



WORK & TRAVEL USA

## Chateau on the Lake Resort Spa & Convention Center - Front of the House - Banquet Server

### HOST INFORMATION

#### **Company Description:**

**Why work for us? We offer FREE meals for staff, DAILY! We also provide discounted tickets for local amusement parks!**

*Chateau on the Lake offers a fun working experience where you have the opportunity to cross-train in other departments while working at a high-end resort. Additionally, you receive a competitive hourly wage, receive an average of 35 hours per week and you get to work alongside International and American staff. Students receive good pay and good hours!*

*Chateau on the Lake Resort is a 4 diamond resort located in Branson, Missouri on a stunning, beautiful lakefront location. The work site is gorgeous and is a large, upscale resort with over 200 employees. The Resort is located 9 miles from the center of Branson. Affordable housing and transportation options are listed for you in the job profile.*

*Branson is a popular tourist destination and there are hundreds of students that work in this community in the summertime. Students like working in Branson because there are affordable housing options and lots of affordable options for summer fun like swimming in area lakes, hiking, amusement parks, water parks, and shopping!*

**Host Website:** <https://www.chateauonthelake.com>

**Site of Activity:** Chateau on the Lake Resort Spa & Convention Center

**Parent Account Name:** Atrium Hospitality

**Host Address:** 415 North State Highway 265 Branson , Missouri , 65616

**Nearest Major City:** Springfield , Missouri , Less than 50 miles away

### PLACEMENT INFORMATION

#### **Job Description:**

##### **BASIC JOB FUNCTION:**

*To set up banquet table linens, place settings, and center pieces; serve all food and beverages, and clear away all dishes and table linens in a professional manner*

*This job will flex between the restaurant and Banquets.*

##### **RESPONSIBILITIES:**

1. Sets up tables correctly and uniformly in the assigned area using
  - a. Clean pressed linen
  - b. Clean unspotted silverware
  - c. Clean china with no chips or cracks
  - d. Clean unspotted glassware
  - e. Confirm the table complements (salt and pepper, sugar, breadbaskets, etc.) have been properly cleaned filled
2. Acknowledges and responds to all guest requests
3. Keeps the station neat and clean during service
4. Work harmoniously and professionally with co-workers and supervisors

5. Performs any other job-related duties as assigned.

**MINIMUM REQUIREMENTS:**

1. ServSafe and TIPS certification required at the time employment begins
2. Must be flexible with working days, early mornings, evenings, weekends, and holidays
3. High school diploma or equivalent preferred

**Typical Schedule:**

Schedules are varied based on business needs to include evenings, weekends, and holidays.

**Seasonal changes to job duties or available hours:** Yes

Schedules are varied based on business needs to include evenings, weekends, and holidays.

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$13.75

**Eligible for Tips:** No

**Estimated weekly wages including tips:** \$440

**Bonus:** No

\* All figures above are pre-tax

**Estimated average number of hours per week:** 32

**Estimated minimum number of hours per week:** 32

**Estimated maximum number of hours per week:** 40

**Potential fluctuation in hours per week:**

All hours schedule are based on business needs from groups in-house

**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 to area attractions, free meals in our deli when it is open (1-2 times per week)

## JOB REQUIREMENTS

**English Level required:**



**Advanced**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

Lifting

*Lifting requirement: 50lbs/22kgs*

**Description:**

*May move, lift, carry pull and place objects weighting less than our equal to 50 lbs. Vacuuming, collecting linens, removing garbage, clearing dishes/trays of dishes and food.*

*Standing for entire shift*

*Handling cleaning chemicals*

**Need to wear uniform:** Yes

**Uniform Policy:**

*We issue uniforms based on position, deposit of \$50.00 will be deducted from pay check and refunded once all issued items returned to our laundry department*

*Cost of uniform: \$0*

*Uniform laundry: Provided at no cost*

**Dress Code:** Yes

**Description:**

• *Must have black non-slip / tread safe shoes*

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

*Company Parties, Holiday Events, Movie or Game Nights, Potlucks or Dinners, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Trips to Nearby/Major Attractions, American Holidays*

**Additional Details about Cultural Offerings:**

*We have an International Student Outreach Program that engages students from all countries. We have entertainment venues that share historical events: an 1880s theme park and many other cultural opportunities.*

*Branson has a lot of cultural events for J1 Students! Check: <https://www.bransonj1.com>*

**Local Cultural Offering:**

*We receive many area appreciation discounts from local variety entertainment shows.*

*We offer an International Student Outreach Program that provides an orientation to students, educating them about the local area.*

*We have celebrations that include many American Holidays: <https://www.bransonj1.com/>*

## 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:**

*Chateau on the Lake is finalizing two housing options for our J-1 Work and Travel participants for the upcoming season. Both options are expected to be approximately \$125 per week, with a two-week rental deposit required upon move-in. Additional details will be provided as arrangements are completed. If you choose to find other housing after arrival, you are more than welcome; we just want to ensure that you are safe and have accommodations while here.*

**Lease Agreement:** No

**Onsite Amenities:**

WiFi: Yes

Description:

Phone Service: Yes

Description:

Housing does not have a landline, however students can purchase/use their own cell phones.

