# Greenheart

## Work and Travel Program - Employer Information W_T-Summer - 2018

**Nathans Famous - Brooklyn, Brooklyn, NY**
**December 18, 2017**

### Employer Information

**Company Name:** Nathans Famous - Brooklyn
**# of Employees:** 350
**Industry Name:** Restaurant/Cafe/Concession Stand
**Primary Address:** 1310 Surf Ave
Brooklyn, NY 11224
**Billing Address:** One Jericho Plaza
Jericho, NY 11753
**Site of Activity:** Boardwalk
1205 Boardwalk
Brooklyn, NY 11224

**Website:** www.nathansfamous.com
**Phone Number:** 718-946-2202
**Fax Number:** 516-333-7886
**Email Address:** kbrown@nathansfamous.com
**Status:** Approved
**Contact Name:** Karen Brown
**Contact Title:** Senior Director HR
**Alternate Contact:** Samantha Previtera
**Alternate Title:** General Manager
**Alternate Phone:** 718-333-2202
**Hiring Manager Email:** kpeters@greenheart.org
**Participant Supervisor Email:** kbrown@nathansfamous.com
**FEIN:** 11-1115450

**Workers Comp**
**Policy #:** 14333470
**Carrier:** State Insurance Fund


Greenheart Exchange, 746 North LaSalle, Chicago, IL 60654 USA
Tel: 312.944.2544 I Fax:312-577-0692 I Website: www.greenheart.org I Email: employer@greenheart.org

## Available Jobs: Descriptions and Wages

**Will you accept participants with all start and end dates?** **Yes:** ☐ **No:** ☑

| Earliest Start Date: | Latest Start Date: | Earliest End Date: | Latest End Date: | #Students: |
|---|---|---|---|---|
| 5/1/2018 | 6/17/2018 | 8/19/2018 | 9/30/2018 | 133 |

**Hours:** *Average hours/week:* 32 *Average number of days/week:* 5

**Pay Range:** *High:* $13.50/per hour *Low:* $13.50/per hour

**Overtime:** *Overtime available:* Sometimes *Overtime hourly rate:* Time and a half

**Meals:** *Are Meals Provided?:* Yes *Explain:* Participants receive one free meal from the employee meal menu per shift.

**English:** *Level requirement:* Excellent

*In what month(s) can participants expect to receive the most hours?* June, July, August

*In what month(s) can participants expect to receive the least hours?* May

**Please Explain:** The employer is busy from Memorial Day through Labor Day and any other days when it's sunny. Therefore there will be less available hours in May. The weather impacts business. When it's sunny everybody needs to be working, when it's raining there are limited hours. It is very important that participants read the "additional comments" at the very end of this posting regarding working hours and schedules.

| | | |
|---|---|---|
| **How often do you pay employees?** | Weekly | |
| **Is job training required?** | ☑ **Yes** | ☐ **No** |
| **If yes, how long is it?** | Varies | |
| **Are participants paid for training?** | ☑ **Yes** | ☐ **No** |
| **Are you willing to hire couples?** | ☑ **Yes** | ☐ **No** |
| **Are you willing to hire groups of friends?** | ☑ **Yes** | ☐ **No** |
| **If yes, how many are allowed in the group?** | 2 | |
| **Can participants work a second job?** | ☑ **Yes** | ☐ **No** |
| **Do participants complete an additional application form upon arrival?** | ☐ **Yes** | ☑ **No** |

**This position will provide you the opportunity to interact with American co-workers, customers, or members of your local community. Remember, it's up to you to make the most of your program!**

**Job Type:** Food Service Worker

**Job Description:**

SURF AVENUE LOCATION

Shifts will be approximately 6 to 8 hours between the hours of 11am and 1am.

