

Position Details

Overview

Position Title: Retail Clerk (Late)-Sum27

Position Code: PC1647960

Host Company Name: Carriage House (Put-In-Bay, OH)

Host Company Description:

Located in the heart of downtown Put-in-Bay, The Carriage House has been providing unique island themed gifts and novelties to island visitors since 1975. The iconic Kimberly's Carousel, located adjacent to our gift shop, is a fun family attraction that has been enjoyed by visitors for years.

The Carriage house offers unique gifts with over 100 styles of Put-in-Bay tee shirts, nautical gifts, fun items for cottages and boats, fun toys for kids and they even sell souvenirs for cats and dogs!

The staff at The Carriage House is a fun group: They work and play hard!

Interested in a Summer Job that takes you to a beautiful island resort community? Come experience "Island Life" at the most popular Island in the Great Lakes Region!

The Carriage House, Frosty's, and Sweet Siblings hire all first year J1 students in one of the following positions: Bus & Food Prep, Pizza Crew, Burrito Crew, or Retail Clerk. Bartending and Serving jobs re reserved for second year employees only. However, many of our first year employees advanced into tipped positions and leadership roles. All of these positions allow employees to gain the skills needed for a successful summer in the US. All participants will learn retail merchandising, food safety, customer service, working with American currency, and how to complete a task list effectively and efficiently.

Participants who express excellence in workplace efficiency, independence, and high-level English skills may be presented the opportunity for advancement. All opportunities will be presented by management to employees followed by training food service, menu items, and cash handling. In addition to second job opportunities at Frosty Bar, Sweet Siblings, and Carriage House, additional opportunities include:

1. Food Service Level 3 Shift Leaders: Shift leaders function as a liaison between shifts and management. Shift leaders duties include ensuring all tasks on daily duties and weekly duties list are completed correctly, solving customer service issues, and communicating with management regarding employee training and behavior. Shift leaders earn higher wages and a larger share of tips. Shift leaders hours vary from 40-60 hours per week with overtime.

2. Bartender: Frosty Bar bartenders work exactly like servers but at a team level. Bartenders are trained on pizza and burrito crews to ensure thorough knowledge of the menu and food service procedures. Food service knowledge is necessary to understand what modifications can be made to food items as well as match the customer's preferences to the correct menu item to ensure the best experience. Bartenders must obtain a solid knowledge of American beers, seltzers, and liquor options as well as master the Frosty Bar cocktail menu. Bartenders have a personalized cash bank, and he/she is responsible for the cash bank daily.

3. Breakfast Server/Lunch & Dinner Server: Breakfast servers arrive to work daily from 6:15am-2pm. Lunch/Dinner servers work 10:30am-7pm. Servers are expected to have a full knowledge of both food service procedures and bar menu items and MUST have the ability to multitask in a fast-pace environment. Breakfast servers must train as the Expo in kitchen prior to server training. Lunch/Dinner Servers must train in food service and bartending (if over 21). Servers have a personalized cash bank, and he/she is responsible for the cash bank daily.

2024 Employees in these positions:

Employees worked average 45 hours per week at Frosty's. Earnings for summer: \$16,000.

Frosty Bar Burrito Crew: Employee was a Level 3 shift leader working 60 hours per week, plus picked up daily maintenance at Carriage House for \$30/day. Earnings for summer: \$19,600.

Frosty Bar Bartender/Lunch & Dinner Server: Employee worked average 45 hours per week bartending and serving. Reported

earnings for summer: \$17,000

Frosty Bar Bartender: Employee worked average 45 hours per week bartending. Reported earnings for summer: \$14,500

Put in Bay Carriage House Retail Clerk/Breakfast Server: Employee worked retail as shift leader, then worked Frosty breakfast Expo and breakfast server. Frosty reported earnings: \$7,000. Carriage House earnings: \$9,600.

Frosty Bar Burrito Crew/Breakfast Server: Employee worked burrito crew and breakfast server from August 1-September 20. Frosty reported earnings: \$12,000

City: Put-In-Bay

State: OH

Gender Preference:

English Level: Advanced

Minimum Age: 18

Earliest Start Date: 5/25/2027

Earliest End Date: 9/19/2027

Latest Start Date: 6/20/2027

Latest End Date: 10/15/2027

Position Details

Average Hours/Week: 35

Typical Schedule: You will work a variety of morning, afternoon, and evening shifts. Set schedules cannot be guaranteed.

