



Greenheart Exchange

Work and Travel Program

Employer Information

Oakham Pine Acres, Inc

Start Date Range: 6/1/2019 - 6/15/2019

End Date Range: 9/5/2019 - 9/20/2019

Industry: Camp/Outdoor Work

Number of Employees: 60

203 Bechan Road

Address:

Oakham, MA 01068

[View Map](#)

Company Web Site: <http://pineacresresort.com/>

Total positions available: 6

Potential positions:

Fun Center Attendant, Housekeeping/Junior Maintenance,
Short Order Cook

Average number of work hours: 35

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): Employees get 25% discount on food items at the cafe as
listed above. Onsite housing is discounted for
participants.

Greenheart: Yes

Additional Hiring Requirements: Not applicable.

Housing, Meals and Transportation

Housing provided
by employer: I guarantee housing

Description of housing:

Participants will be living in one of two, 2 bedroom apartments on site; apartments are completely furnished. PLEASE NOTE: Apartments will be divided strictly by gender; one with female participants and one with males. Apartments consist of five rooms: living room, kitchen area, bathroom, and two bedrooms, shared with 2-4 participants, up to 2 per bedroom, each with their own bed. Participants are responsible for cleaning their own linens; laundry is available on-site at a cost. WiFi internet included in the cost of rent.

Housing costs: \$75.00 per week

Required To Use
Housing:

Meals included or No

subsidized:

Description of included or subsidized meals: Employees get 25% discount on food items at the cafe at anytime. Please note: The cafe is open on weekends ONLY in May, early June, and September. In July and August it's open seven days a week.

Approximate cost of transportation: \$0.00(one way)

Jobs Available

Job Type: Customer Service

of openings for this Season: 2

Season:

Wage: 12.00/per hour

Dress Code: Casual

Dress code details:

Team members are provided a staff shirt for free that can be worn with any color pants or shorts and comfortable, closed-toes shoes (sneakers recommended). Pants must not have rips. Both shorts and pants must be in good taste and shorts must be modest in length. If participants have questions about appropriate clothing while on the job, they can always feel free to ask their supervisor.

Requirements and Job Description

Non-smoker: Yes

Swimmer: No

Ski: No

CPR Certified: No

Lifeguard Certified: No

Gender Preference:

Age requirement?

Greenheart participants

Job description

Participants will be working at one of the park fun centers (ex. Arcade, Bait Shop, Pool, Store, etc.) Job responsibilities within the Fun Center Attendant is split, based on business needs, among the following jobs: Store Clerk - Clerking - Running POS (Point of Sale system)/cash register - Scanning items for sale - Taking money - Taking orders for cafe food service - Scooping of ice cream - Restocking inventory as needed - Cleaning up is required during all shifts Arcade Attendant - Running POS (Point of Sale system)/cash register - Scanning items for sale - Tending to guests at the desk - Distributing rental sports equipment - Issuing prizes for coupon redemption - Cleaning up is required during all shifts Pool Attendant - Performing pool tests (pump controls and water chemistry) - Participants will be trained to work with chemicals - Clean and maintain pool deck and lounge chairs - PLEASE NOTE: Pool Attendants are required to be in the water to do cleaning. Knowing how to swim is not required. However, being comfortable in and around the water is a must; participant can wear a life-jacket if they'd like. - Enforce pool rules for the enjoyment of all guests; not as a lifeguard - Welcome and sign-in all guests entering the pool complex Bait Shop Attendant - Running POS (Point of Sale system)/cash register - Scanning items for sale - Taking money - Renting boats: Completing the necessary release paperwork, assisting guests with putting on life jackets and helping them into and out of boats Criteria: Excellent English is required due to heavy customer interaction. Participants must have experience in dealing with vacationing guests/families with children. Participants promote Resort services, amenities, and must have the ability to answer customer questions while maintaining a friendly, courteous, and professional manner at all times. Participants must be familiar with US currency and understand how to make change.