This job requires the participants to greet customers and provide speedy service, and become knowledgeable about the menu. The job also requires employees to take food orders, use cash registers, and make change, assemble food for the customer, pour drinks, package French fries, hot dogs and other food items. The job requires participants to clean and stock workstations and keep the restaurant clean. Employees will be standing and walking about in a hot crowded environment during the entire shift. Supervisors will instruct employees when to take their one-hour break and employer will provide you a free meal from the employee meal menu.

This is a union job so participants are expected to pay union dues. Dues are $7.62/week if the participant works less than 30 hours. Dues are $8.08 if participants work more than 30 hours. All participants working at the Surf Avenue location will be required to pay dues.

Cook
The cooks will be working with very hot grills and deep fryers. Participants will cook hamburgers, steak, chicken and other food products such as pork, French fries, and various fried foods. Cooks will be standing and walking during the entire shift. This position may also include food prep duties.

When business is too slow for participants to perform their usual job duties full time, participants are able to stay and finish their shift but will need to perform any or all the following tasks or activities. If participants do not wish to do these duties, participants can ask to go home early instead.
• Cleaning bathroom walls, floors, tiles, grout, sinks, toilets, urinals
• Cleaning kitchen walls floors, kitchen equipment, and inside and outside of refrigeration units
• Cleaning locker rooms and lockers
• Cleaning dining room tables and chairs, dining room condiment containers
• Cleaning parking lot, steps, outside tables and seating areas

**Internal Job Type:** Fast Food Server/Prep/Cook - Surf Ave

**No Students being hired:** 38

**Age requirement:** None

**Wage:** 13.50/per hour

*Details:*

**Dress Code:** Uniform



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Participants need to bring:
- Black dress pants. No jeans, corduroy or cargo pants are allowed.
- Black skid resistant shoes. No opened toe shoes or clogs are allowed.
- Black socks.

Nathan's will provide uniformed shirts and hats at no cost. Employees must shower daily, use deodorant, may not wear unwashed clothing, and must wash hands frequently. Men must be clean-shaven (no beards or goatees). Neatly trimmed mustaches are allowed. Hair must be tied back or up and shirt must be tucked in. No facial piercings or tongue piercings are allowed.

| Requirements: | *Non-smoker:* | | *Lifeguard Certified:* | |
|---|---|---|---|---|
| | *Ski:* | | *CPR Certified:* | |
| | *Swimmer:* | | | |

| | |
|---|---|
| **Job Type:** | Food Service Worker |
| **Job Description:** | Fast food Servers<br>This job requires you to greet customers and provide speedy service. Participants need to become knowledgeable about our menu. The job also requires you to take food orders, use cash registers and make change. Participants will then assemble food for the customer; pour drinks, package french fries, hot dogs and other food items. The job requires participants to clean and stock workstations and keep the restaurant clean. Participants will be standing and walking about in a hot crowded environment during the entire shift. Supervisors will instruct participants when to take their one-hour break and employer will provide participants a free meal from the employee meal menu.<br><br>This is a union job so participants are expected to pay union dues. Dues are $7.62/week if the participant works less than 30 hours. Dues are $8.08 if participants work more than 30 hours. All participants working at the Surf Avenue location will be required to pay dues.<br><br>When business is too slow for participants to perform their usual job duties full time, participants are able to stay and finish their shift but will need to perform any or all the following tasks or activities. If participants do not wish to do these duties, participants can ask to go home early instead.<br>• Cleaning bathroom walls, floors, tiles, grout, sinks, toilets, urinals<br>• Cleaning kitchen walls floors, kitchen equipment, and inside and outside of refrigeration units<br>• Cleaning locker rooms and lockers<br>• Cleaning dining room tables and chairs, dining room condiment containers<br>• Cleaning parking lot, steps, outside tables and seating areas |



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**Internal Job Type:** Fast Food Server - Surf Ave

**No Students being hired:** 50

**Age requirement:** None

**Wage:** 13.50/per hour

*Details:*

**Dress Code:** Uniform

Participants need to bring:
- Black dress pants. No jeans, corduroy or cargo pants are allowed.
- Black skid resistant shoes. No opened toe shoes or clogs are allowed.
- Black socks.

Nathan's will provide uniformed shirts and hats at no cost. Employees must shower daily, use deodorant, may not wear unwashed clothing, and must wash hands frequently. Men must be clean-shaven (no beards or goatees). Neatly trimmed mustaches are allowed. Hair must be tied back or up and shirt must be tucked in. No facial piercings or tongue piercings are allowed.

Requirements:

*Non-smoker:* ☐ *Lifeguard Certified:* ☐

*Ski:* ☐ *CPR Certified:* ☐

*Swimmer:* ☐

**Job Type:** Food Service Worker

**Job Description:**



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BOARDWALK LOCATION

Shifts will be approximately 6 to 8 hours between the hours of 11am and 1am.

This job requires participants to greet customers and provide speedy service. Participants need to become knowledgeable about our menu. The job also requires participants to take food orders, use cash registers and make change. Participants will then assemble food for the customer; pour drinks, package french fries, hot dogs and other food items. The job requires participants to clean and stock workstations and keep the restaurant clean. Participants will be standing and walking about in a hot crowded environment during the entire shift. The participants supervisor will instruct them when to take their 30 minute break and the employer will provide the participant with a free meal from the employee meal menu.

Cook
The cooks will be working with very hot grills and deep fryers. This is the busiest area in the restaurant. Participants will cook hamburgers, steak, chicken and other food products such as pork, French fries and various fried foods. The job requires participants to clean and stock the workstation and keep the restaurant clean. Cooks will be standing and walking during the entire shift. This position may also involve food prep work.

When business is too slow for participants to perform their usual job duties full time, participants are able to stay and finish their shift but will need to perform any or all the following tasks or activities. If participants do not wish to do these duties, participants can ask to go home early instead.
• Cleaning bathroom walls, floors, tiles, grout, sinks, toilets, urinals
• Cleaning kitchen walls floors, kitchen equipment, and inside and outside of refrigeration units
• Cleaning locker rooms and lockers
• Cleaning dining room tables and chairs, dining room condiment containers
• Cleaning parking lot, steps, outside tables and seating areas

**Internal Job Type:** Fast Food Prep/Server/Cook - Boardwalk

**No Students being hired:** 20

**Age requirement:** None

**Wage:** 13.50/per hour

*Details:*

**Dress Code:** Uniform



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| Requirements: | *Non-smoker:* | | *Lifeguard Certified:* | |
|---|---|---|---|---|
| | *Ski:* | | *CPR Certified:* | |
| | *Swimmer:* | | | |

**Job Type:** Food Service Worker

**Job Description:**



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Fast food Servers
This job requires participants to greet customers and provide speedy service. They need to become knowledgeable about the menu. The job also requires participants to take food orders, use cash registers and make change. Participants will then assemble food for the customer; pour drinks, package french fries, hot dogs and other food items. The job requires participants to clean and stock workstations and keep the restaurant clean. Participants will be standing and walking about in a hot crowded environment during the entire shift. Their supervisor will instruct participants when to take their one-hour break and they will be provided a free meal from the employee meal menu.

Participants may also be required to help to clean and maintain areas inside and outside the restaurant. He or she might clean the commodes, sinks, floors and mirrors in bathrooms and keep sidewalk and dining areas free of dirt and debris. Areas of responsibility would include emptying trash throughout the facility and promptly cleaning up floor spill or litter. Keeping toilet tissue, soap dispenser and paper hand towels in stock is part of the job.

When business is too slow for participants to perform their usual job duties full time, participants are able to stay and finish their shift but will need to perform any or all the following tasks or activities. If participants do not wish to do these duties, participants can ask to go home early instead.
• Cleaning bathroom walls, floors, tiles, grout, sinks, toilets, urinals
• Cleaning kitchen walls floors, kitchen equipment, and inside and outside of refrigeration units
• Cleaning locker rooms and lockers
• Cleaning dining room tables and chairs, dining room condiment containers
• Cleaning parking lot, steps, outside tables and seating areas

**Internal Job Type:** Fast Food Server - Boardwalk

**No Students being hired:** 25

**Age requirement:** None

**Wage:** 13.50/per hour

*Details:*

**Dress Code:** Uniform

Participants need to bring:
- Black dress pants. No jeans, corduroy or cargo pants are allowed.
- Black skid resistant shoes. No opened toe shoes or clogs are allowed.
- Black socks.

Nathan's will provide uniformed shirts and hats at no cost. Employees must shower daily, use deodorant, may not wear unwashed clothing, and must wash hands frequently. Men must be clean-shaven (no beards or goatees). Neatly trimmed mustaches are allowed. Hair must be tied back or up and shirt must be tucked in. No facial piercings or tongue piercings are allowed.

Requirements: *Non-smoker:* ☐ *Lifeguard Certified:* ☐
*Ski:* ☐ *CPR Certified:* ☐
*Swimmer:* ☐

**Job Benefits (bonuses, incentives):** Not Applicable

**Is there a Social Security Admin office near you:** Yes **Are you willing to take student to the SSA office?:** No

**SSA office details:**

Transportation is not needed, the employer is located in the city and the social security office is nearby:

7714 17th Avenue
Brooklyn, NY 11214

1-800-772-1213

Sunday Closed
Monday 9AM–4PM
Tuesday 9AM–4PM
Wednesday 9AM–12PM
Thursday 9AM–4PM
Friday 9AM–4PM
Saturday Closed

Participants can take the D subway, from the Coney Island-Stillwell Avenue stop, towards Norwood. Subway costs approximately $2.50 each way, plus $1 to purchase a metro card. Card can be reloaded and reused throughout participants program. Daily, monthly, and weekly passes are also available. Please visit MTA's website for more information:
http://web.mta.info/nyct/fare/FaresatAGlance.htm

Participants should exit train at the 79th Street stop (6 stops, 12 mins). After exiting subway, head towards 17th Avenue. Turn left onto 17th Avenue and office is on that block. Here is a Google Map with directions: https://goo.gl/maps/mze0W

## Participant Requirements

**What are the 3 most important qualities you look for in an employee:**

Reliable, trustworthy and honest.

**Please list any special instructions or hiring restrictions by your company (if any):**

No facial or tongue piercing. Groups of employees may not have the same shifts and may have different days off.

Participants must honor their contract and show up to work on their scheduled shifts. If employees do not show up for a scheduled shift and do not call in advance to say they cannot make it, their employment will be terminated.

**Are you interested in being a Greenheart Employer?** ☑ **Yes** ☐ **No**

*This business has elected to be a member of CCI's Greenheart Club. We encourage all participants placed here to join the Greenheart Club, as well. This can be done via the CCI online application system. You may be expected to participate in an environmental initiative or event, while employed by this business. Don't worry, it will be fun!* **Login**

## Housing Options

*You do NOT provide housing*

**Sex:**

**What is the typical MONTHLY RANGE that an individual pays for housing in your area?**

300-600/participant

**Do you provide temporary housing upon the student's arrival?** No

**If so, what is the maximum amount of time students can stay there?** Not Applicable

**Please indicate assistance to locate housing (including websites, references, etc.):**

| | | | |
|---|---|---|---|
| **Housing Name:** | Hostelling International | **Contact Name:** | Iman Dean |
| **Address:** | 891 Amsterdam Ave | **City, State, Zip:** | New York, NY 10025 |
| **Email Address:** | idean@hinewyork.org | **Website:** | hinewyork.org |
| **Phone Number:** | 212-932-2300 | **Notes:** | Temporary housing while students locate seasonal housing. Rates start at $51/night. Participants are able to make group reservations through the website. Potential Group rates and services apply to groups of 10 or more participants. Largest hostel in the Americas, vacancies vary greatly from night to night.<br><br>Number of beds available: Typically at least 30 beds available each night, depending on the season.<br>This information was verified on 11/3/2017.<br>It is the participant's responsibility to verify and reserve housing as soon as possible, to ensure the housing is confirmed. |