Working weekends and holidays is required

Additional Hours Details:

You will work an average of 30-45 hours per week over the course of your program. Some weeks could be more, some weeks could be less depending on business needs.

Hours may be less during times of bad weather.

Position Description:

Participants working at the Carriage House will sell products in the surf shop. As a sales or retail associate, participants will be re-stocking shelves, working the cash register at check out, assisting customers with merchandise, as well as helping with questions or problems.

They will also be straightening the store and cleaning the store during quiet hours, or before or after the store is open. Additional duties include setting up displays, arranging merchandise, and stamping or tagging pricing on merchandise. Sales clerks may also need to keep a record of sales, prepare inventory of stock, or order merchandise.

Participants must have a working knowledge of U.S. currency, must be friendly and courteous to customers, and have excellent customer service, math, and English skills.

SECOND JOBS:

Second jobs are permitted and there are several opportunities on the Island. Employees must be available for every shift they are

scheduled to work at The Carriage House and their second job must not interfere with their work performance.

Intrax participants are not permitted to start work at a second job without receiving approval from Intrax first.

Required Duties: *Providing excellent customer service
*Assisting guests in selecting gift items
*Stocking shelves
*Displaying Merchandise
*Operating the cash register and taking payment for purchases.

*Answering questions
*Cleaning the store as needed.
*Additional responsibilities as requested by the Store Manager.

Skills Required: * Great Guest Service Skills
*Willing to work as part of a fun team

*A winning smile!

Supplies Required:

Supplies Cost:

Company Policies:

Interview Required?: Yes

Additional Information:

Training Dates:

Different Training Period Wage:

Physical Demands:

Must be able to stand for long periods of time; Must be able to work with cleaning and sanitation products; Performing duties which require bending, reaching, and/or lifting; Lifting & transporting up to 25/30/50/100 pounds

Drug Testing Requirements:

Meals Included:

Transportation:

Host Placement - Related Costs:

Benefits Provided by Host:

Pay Rate: USD 12.00

Pay Frequency: Weekly

Pay Notes:

Starting pay rate is \$12.00 per hour.

There is a possibility of a pay increase, up to \$15.00 per hour, as skills increase.

Participants who pass the skill test, after two weeks of working, may be eligible to receive a .50 per hour bonus for every hour worked.

Overtime and extra hours opportunities are available.

Overtime Available? Yes

Overtime Rate: 18.00

Days Before Start of Work: 0

Tipped Position? No

Accepts Couples? Yes

Accepts Groups? Yes

Second Job Allowed? Yes

Company Provided Housing? Yes

Arrival Information

Recommended Airport:

Cleveland Hopkins International Airport (CLE)

5300 Riverside Dr, Cleveland, OH 44135

Your employer may be able to assist in arranging transportation from the airport to the Ferry dock in Sandusky, OH.

Nearest Bus Station: GO BUS <https://ridegobus.com/routes/>

Located in Sandusky, OH and Port Clinton, OH

Greyhound Bus Station

Located in Sandusky, Ohio

www.greyhound.com

Nearest Train Station: Sandusky, Ohio

www.amtrak.com

Transportation to Company:

You will be responsible for providing your own transportation to and from work. Housing will be located within walking or biking distance of your work location.

Reporting Instructions: *All participants must contact the employer with your travel arrangements before your arrival to the USA.*

You MUST check in on your MY INTRAX account the day you arrive in the United States.

Travel Instructions:

Fly into Cleveland Hopkins International Airport and then take the GO BUS to Port Clinton, Ohio or to Sandusky, Ohio.
<https://ridegobus.com/routes/>

Upon arriving to Port Clinton or Sandusky take an Uber to the Jet Express boat Dock (www.jet-express.com). The Jet Express does not run from Sandusky every day until some time in June. Please be sure to check the Jet Express schedule to determine if you will travel to Sandusky or Port Clinton to get the Ferry to the Island.

Purchase a one-way ticket to Put-In-Bay from the Jet Express ticket window.

Nearest Social Security Office: Closest Social Security Office:

252 WAYNE STREET
SANDUSKY, OH 44870

Social Security Instructions:

Your Employer can assist you with how to arrange transportation to the Social Security Office in Sandusky, Ohio

You must wait at least 7 days after checking in on your MY INTRAX account before applying for Social Security.

Area Information

Area Information:

Put-In-Bay, Ohio, on South Bass Island has been an ideal stopping point for boaters ever since Native Americans "put in at the bay" during their many journeys across Lake Erie.

