

**CHIPPEWA HOTEL CO., INC., D/B/A CHIPPEWA HOTEL**

**Hotel Clerk**

Job Code Number 49538

Job Duties: Accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting messages, keeping records of occupied rooms and guest accounts, making and confirming reservations and presenting statement to and collecting payments from departing guests.

Job opportunity is temporary and full-time. 4 positions open

Position Requirements: No prior experience or education is required

Employer's name and contact information: Chippewa Hotel Co., Inc., d/b/a Chippewa Hotel; 7221 Main Street, Mackinac Island, MI 49757; 906-847-3341; www.chippewahotel.com.

On the job training will not be provided

Equipment/tools/supplies will be provided at no cost

Fringe benefits not provided. Housing available at \$75.00 per week. Meals available at \$40.00 per week. Neither a condition of employment, are optional, and will be deducted bi-weekly.

Worksite Locations: 7221 Main Street, Mackinac Island, MI 49757

Period of employment: Six (6) + months (4/01/2020 to 11/01/2020)

Employer will offer 40 hours per week. Full time. Shifts are: 7:00 a.m. to 3:00 p.m. or 3:00 p.m. to 11:00 p.m. Days of week vary. Business is open 7 days a week.

Rate of Pay: At least \$10.96 per hour to \$13.50 per hour

Overtime: At least \$16.44 per hour to \$20.25 per hour as applicable

Raises and bonuses available based on performance.

A single work week will be used for computing wages due

Workers will be paid bi-weekly

Employer will make all deductions from the worker's paycheck required by law;

Employer will pay for the worker's cost of return transportation, the cost of one piece of luggage, and daily subsistence from the place of employment to the place from which the worker departed to work for the employer, if the worker completes the certified period of employment or is dismissed from employment for any reason by the employer before the end of the period.

Employer will not provide daily transportation to and from the work site

If the worker completes 50% of the work contract period covered by the job order, employer will arrange and pay directly for transportation, the cost of one piece of luggage, and subsistence from the place of recruitment to the place of work. Upon completion of the work contract or where the worker is dismissed earlier, employer will provide or pay for worker's reasonable costs of return transportation, the cost of one piece of luggage, and subsistence back home or to the place the worker originally departed to work, except where the worker will not return due to subsequent employment with another employer or where the employer reported a worker's voluntary abandonment of employment. The amount of transportation payment or reimbursement will be equal to the most economical and reasonable common carrier for the distances involved. Daily subsistence will be provided at a rate of \$12.46 per day during travel to a maximum of \$55.00 per day with receipts."

Employer will reimburse the H-2B worker by company check separately from payroll in the first work week for all visa, visa processing, border crossing and other related fees, including those mandated by the government, incurred by the H-2B worker (not including passport expenses or other charges primarily for the benefit of the worker).

Employer guarantees to offer the worker employment or payment for a total number of work hours equal to at least three-fourths (75%) of the workdays of each 12-week period.

This job order is placed in connection with a future application for H-2B workers.

Please apply at your local Michigan Works office, located here: Michigan Works! 10 North State Street, Saint Ignace, MI 49781; (906) 643-8158 or <http://www.michiganworks.org/about-michigan-works/one-stop-service-centers>.