| | | | |
|---|---|---|---|
| **Housing Name:** | Jazz on the Park Hostel | **Contact Name:** | Erick Urena |
| **Address:** | 36 West 106 Street | **City, State, Zip:** | New York, NY 10025 |
| **Email Address:** | park@jazzhostels.com | **Website:** | See Below for Website |
| **Phone Number:** | 212-932-1600 | **Notes:** | http://www.jazzhostels.com/jazzlocations/jazz-on-the-park/<br><br>Temporary housing while students locate seasonal housing. Rates start at $40-60/night for dorm room style. Can accommodate single travelers and groups with 3-8 people. Maximum stay at Jazz Hostels is 14 days per year. Vacancy varies, hostel has around 100 rooms total, with rooms accommodating different number of guests.<br><br>Number of beds available: Typically at least 15 beds available each night.<br>This information was verified on 11/3/2017.<br>It is the participant's responsibility to verify and reserve housing as soon as possible, to ensure the housing is confirmed. |

| | | | |
|---|---|---|---|
| **Housing Name:** | YMCA | **Contact Name:** | Lauren DeMarco |
| **Address:** | 224 E 47th St | **City, State, Zip:** | New York, NY 10017 |
| **Email Address:** | RSCgroups@ymcanyc.org | **Website:** | http://www.ymcanyc.org/vanderbilt/guest-rooms/acc |
| **Phone Number:** | 212-912-2500 | **Notes:** | YMCA has many locations which can offer temporary housing for participants: Vanderbilt, West Side, Harlem, Flushing, Greenpoint.<br><br>Temporary housing while students locate seasonal housing. Approximately $70 or more per room per night, depending on room style and number of people per room. For example, a triple room for 9 nights was quoted at $1,710 or $63 per night per person.<br>Can accommodate up to 30 people on a normal night.<br><br>Number of beds available:<br>Typically at least 5 beds available each night<br>This information was verified on 11/3/2017.<br>It is the participant's responsibility to verify and reserve housing as soon as possible, to ensure the housing is confirmed.<br><br>These leads are intended for short term stays while participants find their own apartment using rental listing websites.<br><br>More leads are available upon hiring. |

## Participant Travel to Business

| | | |
|---|---|---|
| Participant should contact you: | Upon boarding: ☐ | Upon arrival: ☑ |
| Employer's Emergency phone number: | 718-946-2202<br>Restaurant Phone Number (Surf Ave) | |

☑ **PLANE**

*(Participants should book tickets directly through an airline or travel agent.)*

**Arrival to (city, airport):** New York City, NY (JFK)

**Preferred Arrival Time:** No Preference

**Will participant be picked up from the airport?** Yes ☐ No ☑

**If so, by who?** Not Applicable

**How far from the airport is your place of business?** 20 miles

**Special instructions/comments regarding participant's arrival:**

Participants should travel directly to their pre-arranged housing from the airport.

Participants must contact the employer with their travel plans, before leaving their home country. This is very important, because the employer will need to know for orientation and work scheduling purposes. Participants should research the specific travel instructions before departing their home counties, in case WiFi is not available upon arrival to the USA.

Participants can also fly into LaGuardia (LGA), however JFK is much more convenient.

Transport from JFK Airport - Participants can take the subway to their housing for approximately $5. See following link for subway information.
http://www.nycsubway.org/wiki/Main_Page
https://goo.gl/maps/tVqvcws18iL2
New York public transportation is operated by MTA.

Transport from LaGuardia Airport: Public transportation to the city center via bus is available for approximately $12 and can be purchased upon arrival or in advance.
http://laguardiaairport.com/getting-to-from/by-public-transit/
https://goo.gl/maps/svCEcdmDENB2

Participants can also take a taxi from either airport to their pre-arranged housing. Participants should expect a taxi ride to Brooklyn to cost between $40 and $65. Ignore offers of transportation from solicitors in the terminal. Soliciting of ground transportation in the airport is illegal and many illegal solicitors are unlicensed and uninsured. Participants should head directly for the taxi stand located outside each terminal for safe and legitimate transportation. Ignore non-uniformed people offering to assist with baggage. Seek out uniformed porters or airline employees for baggage assistance.

Once settled into their housing, participants should call Samantha at 718-333-2202 to make arrangements for their orientation and training. If they get the answering machine there will be instructions on when the next orientation is being held.

## Community Profile

*This information will help students to know what to expect upon their arrival and help them prepare for their Work and Travel experience.*

**How would you describe your area?** Large City Not Applicable

**Please provide a brief description of your community:**

**December 18, 2017**

Nathan's Famous is located in the world famous Brooklyn borough of New York City. Just a subway ride from Manhattan, Brooklyn has grown into a young-peoples part of town over the past decade. Coney Island is a famous summer destination for New Yorkers enjoying a day out and tourists to the city. Participants will be living and working in a crowded, diverse, vibrant, busy, big city atmosphere!

**Is there anything special that students should bring?**

The weather can be cool with some rain. Participants should bring comfortable walking shoes so they can walk around the city!

**What are the seasonal temperatures?**

**Spring:** 35-70 degrees F

**Summer:** 60-90 degrees F

**Fall:** 50-75 degrees F

**Winter:** 25-55 degrees F

**What is near work?**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Transportation Depot:** | | On foot | ✔ | In town / by public transport | | Requires a car | | N/A |
| **Food/Super Market:** | ✔ | On foot | | In town / by public transport | | Requires a car | | N/A |
| **Shopping Mall:** | | On foot | ✔ | In town / by public transport | | Requires a car | | N/A |
| **Post Office:** | | On foot | ✔ | In town / by public transport | | Requires a car | | N/A |
| **Bank:** | ✔ | On foot | | In town / by public transport | | Requires a car | | N/A |
| **Public Library:** | ✔ | On foot | | In town / by public transport | | Requires a car | | N/A |
| **Movie Theater:** | | On foot | ✔ | In town / by public transport | | Requires a car | | N/A |
| **Restaurants:** | ✔ | On foot | | In town / by public transport | | Requires a car | | N/A |
| **Fitness Center/Gym:** | | On foot | ✔ | In town / by public transport | | Requires a car | | N/A |
| **Sports/Recreation Facility:** | | On foot | ✔ | In town / by public transport | | Requires a car | | N/A |
| **Nightlife:** | ✔ | On foot | | In town / by public transport | | Requires a car | | N/A |
| **Laundromat:** | ✔ | On foot | | In town / by public transport | | Requires a car | | N/A |
| **Internet Access:** | ✔ | On foot | | In town / by public transport | | Requires a car | | N/A |

**Indicate other nearby activities:**

Popular visitor destinations in New York include the Empire State Building, the Statue of Liberty, Ellis Island, Broadway theater productions, museums such as the Metropolitan Museum of Art, green spaces such as Central Park and Washington Square Park, Rockefeller Center, Times Square, luxury shopping along Fifth and Madison Avenues, the Tribeca Film Festival, baseball games (Yankees and Mets) and free performances in Central Park at Summerstage.

Special experiences outside the key tourist areas of the city include, but are not limited to the Bronx Zoo, Coney Island, and the New York Botanical Garden.