Job Type: Housekeeper

**# of
openings
for this
Season:** 3

Wage: 12.00/per hour

**Dress
Code:** Casual

**Dress code
details:**

Team members are provided a staff shirt for free, that can be worn with any color pants or shorts and comfortable, closed-toes shoes (sneakers recommended). Pants must not have rips. Both shorts and pants must be in good taste and shorts must be modest in length. If participants have questions about appropriate clothing while on the job, they can always feel free to ask their supervisor.

**Requirements and Job
Description**

Non-smoker: Yes

Swimmer: No

Ski: No

CPR Certified: No

Lifeguard Certified: No

Gender Preference:

Age requirement?

**Greenheart participants
are at least 18 years old**

Job description

The Housekeeping staff is responsible for cleaning and maintaining various resort buildings and rental units in order to ensure guest have a positive experience. Key areas of responsibility: • Work closely with Housekeeping Manager and Maintenance Manager • Adhere to Pine Acres policies and procedures listed in Employee Manual • Friendly and helpful towards co-workers • Maintain a friendly, courteous, and professional manner at all times • Complete daily and weekly cleaning tasks • Clean bathroom facilities, including toilets • Clean rental units upon departure in an efficient manner to ensure unit is ready for the next guest • Work as a member of a team • Fill out any service slips for broken or missing items • Promote Resort services, activities, and have the ability to answer customer questions Participants will be responsible for cleaning: Rustic Cabins (15) - 300 square feet - Cleaned daily as needed - Average per day is 4-6 units - These units have no kitchen or bath so they take a maximum of 45 minutes to clean Recreation Vehicle (RV)s (4) - 30 foot x 8.5 foot - During our Summer season these units rent Friday to Friday so all four are cleaned by Housekeeping on Fridays (2 teams to complete 4 RVs and bathroom rounds) Lodge Function Hall - 1,500 square feet - This is used for functions so the floor is swept and mopped after one function to prepare for the next. Bathroom Buildings - Numerous buildings and all different sizes. Participants will be using cleaning chemicals. This department works closely with Maintenance and is sometimes asked to work as Junior Maintenance team-member. In this role participants will be doing light work around the campground such as raking leaves, picking up trash, quality assurance of park grounds and delivering newspapers to guests. Participants will not be using heavy machinery or heavy maintenance work; participants will be in constant interaction with Americans and working in teams.

Job Type: Line Cook

**# of
openings
for this
Season:** 1

**Requirements and Job
Description**

Non-smoker: Yes

Swimmer: No

Wage:	12.00/per hour	Ski:	No
Dress Code:	Casual	CPR Certified:	No
		Lifeguard Certified:	No
Dress code details:	Team members are provided a staff shirt that can be worn with any color pants or shorts and comfortable closed-toes shoes (sneakers recommended). Pants must not have rips. Both shorts and pants must be in good taste and shorts must be modest in length. If participants have questions about appropriate clothing while on the job, they can always feel free to ask their supervisor.		
		Gender Preference:	
		Age requirement?	
		Greenheart participants are at least 18 years old	

Job description

The Short-Order Cook is responsible for providing food service in order to enhance the guest experience. With a variety of breakfast, lunch and dinner menu items, this position is suited for someone who can multitask and who works well under pressure. The ability to work with others and communicate is a must!

- Customer service/care – communicate with customers and other individuals to answer questions, explain information and address concerns
- Keep coolers and freezers clean, organized and stocked
- Prep all food for the cafe and the food prep area
- Cook food orders as needed
- Interact with the Store Clerks to ensure proper food presentation and timely delivery
- Keep cooking line and prep area clean, organized and stocked
- Clean dishes, pots and pans
- Be prepared to assist the Store Clerks with order taking, cash register use and ice cream service
- Process vendor deliveries

Note: participants in this position may come into contact with pork and/or alcohol products. Participants will also be using cleaning chemicals for cleaning duties.