Kitchen facilities: Yes

Description:

Onsite has small refrigerator and microwave in each room.

Laundry facilities: Yes

Description:

Laundry facility onsite.

**Occupancy Requirements for Provided Housing:**

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 4

Suggested Occupancy Per Room: 2 - 4

Rooming Arrangement Description:

There will not be co-ed housing.

**Provided Housing Cost:**

Required to Pay for Provided Housing: Yes

Cost per Week: \$125

Housing Cost Deducted from Paychecks: No

Description:

Participants will pay direct to the housing.

Utilities Costs: No

Housing Deposit: Yes

Cost: \$250

Description:

The deposit is non-refundable.

Housing Deposit Refundable: No

**Transportation to Worksite:**

Other

Estimated commute time: Under 15 minutes

Estimated cost: \$0

Description: A short transport to/from work - a 15-passenger van - is provided at \$40/week. Under 15 minutes.

## ARRIVAL INFORMATION

**Arrival Instructions:**

Welcome!!

*We are looking forward to having you with us for the season.*

*When scheduling your flight, please make sure that you fly into the Springfield, Missouri airport (SGF). The best time for arrival is before 7:00 pm to ensure transportation from the airport. **Once you have booked your flight, please send the information to me** for scheduling transportation and housing.*

*Upon arrival at the airport, we use a company called Ambassador Car Service that we schedule to pick you up, transport you from the airport, and take you to your housing. There is a \$100.00 charge for the trip; they will invoice me for the charge, then I will deduct it from your paycheck when you have earned enough to cover the expense.*

*After your arrival (Monday – Friday) you will come to Human Resources to get paperwork completed for hire. Please bring your DS-2019, Visa, and Social Security Card (if you have one).*

*Chateau on the Lake is finalizing two housing options for our J-1 Work and Travel participants for the upcoming season. Both options are expected to be approximately \$125 per week, with a two-week rental deposit required upon move-in. Additional details will be provided as arrangements are completed.*

*If you choose to find other housing after arrival, you are more than welcome; we just want to ensure that you are safe and have accommodation while here.*

*We will provide uniforms for you while working at the Chateau. There is a \$50.00 deposit for them. When you complete your time with us and turn in all uniforms issued, your \$50.00 uniform deposit will be refunded. You will be required to have black non-slip / tread-safe shoes while working. No colored tennis shoes; shoes must be black.*

*Finally, it is imperative that you communicate as you travel and keep me informed to ensure your safety and pick-up.*

*Should you have any questions, please let me know.*

*Sincerely,*

*Melissa Yergensen, MSHRM, SPHR*

*Director of Human Resources*

*melissa.yergensen@atriumhospitality.com*

*Office: 417-243-1772*

***Suggested Arrival Airport:***

*Springfield, Missouri (SGF), SGF, Less than 50 miles*

***Estimated cost of transportation to worksite from suggested airports: \$75 to \$100***

***If arriving after regular hours:***

***Suggested After-Hours Accommodation:***

*Best Western Plus Springfield Airport Inn*

*4445 W Chestnut Expressway*

*Springfield, Missouri 65802*

*[https://www.bestwestern.com/en\\_US/book/hotels-in-springfield/best-western-plus-springfield-airport-inn/propertyCode.26170.html](https://www.bestwestern.com/en_US/book/hotels-in-springfield/best-western-plus-springfield-airport-inn/propertyCode.26170.html)*

*1-417-799-2200*

*\$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:*

*Students will be taken to the social security office within 10 days after their arrival. Transportation arrangements will be made and communicated to the students.*

*Nearest SSA Office: Springfield , Missouri , Less than 50 miles*

***Other:***

*Wage Payment Schedule:*

*All monies are direct deposited into a bank account for the student and will be paid bi-weekly. Payroll schedule will be provided upon arrival.*

*Meal Plan: Not available*

*Provide Certificates/Performance Evaluations: Yes*

*Hire in Groups: Yes*

*Maximum Group Size:*

*Grooming Requirements:*

*Atrium expects Associates to report to work well groomed, clean, and in proper uniform or appropriate attire according to the requirements of their position. All Associates are expected to avoid any attire or adornment, such as excessive piercings, jewelry, or tattoos, that could create distraction, interfere with the Associate's duties, or create a safety hazard. An Associate may be required to cover a tattoo and cover/remove piercings and jewelry.*

*Second Job Availability: Yes, likely*

*Applicable Company Policies:*

*We require that all students wear BLACK non-slip, tread-safe shoes when working. You can either bring them with you or purchase them from your employer, and the cost will be payroll-deducted.*

*Cell phones are to be kept in the assigned lockers; they may be used during the 30-minute lunch break. They are not to be on their cell phones during working hours. The chateau has a designated smoking area.*

## COMMUNITY AMENITIES

***In Town, Requires Transportation:***

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

***Unavailable:***

*Internet Cafe*



WORK & TRAVEL USA

## Chateau on the Lake Resort Spa & Convention Center - Line Cook//Prep Cook

### HOST INFORMATION

#### **Company Description:**

**Why work for us? We offer FREE meals for staff, DAILY! We also provide discounted tickets for local amusement parks!**

*Chateau on the Lake offers a fun working experience where you have the opportunity to cross-train in other departments while working at a high-end resort. Additionally, you receive a competitive hourly wage, receive an average of 35 hours per week and you get to work alongside International and American staff. Students receive good pay and good hours!*

*Chateau on the Lake Resort is a 4 diamond resort located in Branson, Missouri on a stunning, beautiful lakefront location. The work site is gorgeous and is a large, upscale resort with over 200 employees. The Resort is located 9 miles from the center of Branson. Affordable housing and transportation options are listed for you in the job profile.*

*Branson is a popular tourist destination and there are hundreds of students that work in this community in the summertime. Students like working in Branson because there are affordable housing options and lots of affordable options for summer fun like swimming in area lakes, hiking, amusement parks, water parks, and shopping!*

**Host Website:** <https://www.chateauonthelake.com>

**Site of Activity:** Chateau on the Lake Resort Spa & Convention Center

**Parent Account Name:** Atrium Hospitality

**Host Address:** 415 North State Highway 265 Branson , Missouri , 65616

**Nearest Major City:** Springfield , Missouri , Less than 50 miles away

### PLACEMENT INFORMATION

#### **Job Description:**

##### **BASIC JOB FUNCTION:**

*This position will cross between Line Cook and Prep Cook.*

##### **RESPONSIBILITIES:**

- Maintain complete knowledge of and comply with all departmental policies/service procedures/ standards.
- You will need to keep your part of the kitchen and your specific work area clean and picked up.
- Transfers supplies and equipment between storage and work areas by hand or by use of a hand truck or cart.
- Cook and package batches of food that are prepared to order or kept warm until sold.
- Cook the exact number of items ordered by each customer, working on several different orders simultaneously.
- Maintain sanitation, health, and safety standards in work areas.
- Measure and mix ingredients required for specific food items being prepared.
- Operate large-volume cooking equipment such as grills, deep-fat fryers, or griddles.
- Read food order slips or receive verbal instructions as to food required by patron, and prepare and cook food according to instructions.

May assist with other duties as assigned, including but not limited to assistance with food dish-up, completing set-up sheets, assisting with set-up and break-down for various events, etc.

**MINIMUM REQUIREMENTS:**

1. ServSafe Certification required at the time employment begins
2. Must be flexible with working days, early mornings, evenings, weekends, and holidays

**Typical Schedule:**

Days and shifts vary based on business needs to include evenings, weekends and holidays

**Seasonal changes to job duties or available hours:** Yes

Hours scheduled will fluctuate based on business needs

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$17.25

**Eligible for Tips:** No

**Estimated weekly wages including tips:** \$552

**Bonus:** No

\* All figures above are pre-tax

**Estimated average number of hours per week:** 32

**Estimated minimum number of hours per week:** 32

**Estimated maximum number of hours per week:** 40

**Potential fluctuation in hours per week:**

Schedule hours are based on business levels within the hotel

**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 to area attractions, meals will be FREE on the days you work!!

## JOB REQUIREMENTS

**English Level required:**



**Intermediate**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

Lifting



*Lifting requirement: 50lbs/22kgs*

*Description:*

*May lift, push, pull various dishes/pots/pans, lifting and emptying trash*

*Standing for entire shift*

*Handling cleaning chemicals*

*Other qualifications or conditions*

*Description:*

*Experience is preferred but not required. MUST have a passion for kitchen and culinary work.*

**Job Training required:** Yes

*Length of job training:*

*On the job, and ongoing as necessary*

*Hours per week during training period: 31*

*Different wage during training period: No*

*Start on specific day of the week: No*

*Training requirements:*

*We will offer ServeSafe Certification within 60 days of starting.*

**Need to wear uniform:** Yes

*Uniform Policy:*

*Uniforms will be issued for position working. Must bring black, closed-toe, non slip shoes, or you can purchase them from The Chateau when you arrive.*

*Cost of uniform: \$0*

*Uniform laundry: Participant responsibility*

**Dress Code:** Yes

*Description:*

*Uniforms provided. Non-slip shoes are required.*

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

*Company Parties, Holiday Events, Movie or Game Nights, Potlucks or Dinners, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Trips to Nearby/Major Attractions, American Holidays*

**Additional Details about Cultural Offerings:**

*We have an International Student Outreach Program that engages students from all countries. We have entertainment venues that share historical events: an 1880s theme park and many other cultural opportunities.*

*Branson has a lot of cultural events for J1 Students! Check: <https://www.bransonj1.com>*

**Local Cultural Offering:**

*We receive many area appreciation discounts from local variety entertainment shows.*

*We offer an International Student Outreach Program that provides an orientation to students, educating them about the local area.*

*We have celebrations that include many American Holidays: <https://www.bransonj1.com/>*

## 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:**

Chateau on the Lake is finalizing two housing options for our J-1 Work and Travel participants for the upcoming season. Both options are expected to be approximately \$125 per week, with a two-week rental deposit required upon move-in. Additional details will be provided as arrangements are completed. If you choose to find other housing after arrival, you are more than welcome; we just want to ensure that you are safe and have accommodations while here.

**Lease Agreement:** No

**Onsite Amenities:**

WiFi: Yes

Description:

Phone Service: Yes

Description:

Housing does not have a landline, however students can purchase/use their own cell phones.

Kitchen facilities: Yes

Description:

Onsite has small refrigerator and microwave in each room.

Laundry facilities: Yes

Description:

Laundry facility onsite.

**Occupancy Requirements for Provided Housing:**

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 4

Suggested Occupancy Per Room: 2 - 4

Rooming Arrangement Description:

There will not be co-ed housing.

**Provided Housing Cost:**

Required to Pay for Provided Housing: Yes

Cost per Week: \$125

Housing Cost Deducted from Paychecks: No

Description:

Participants will pay direct to the housing.

Utilities Costs: No

Housing Deposit: Yes

Cost: \$250

Description:

The deposit is non-refundable.

Housing Deposit Refundable: No

**Transportation to Worksite:**

Other

Estimated commute time: Under 15 minutes

Estimated cost: \$0

Description: A short transport to/from work - a 15-passenger van - is provided at \$40/week. Under 15 minutes.

## ARRIVAL INFORMATION

**Arrival Instructions:**

Welcome!!

We are looking forward to having you with us for the season.

When scheduling your flight, please make sure that you fly into the Springfield, Missouri airport (SGF). The best time for arrival is before 7:00 pm to ensure transportation from the airport. **Once you have booked your flight, please send the information to me** for scheduling transportation and housing.

Upon arrival at the airport, we use a company called Ambassador Car Service that we schedule to pick you up, transport you from the airport, and take you to your housing. There is a \$100.00 charge for the trip; they will invoice me for the charge, then I will deduct it from your paycheck when you have earned enough to cover the expense.

After your arrival (Monday – Friday) you will come to Human Resources to get paperwork completed for hire. Please bring your DS-2019, Visa, and Social Security Card (if you have one).

Chateau on the Lake is finalizing two housing options for our J-1 Work and Travel participants for the upcoming season. Both options are expected to be approximately \$125 per week, with a two-week rental deposit required upon move-in. Additional details will be provided as arrangements are completed.

If you choose to find other housing after arrival, you are more than welcome; we just want to ensure that you are safe and have accommodation while here.

We will provide uniforms for you while working at the Chateau. There is a \$50.00 deposit for them. When you complete your time with us and turn in all uniforms issued, your \$50.00 uniform deposit will be refunded. You will be required to have black non-slip / tread-safe shoes while working. No colored tennis shoes; shoes must be black.

Finally, it is imperative that you communicate as you travel and keep me informed to ensure your safety and pick-up.

Should you have any questions, please let me know.

Sincerely,

Melissa Yergensen, MSHRM, SPHR

Director of Human Resources

[melissa.yergensen@atriumhospitality.com](mailto:melissa.yergensen@atriumhospitality.com)

Office: 417-243-1772

**Suggested Arrival Airport:**

Springfield, Missouri (SGF), SGF, Less than 50 miles

**Estimated cost of transportation to worksite from suggested airports:** \$75 to \$100

**If arriving after regular hours:**

**Suggested After-Hours Accommodation:**

Best Western Plus Springfield Airport Inn

4445 W Chestnut Expressway

Springfield, Missouri 65802

[https://www.bestwestern.com/en\\_US/book/hotels-in-springfield/best-western-plus-springfield-airport-inn/propertyCode.26170.html](https://www.bestwestern.com/en_US/book/hotels-in-springfield/best-western-plus-springfield-airport-inn/propertyCode.26170.html)

1-417-799-2200

\$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:

Students will be taken to the social security office within 10 days after their arrival. Transportation arrangements will be made and communicated to the students.

Nearest SSA Office: Springfield , Missouri , Less than 50 miles

**Other:**

Wage Payment Schedule:

All monies are direct deposited into a bank account for the student and will be paid bi-weekly. Payroll schedule will be provided upon arrival.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Atrium expects Associates to report to work well groomed, clean, and in proper uniform or appropriate attire according to the requirements of their position. All Associates are expected to avoid any attire or adornment, such as excessive piercings, jewelry, or tattoos, that could create distraction, interfere with the Associate's duties, or create a safety hazard. An Associate may be required to cover a tattoo and cover/remove piercings and jewelry.

Second Job Availability: Yes, likely

Applicable Company Policies:

We require that all students wear BLACK non-slip, tread-safe shoes when working. You can either bring them with you or purchase them from your employer, and the cost will be payroll-deducted.

Cell phones are to be kept in the assigned lockers; they may be used during the 30-minute lunch break. They are not to be on their cell phones during working hours. The chateau has a designated smoking area.

## COMMUNITY AMENITIES

**In Town, Requires Transportation:**

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

**Unavailable:**

Internet Cafe





WORK & TRAVEL USA

## Chateau on the Lake Resort Spa & Convention Center - Laundry Attendant

### HOST INFORMATION

#### **Company Description:**

**Why work for us? We offer FREE meals for staff, DAILY! We also provide discounted tickets for local amusement parks!**

Chateau on the Lake offers a fun working experience where you have the opportunity to cross-train in other departments while working at a high-end resort. Additionally, you receive a competitive hourly wage, receive an average of 35 hours per week and you get to work alongside International and American staff. Students receive good pay and good hours!

Chateau on the Lake Resort is a 4 diamond resort located in Branson, Missouri on a stunning, beautiful lakefront location. The work site is gorgeous and is a large, upscale resort with over 200 employees. The Resort is located 9 miles from the center of Branson. Affordable housing and transportation options are listed for you in the job profile.

Branson is a popular tourist destination and there are hundreds of students that work in this community in the summertime. Students like working in Branson because there are affordable housing options and lots of affordable options for summer fun like swimming in area lakes, hiking, amusement parks, water parks, and shopping!

**Host Website:** <https://www.chateauonthelake.com>

**Site of Activity:** Chateau on the Lake Resort Spa & Convention Center

**Parent Account Name:** Atrium Hospitality

**Host Address:** 415 North State Highway 265 Branson , Missouri , 65616

**Nearest Major City:** Springfield , Missouri , Less than 50 miles away

### PLACEMENT INFORMATION

#### **Job Description:**

Laundry workers process, clean, sort, and organize linens to be distributed to guest rooms. Job duties may include:

- Sorting laundry to be cleaned according to linen type (bed sheets, towels, etc.)
- Placing or feeding laundry into large washers, dryers, towel processing machines, and ironing machines, and properly operating this equipment.
- Inspecting and evaluating the quality of linens.
- Sorting, folding, and counting linens for delivery.
- Keeping laundry machines, floor, and all other equipment clean and free from laundry lint, soap remains, or dirt.
- Collecting soiled linens in bags for laundering and transporting them to designated areas.
- Delivering clean linens to housekeeping areas.
- Replenishing supplies in the laundry and/or housekeeping departments.

#### **Typical Schedule:**

Days and shifts vary based on business needs to include evenings, weekends and holidays

**Seasonal changes to job duties or available hours:** Yes

*Hours scheduled will fluctuate based on business needs*

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$16

**Eligible for Tips:** No

**Estimated weekly wages including tips:** \$512

**Bonus:** No

*\* All figures above are pre-tax*

**Estimated average number of hours per week:** 32

**Estimated minimum number of hours per week:** 32

**Estimated maximum number of hours per week:** 40

**Potential fluctuation in hours per week:**

*Scheduled hours are based on business levels within the hotel*

**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 to area attractions, associate meal during every worked shift.*

## JOB REQUIREMENTS

**English Level required:**



**Upper-Intermediate**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

*Lifting*

*Lifting requirement: 50lbs/22kgs*

*Description:*

*May lift,/push/pull linens, lifting and emptying trash*

*Standing for entire shift*

*Handling cleaning chemicals*

**Need to wear uniform:** Yes

*Uniform Policy:*

*Uniforms will be issued for position working. There will be a \$50.00 deposit taken on their first check and refunded at end of the employment when all items issued are returned*

*Cost of uniform: \$50*

*Uniform laundry: Provided at no cost*

**Dress Code:** Yes

*Description:*

*Non-Slip shoes are required.*

## CULTURAL OPPORTUNITIES

### **Types of Cultural Opportunities:**

*Company Parties, Holiday Events, Movie or Game Nights, Potlucks or Dinners, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Trips to Nearby/Major Attractions, American Holidays*

### **Additional Details about Cultural Offerings:**

*We have an International Student Outreach Program that engages students from all countries. We have entertainment venues that share historical events: an 1880s theme park and many other cultural opportunities.*

*Branson has a lot of cultural events for J1 Students! Check: <https://www.bransonj1.com>*

### **Local Cultural Offering:**

*We receive many area appreciation discounts from local variety entertainment shows.*

*We offer an International Student Outreach Program that provides an orientation to students, educating them about the local area.*

*We have celebrations that include many American Holidays: <https://www.bransonj1.com/>*

## 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:**

*Chateau on the Lake is finalizing two housing options for our J-1 Work and Travel participants for the upcoming season. Both options are expected to be approximately \$125 per week, with a two-week rental deposit required upon move-in. Additional details will be provided as arrangements are completed. If you choose to find other housing after arrival, you are more than welcome; we just want to ensure that you are safe and have accommodations while here.*

**Lease Agreement:** No

### **Onsite Amenities:**

*WiFi: Yes*

*Description:*

*Phone Service: Yes*

*Description:*

*Housing does not have a landline, however students can purchase/use their own cell phones.*

*Kitchen facilities: Yes*



*Description:*

*Onsite has small refrigerator and microwave in each room.*

*Laundry facilities: Yes*

*Description:*

*Laundry facility onsite.*

**Occupancy Requirements for Provided Housing:**

*Minimum Occupancy Per Room: 2*

*Maximum Occupancy Per Room: 4*

*Suggested Occupancy Per Room: 2 - 4*

*Rooming Arrangement Description:*

*There will not be co-ed housing.*

**Provided Housing Cost:**

*Required to Pay for Provided Housing: Yes*

*Cost per Week: \$125*

*Housing Cost Deducted from Paychecks: No*

*Description:*

*Participants will pay direct to the housing.*

*Utilities Costs: No*

*Housing Deposit: Yes*

*Cost: \$250*

*Description:*

*The deposit is non-refundable.*

*Housing Deposit Refundable: No*

**Transportation to Worksite:**

*Other*

*Estimated commute time: Under 15 minutes*

*Estimated cost: \$0*

*Description: A short transport to/from work - a 15-passenger van - is provided at \$40/week. Under 15 minutes.*

## ARRIVAL INFORMATION

**Arrival Instructions:**

*Welcome!!*

*We are looking forward to having you with us for the season.*

*When scheduling your flight, please make sure that you fly into the Springfield, Missouri airport (SGF). The best time for arrival is before 7:00 pm to ensure transportation from the airport. **Once you have booked your flight, please send the information to me** for scheduling transportation and housing.*

*Upon arrival at the airport, we use a company called Ambassador Car Service that we schedule to pick you up, transport you from the airport, and take you to your housing. There is a \$100.00 charge for the trip; they will invoice me for the charge, then I will deduct it from your paycheck when you have earned enough to cover the expense.*

After your arrival (Monday – Friday) you will come to Human Resources to get paperwork completed for hire. Please bring your DS-2019, Visa, and Social Security Card (if you have one).

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If you choose to find other housing after arrival, you are more than welcome; we just want to ensure that you are safe and have accommodation while here.

We will provide uniforms for you while working at the Chateau. There is a \$50.00 deposit for them. When you complete your time with us and turn in all uniforms issued, your \$50.00 uniform deposit will be refunded. You will be required to have black non-slip / tread-safe shoes while working. No colored tennis shoes; shoes must be black.

Finally, it is imperative that you communicate as you travel and keep me informed to ensure your safety and pick-up.

Should you have any questions, please let me know.

Sincerely,

Melissa Yergensen, MSHRM, SPHR

Director of Human Resources

melissa.yergensen@atriumhospitality.com

Office: 417-243-1772

**Suggested Arrival Airport:**

Springfield, Missouri (SGF), SGF, Less than 50 miles

**Estimated cost of transportation to worksite from suggested airports:** \$75 to \$100

**If arriving after regular hours:**

**Suggested After-Hours Accommodation:**

Best Western Plus Springfield Airport Inn

4445 W Chestnut Expressway

Springfield, Missouri 65802

[https://www.bestwestern.com/en\\_US/book/hotels-in-springfield/best-western-plus-springfield-airport-inn/propertyCode.26170.html](https://www.bestwestern.com/en_US/book/hotels-in-springfield/best-western-plus-springfield-airport-inn/propertyCode.26170.html)

1-417-799-2200

\$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:

Students will be taken to the social security office within 10 days after their arrival. Transportation arrangements will be made and communicated to the students.

Nearest SSA Office: Springfield, Missouri, Less than 50 miles

**Other:**

Wage Payment Schedule:

All monies are direct deposited into a bank account for the student and will be paid bi-weekly. Payroll schedule will be provided upon arrival.

*Meal Plan: Not available*

*Provide Certificates/Performance Evaluations: Yes*

*Hire in Groups: Yes*

*Maximum Group Size:*

*Grooming Requirements:*

*Atrium expects Associates to report to work well groomed, clean, and in proper uniform or appropriate attire according to the requirements of their position. All Associates are expected to avoid any attire or adornment, such as excessive piercings, jewelry, or tattoos, that could create distraction, interfere with the Associate's duties, or create a safety hazard. An Associate may be required to cover a tattoo and cover/remove piercings and jewelry.*

*Second Job Availability: Yes, likely*

*Applicable Company Policies:*

*We require that all students wear BLACK non-slip, tread-safe shoes when working. You can either bring them with you or purchase them from your employer, and the cost will be payroll-deducted.*

*Cell phones are to be kept in the assigned lockers; they may be used during the 30-minute lunch break. They are not to be on their cell phones during working hours. The chateau has a designated smoking area.*

## COMMUNITY AMENITIES

***In Town, Requires Transportation:***

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

***Unavailable:***

*Internet Cafe*



WORK & TRAVEL USA

## Chateau on the Lake Resort Spa & Convention Center - Kitchen Steward

### HOST INFORMATION

#### **Company Description:**

**Why work for us? We offer FREE meals for staff, DAILY! We also provide discounted tickets for local amusement parks!**

*Chateau on the Lake offers a fun working experience where you have the opportunity to cross-train in other departments while working at a high-end resort. Additionally, you receive a competitive hourly wage, receive an average of 35 hours per week and you get to work alongside International and American staff. Students receive good pay and good hours!*

*Chateau on the Lake Resort is a 4 diamond resort located in Branson, Missouri on a stunning, beautiful lakefront location. The work site is gorgeous and is a large, upscale resort with over 200 employees. The Resort is located 9 miles from the center of Branson. Affordable housing and transportation options are listed for you in the job profile.*

*Branson is a popular tourist destination and there are hundreds of students that work in this community in the summertime. Students like working in Branson because there are affordable housing options and lots of affordable options for summer fun like swimming in area lakes, hiking, amusement parks, water parks, and shopping!*

**Host Website:** <https://www.chateauonthelake.com>

**Site of Activity:** Chateau on the Lake Resort Spa & Convention Center

**Parent Account Name:** Atrium Hospitality

**Host Address:** 415 North State Highway 265 Branson , Missouri , 65616

**Nearest Major City:** Springfield , Missouri , Less than 50 miles away

### PLACEMENT INFORMATION

#### **Job Description:**

*Job Title: Kitchen Steward*

*Department: Kitchen*

*Company: Chateau on the Lake*

*Reports To: Executive Chef, Executive Sous Chef, Sous Chef*

*Supervises: N/A*

*Job Description Date: September 1, 2009*

*Job Purpose: To perform duties to maintain kitchen work areas and restaurant equipment and utensils in clean and orderly condition.*

*Job Responsibilities: To ensure the defined JQH Revenue Management business practices and processes are properly executed and deliver positive performance results through:*

- 1. Sweeps and mops floors.*
- 2. Washes worktables, walls, refrigerator, and meat blocks.*
- 3. Separates and removes trash and garbage and places it in designated containers.*
- 4. Steam-cleans or hoses out garbage cans.*

5. Sort, bottles and break the disposable ones in the bottle crushing machine.
6. Washes pots, pans, and trays by hand.
7. Scrape food from dirty dishes and wash them by hand or place them in racks or on a conveyor to the dishwashing machine.
8. Polishes silver, using a burnishing-machine tumbler, chemical dip, buffing wheel, and hand cloth if required.
9. Transfers supplies and equipment between storage and work areas by hand or by use of a hand truck.
10. Sets up banquet tables when required.
11. Other duties as assigned.

**Job Skills:**

1. Flexible team player who thrives in environments requiring the ability to effectively prioritize and juggle multiple concurrent projects.
2. Resourceful team player who excels at building trusting relationships with customers and colleagues.
3. Productive worker with a solid work ethic who exerts optimal effort in completing tasks.

**Job Qualifications:** Describe the minimum qualifications needed to complete the job responsibilities.

**Education:** High school diploma or equivalent preferred.

**Experience** Some kitchen utility experience is preferred.

**Licenses/Certifications :** Must have a valid driver's license.

Ability to speak and hear. Close and distance vision. Frequent sitting with some walking and standing. Frequently lifts/carries up to 10 lbs. Continual use of manual dexterity and gross motor skills, with frequent use of bi-manual dexterity and fine motor skills. Continually works in normal office conditions and near others.

Additional physical & visual requirements (check all that apply). Additional working conditions (check all that apply)

X Identify and distinguish colors X Outdoor weather conditions

X Stand for long periods X Extreme cold (non-weather)

X Walk extended distances X Extreme heat (non-weather)

X Lift/carry 6-25 lbs. X Wet or humid conditions

X Lift/carry 26-50 lbs. X Near moving or mechanical parts

Lift/carry over 50 lbs. In high precarious places

X Reach hands and arms in any direction X With fumes or airborne particles

X Kneel and/or stoop repeatedly X Near toxic or caustic chemicals

X Able to work overtime and/or irregular hours X Near risk of electrical shock

X Near loud noises in areas of strong vibration

**Typical Schedule:**

Days and shifts will vary based on the work station and business needs. Usually 8 am to 4:30 pm or 3:00 pm to 11:30 pm

**Drug Test required:** No

## COMPENSATION

**Hourly Wage:** \$15

**Eligible for Tips:** No

**Estimated weekly wages including tips:** \$480

**Bonus:** No

\* All figures above are pre-tax

**Estimated average number of hours per week:** 32

**Estimated minimum number of hours per week:** 32

**Estimated maximum number of hours per week:** 40

**Potential fluctuation in hours per week:**

All hours are scheduled based on business needs. When business levels are low, associates are scheduled for this flux. During bad weather, hours may decrease due to not having business to support hrs.

**Average number of hours per week reached by last year's seasonal employees:** 35

**Overtime Policy:**

Yes, paid after 40 hours

**Job-Specific Benefits:**

We provide one employee meal per shift worked

## JOB REQUIREMENTS

**English Level required:**



**Intermediate**

**Required to be 21+:** No

**Previous Experience required:** No

**Qualifications & Conditions**

Standing for entire shift

Handling cleaning chemicals

**Need to wear uniform:** Yes

**Uniform Policy:**

There is a \$50 uniform deposit. It will be refunded when all issued items are returned. Also, need all black non-slip shoes. They can purchase when hired through our Shoes for Crews program and receive \$30 off their charges.

**Cost of uniform:** \$50

**Uniform laundry:** Provided at no cost

**Dress Code:** Yes

**Description:**

Uniforms will be issued at hire, requires all black non-slip shoes

## CULTURAL OPPORTUNITIES

**Types of Cultural Opportunities:**

Company Parties, Holiday Events, Movie or Game Nights, Potlucks or Dinners, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Trips to Nearby/Major Attractions, American Holidays

**Additional Details about Cultural Offerings:**

We have an International Student Outreach Program that engages students from all countries. We have entertainment venues that share historical events: an 1880s theme park and many other cultural opportunities.

Branson has a lot of cultural events for J1 Students! Check: <https://www.bransonj1.com>

**Local Cultural Offering:**

We receive many area appreciation discounts from local variety entertainment shows.

We offer an International Student Outreach Program that provides an orientation to students, educating them about the local area.

We have celebrations that include many American Holidays: <https://www.bransonj1.com/>

## 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:**

Chateau on the Lake is finalizing two housing options for our J-1 Work and Travel participants for the upcoming season. Both options are expected to be approximately \$125 per week, with a two-week rental deposit required upon move-in. Additional details will be provided as arrangements are completed. If you choose to find other housing after arrival, you are more than welcome; we just want to ensure that you are safe and have accommodations while here.

**Lease Agreement:** No

**Onsite Amenities:**

WiFi: Yes

Description:

Phone Service: Yes

Description:

Housing does not have a landline, however students can purchase/use their own cell phones.

Kitchen facilities: Yes

Description:

Onsite has small refrigerator and microwave in each room.

Laundry facilities: Yes

Description:

Laundry facility onsite.

**Occupancy Requirements for Provided Housing:**

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 4

Suggested Occupancy Per Room: 2 - 4

Rooming Arrangement Description:

There will not be co-ed housing.

**Provided Housing Cost:**

Required to Pay for Provided Housing: Yes

Cost per Week: \$125

Housing Cost Deducted from Paychecks: No

Description:

Participants will pay direct to the housing.

Utilities Costs: No

Housing Deposit: Yes

Cost: \$250

Description:

The deposit is non-refundable.

Housing Deposit Refundable: No

**Transportation to Worksite:**

Other

Estimated commute time: Under 15 minutes

Estimated cost: \$0

Description: A short transport to/from work - a 15-passenger van - is provided at \$40/week. Under 15 minutes.

## ARRIVAL INFORMATION

**Arrival Instructions:**

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[https://www.bestwestern.com/en\\_US/book/hotels-in-springfield/best-western-plus-springfield-airport-inn/propertyCode.26170.html](https://www.bestwestern.com/en_US/book/hotels-in-springfield/best-western-plus-springfield-airport-inn/propertyCode.26170.html)

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