Free attractions/landmarks in New York include:
Central Park
The Staten Island Ferry
Grand Central Station terminal
New York Public Library
Federal Reserve Bank
Times Square
Rockefeller Center
Chrysler Building
St. Patrick's Cathedral
The Cooper Union

New York City has a large bus and subway system. Fares and details can be found here: http://www.mta.info/nyct

**List of interesting area websites:**

http://en.wikipedia.org/wiki/Brooklyn
http://en.wikipedia.org/wiki/Coney_Island
http://www.coneyislandfunguide.com/
http://www.nycgo.com/free/
https://nathansfamous.com/
http://www.travelandleisure.com/travel-guide/new-york-city
https://www.bklynlibrary.org/locations/coney-island

**Is there wireless internet available?**

Yes, in many cafes and restaurants around town as long as participants have their own web enabled devices. Participants should expect to purchase an item to use these services.

Brooklyn Public Library - Coney Island Branch also has public computers available and is located within walking distance of Coney Island:
1901 Mermaid Ave
Brooklyn, NY 11224
https://www.bklynlibrary.org/locations/coney-island

**Additional Comments:**



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Participants must bring originals and copies of their visa, passport, DS-2019 and job offer.

Participants must honor their contract and show up to work on their scheduled shifts. If they do not show up for a scheduled shift and do not call in advance to say they cannot make it, their employment will be terminated.

The ideal participant has the ability to work hard in a not ideal environment. The busiest time is when it is sunny and hot. The work areas do not have air conditioning. Participants are also on their feet the entire time. Participants must have the ability to stay positive while working hard and serving customers.

For those positions that are union, they will be required to pay the union fees through their paycheck deduction, but will receive the following benefits:
• The union to represent participants for any grievances
• Participants will NOT need to pay the $75 union initiation fee
• Note that all seasonal employees, including Americans, are required to pay these dues

On special event days, such as holidays, concerts, parades, etc., participants will be scheduled to work between 9 and 11 hours. On any shift when employees work more than 9.5 hours, they will receive an additional $13.50 for the shift (one payment). In any week when participants work more than 40 hours, they will receive time and a half per hour for those hours over 40.

The work week is from Monday to Sunday and the schedule will be posted on Thursday. Time-off requests must be in writing and handed in no later than the Wednesday prior to the schedule posting day (Thursday). Time off will be given if there are enough employees to work the participant's normal shift. Once the schedule is posted, no changes will be made.

When it rains, very few people are needed to work. Rather than showing up to work and be sent home, participants should call the restaurant to see if they are required to work on that day. Also, if it starts raining during their shift, participants may be sent home early. They can make up the lost hours by working an extra day on their normal day off or by working a longer shift on sunny and warm days. They can also make up the hours by doing other jobs in the restaurant such as cooking, cleaning and kitchen work. Participants will still work over 32 hours per week on average through the duration of their programs, as participants will frequently work more than 32 hours during the busy weeks.

Participants must honor their contract and show up to work on their scheduled shifts. If they do not show up for a scheduled shift and do not call in advance to say they cannot make it, their employment will be terminated.

Participants will be interacting with Americans daily at work and on their time off.

For additional cultural opportunities participants should visit https://greenheartclub.org/resources/volunteering and are recommended to join the Greenheart Club:  http://www.ccigreenheart.org/greenheart/club/worktravel.aspx. Or check-out Visit the USA: http://www.visittheusa.com/

Participants whose employment is terminated (involuntary or voluntarily), will have 2 weeks from the time that they end their position to secure permanent housing that complies with Greenheart Exchange's Housing Guidelines and submit a Self-Arranged Job Offer (SAJO) to Greenheart Exchange for consideration. Participant's failure to submit a SAJO within a two-week timeframe will result in shortening the participant's program sponsorship. If Greenheart Exchange rejects SAJO, the participant has 1 business day to resubmit SAJO in accordance with instructions received from Greenheart Exchange. Information about prohibited jobs for J-1 SWT program participants can be found here: https://www.cci-exchange.com/businesses/work-travel-program/j-1-visa-regulations/.

***Please feel free to attach any other additional information.***



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