Dress code details:	Black slacks (no jeans), white button down dress shirt either short or long sleeved and black shoes. Company will provide a tie and vest as uniform.	CPR Certified:	No
		Lifeguard Certified:	No
		Gender Preference:	
		Age requirement?	
		Greenheart participants are at least 18 years old	

Job description

A bellhop is also commonly referred to as a bellman. The participants will be responsible for helping patrons with their luggage while checking in or out of their accommodations. Participants must be able to lift and carry up to 50 lbs, they must be quick, have excellent English, be outgoing and very good with people. In addition to helping with luggage, duties will include opening the front door, calling cabs, answering questions, giving directions, and performing basic concierge work when necessary.

Job Type:	Janitorial	Requirements and Job Description	
# of openings for this Season:	2	Non-smoker:	No
Wage:	11.00/per hour	Swimmer:	No
Dress Code:	Uniform	Ski:	No
Dress code details:	Black pants with black non-skid shoes. Company provides polo shirt with logo for free.	CPR Certified:	No
		Lifeguard Certified:	No
		Gender Preference:	Male
		Age requirement?	
		Greenheart participants are at least 18 years old	

Job description

Job duties for houseman/janitor usually include general cleaning in the work place. This may involve trash removal, cleaning restrooms, housekeeping (such as cleaning guest rooms and public areas) or the general upkeep of the property (wiping down windows, mopping, dusting and vacuuming) as well as other cleaning duties as assigned. Participants will almost always be cleaning toilets and using cleaning chemicals. This position also requires lifting and carrying up to 50 lbs, up and down stairs.

Job Type: Busser
of openings for this Season: 4
Wage: 11.00/per hour
Dress Code: Uniform
Dress code details: Participants should bring black pants (no jeans), black non-skid shoes, white button down dress shirt, and a tie.

Requirements and Job Description

Non-smoker: No
Swimmer: No
Ski: No
CPR Certified: No
Lifeguard Certified: No
Gender Preference:
Age requirement?
Greenheart participants are at least 18 years old

Job description

A busser's job duties include clearing tables, taking dirty dishes to the dishwasher, setting empty tables and otherwise assisting the waiting staff. Responsibilities may also include bringing water and introductory foods (e.g., tortilla chips, bread etc.) to the table when guests first sit down. Primarily, a busser does all assistant activities including taking out the trash, shining cutlery, refilling water pitchers and restocking dinnerware and utensils. Bussers may also be required to clean restrooms. This will involve cleaning toilets and using cleaning chemicals. Bussers may help setup, take down, and execute events.