



# Greenheart Exchange

## Work and Travel Program

### Employer Information

#### Sun Communities dba Silver Creek RV Resort

Start Date Range: 5/15/2019 - 6/15/2019

End Date Range: 9/6/2019 - 9/30/2019

Industry: Camp/Outdoor Work

Number of Employees: 18

1441 North 34th Avenue

Address:

Mears, MI 49436

[View Map](#)

Company Web Site: [www.silvercreekrv.com](http://www.silvercreekrv.com)

Total positions available: 6

<b>Potential positions:</b>	Resort Housekeeper, Pool Attendant/Ranger
<b>Average number of work hours:</b>	40
<b>Average number of work days:</b>	5
<b>How often do you pay employees?</b>	Twice a month
<b>Please indicate the level of English required:</b>	Native speaker/Fluent
<b>Job benefits, bonuses, or incentives offered by your company (if any):</b>	Transportation at times is provided by a Silver Creek staff member, transportation must be planned in advance. Free internet, full access to the resort, and participation in community activities.
<b>Greenheart:</b>	Yes
<b>Additional Hiring Requirements:</b>	Not applicable

### Housing, Meals and Transportation

**Housing provided by employer:**

I guarantee housing

**Description of housing:**

6 participants will be housed in 2 travel trailers with slide out doors. There is one set of bunk beds with a partition and one single bed in each. Each unit has a kitchen stocked with pots, pans, utensils, dishes, refrigerator, and a microwave. There are 2 TVs in each unit, a dining room, living area, and 1 bathroom in each with a shower. The bathrooms are stocked with linens and towels. Additional showers/bathhouses will also be a short distance away. If a participant resigns they need to vacate housing within 24 hours of their last shift. As resignations are pre-planned they are responsible for making their own arrangements. If participants are terminated they need to vacate within 24 hours

of termination.

**Housing costs:** \$0 per day

**Required To Use  
Housing:**

**Meals included  
or subsidized:** No

**Description of  
included or  
subsidized meals:** Participants may receive free meals at picnics or community events. However,  
day to day meals will not be provided.

**Approximate cost  
of  
transportation:** \$0(one way)

## Jobs Available

**Job Type:** Housekeeper

**# of openings  
for this** 3

**Season:**

**Wage:** 9.25/per hour

**Dress Code:** Casual

**Dress code  
details:** A Silver Creek polo shirt will be provided for  
work. Participants must supply their own denim  
or khaki (tan colored) shorts or pants and close-  
toed shoes for work.

### 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

1. Cleans, sanitizes, and stocks kitchen areas with paper products as needed. Ensures all tables and chairs are clean and functioning properly. 2. Cleans and sanitizes appliances to ensure they are free of food particles, mold and mildew. Defrosts freezer as needed. 3. Cleans and sanitizes bathrooms, ensuring they are well lit, and places rubber mats down to ensure safety. 4. Follows all established safety procedures and precautions. Reports all unsafe or hazardous conditions, incidents, accidents, and/or defective equipment to their manager. 5. Ensures that the general property appearance is well maintained and orderly. 6. Ensures all floors are swept, mopped, waxed, and buffed as needed. 7. Ensures that all windows and screens are clean and functioning properly. 8. Maintains washers and dryers by wiping surfaces, removing lint, etc. 9. Ensures all offices are clean and neat. Empties trash containers as needed. 10. Ensures all vents and filters are cleaned and changed as needed. 11. Other duties as assigned.

**Job Type:** Customer Service

**# of openings  
for this** 3

**Season:**

**Wage:** 9.25/per hour

### Requirements and Job Description

**Non-smoker:** No

**Swimmer:** No

<b>Dress Code:</b>	Casual	<b>Ski:</b>	No
<b>Dress code details:</b>	A Silver Creek polo shirt will be provided for work. Participants must supply their own denim or khaki (tan colored) shorts or pants and close-toed shoes for work.	<b>CPR Certified:</b>	No
		<b>Lifeguard Certified:</b>	No
		<b>Gender Preference:</b>	
		<b>Age requirement?</b>	
		<b>Greenheart participants are at least 18 years old</b>	

#### **Job description**

1. Tests and balances pool chemicals. Documents as required by state and local regulations. Tests water and adds chemicals as needed. 2. Monitors and adjusts pool temperature as directed. 3. Cleans and vacuums pool. Cleans skimmer baskets. Back wash's pool filters. Skims pool with skimmer as needed. 4. Monitors individuals entering and leaving the pool area. Ensures state capacity is not exceeded. 5. Ensures pool bathrooms are clean, stocked with supplies and free of standing water. 6. Ensures all posted pool rules are being adhered to. 7. Ensures safety equipment is present and in working order. Check first aid kit for needed supplies on daily basis. 8. Sweeps pool deck and all surrounding areas daily. 9. Straightens pool furniture regularly, ensuring that furniture is clean and in working order at all times. 10. Cleans clubhouse and surrounding common areas as needed. 11. Gardens and pulls weeds in commons areas as needed. 12. Handles guest and resident questions and complaints directly or refers them to the appropriate department. 13. Provides guests with accessibility by patrolling the resort frequently and assisting them when needed. 14. Delivers special packages and/or one-day mail to appropriate sites. 15. Assists with coverage of the main gate when needed. 16. Routinely checks swimming pool(s) for unregistered guests, if applicable. 17. Tags vehicles for removal by owner at unrented transient sites. 18. Follows safety procedures while performing duties. 19. Other duties as assigned. Gardening will be less than 10% of job duties.