<https://www.visitputinbay.org/>

<https://putinbay.com/>

Since 1864 the island has been a tourist destination and hundreds of thousands of visitors have enjoyed the small town quality and quaintness of this island resort community every year.

More than three-quarters of a million visitors visit the downtown area each season and enjoy the Victorian era buildings that dominate Delaware Avenue. Put-in-Bay offers a wide variety of activities for the entire family: A narrated island tour, charter fishing, nine holes of golf, a visit to our 6,000 square foot historical museum, biplane rides, a tour of an historic island press house, a visit to our Butterfly House, helicopter tours of the islands, boating, sailing, swimming, a Nature Trail, 18 holes of miniature golf, gem mining, an antique car museum, para-sailing, cave tours, two wineries, beautiful vineyards, excellent dining, RC car racing, a stop at the Perry Memorial's Visitors Center, a visit to the Nature Museum, kayaking, jet skiing, fishing, and a visit to our aquatic resource center are all activities you will want to take part in when staying on the Island.

There's also an exciting mix of unique shops, restaurants and nightlife that can't be beat!

During the afternoon and evening you'll find a wide selection of musical entertainment throughout the "Village Square" and there's always something to do!

We invite you to spend the summer in Put-In-Bay and learn to "Celebrate Island Style".

Climate:

Summer temperatures on the Island range from 65-85 degrees during the day and 55-75 degrees at night.

Closest Major Cities:

Toledo, Ohio is 38 miles away

Detroit, Michigan is 48 miles away

Cleveland, Ohio is 51 miles away.

Distances to major cities do not include the 45 minute ferry ride from the Island to the Mainland.

Cultural Opportunities:

There are so many cultural opportunities available to you that you won't have time to get bored. Here's just a few of the exciting things to do:

*Island Tours of Put-In-Bay and Kelley's Island.

*Perry's International Peace Memorial

*Kayaking

*Hiking

*Rock and Roll Hall of Fame in Cleveland, Ohio

*Museums

*Cedar Point Amusement Park in Sandusky, Ohio

*Boating, swimming, Jet Skiing and other water sports.

*Beaches and Parks

*Community Events

Website: <http://www.carriagehousepib.com>

Additional Website Info:

Accommodation Option: Carriage House Employee Housing

Address:

160 Delaware Ave
Put in Bay OH
43456 - United States

Type:

Company Arranged: Yes

Company Recommended: Yes

Description:

Participants working at The Carriage House are expected to live in the housing provided. Participants who choose not to move into employee housing, or who move out of housing early, may be required to resign from their position at The Carriage House.

Housing is in an Employee Dormitory located in Downtown Put-in-Bay and a 5 minute walk to the Carriage House.

Located right in the middle of all Put-in-Bay has to offer, you won't find a more fun place to live!

The Dormitory is an older, turn of the century "European Style" hotel with shared bathrooms in the hallway.

The dorm is locked, has security cameras, is very safe and clean and has high speed internet with Wifi.

The dormitory lounge offers vending, microwave, and hot water tap for cooking noodles, etc. No full kitchen in the dormitory for safety reasons.

Estimated Weekly Cost: USD 100.00

Additional Weekly Cost:

Additional Cost Description:

Rent is \$100 per week.

A one time linen fee of \$100 is due at time of move-in. The linen fee covers the cost for your blankets, sheets, towels, and pillows. Lost key fee of \$10 and move-out cleaning fee may apply.

Cleaning fees or damage fees may be deducted from your paycheck.

Upon departure, mailbox and room keys must be returned to the Housing Manager. Failure to return keys will result in a key fine. Inadvertent and accidental damages (due to wear and tear) to your room must be reported to the Housing Manager as soon as possible in order to be repaired and avoid fines. If your room, the fixtures inside of it, or any property found in the housing facility are damaged due to your negligence or intentional acts, fines will be deducted from your final paycheck to cover the cost to repair. If the damage exceeds the amount of your check, you will be held personally responsible for the additional amounts. Additionally, causing intentional damage or defacing a room, the fixtures or any portion of the housing facility may result in your immediate expulsion from the housing facility (without prior notice or demand).

Participants who quit their jobs, are terminated, move out of housing early, or cause damage to the housing will not be eligible for a refund of the housing deposit.

Commute Options: Walking; Bicycle

Commute Cost:

Company Provides Transportation: *No*

Estimated Distance to Company: *Housing is within walking and biking distance of the work location, shopping, and nightlife.*

Gender Restrictions: *None*

Features:

Features Description:

Additional Information: