



# CCI Greenheart

## Work and Travel Program - Employer Information W\_T-Summer - 2014

The Irma Hotel and Restaurant, Cody, WY  
January 10, 2014

### Employer Information

---

<b>Company Name:</b> The Irma Hotel and Restaurant	<b>Website:</b> www.irmahotel.com
<b># of Employees:</b> 110	<b>Phone Number:</b> 307-587-4221
<b>Industry Name:</b> Hotel/Motel/Hostel/Bed and Breakfast	<b>Fax Number:</b> 307-587-1775
<b>Primary Address:</b> 1192 Sheridan Ave. Cody, WY 82414	<b>Email Address:</b> gojogo11@yahoo.com
<b>Billing Address:</b> 1192 Sheridan Ave. Cody, WY 82414	<b>Status:</b> Approved
<b>Site of Activity:</b> Antler's Inn 1213 17th Street Cody, WY 82414	<b>Contact Name:</b> John Darby
<b>Site of Activity:</b> Cody Motor Lodge 1455 Sheridan Ave Cody, WY 82414	<b>Contact Title:</b> Owner
	<b>Alternate Contact:</b> Tracy Van Dusen
	<b>Alternate Title:</b> Office Manager
	<b>Alternate Phone:</b> 307-587-4221
	<b>Hiring Manager Email:</b> akloper@ccigreenheart.org
	<b>Participant Supervisor</b>
	<b>Email:</b> irmahotel@bresnan.net
	<b>FEIN:</b> 83-0288545
<b>Workers</b>	<b>Policy #:</b> 000143763
<b>Comp</b>	<b>Carrier:</b> State of Wyoming

## 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:
5/10/2014	6/5/2014	9/25/2014	10/1/2014	20
<b>Hours:</b> Average hours/week: 40		Number of days/week: 5		
<b>Pay Range:</b> High: \$8.00/per hour		Low: \$8.00/per hour		
<b>Overtime:</b> Overtime available: Always		Overtime hourly rate: 12.00		
<b>Meals:</b> Are Meals Provided?: Yes		Explain: Half price meals at all times.		
<b>English:</b> Level requirement: Excellent				

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

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

**Please Explain:** Cody is the gateway to Yellowstone National Park and is very busy in the summer especially during June, July, and August.

How often do you pay employees? Twice a month

Is job training required?  Yes  No  
If yes, how long is it? 2 - 3 days

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? 5

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!

The Irma Hotel and Restaurant, Cody, WY  
January 10, 2014

**Job Type:** Housekeeper

**Job Description:** All participants will need to be prepared to work in all position types.

Duties include:

-Housekeeping: As a housekeeper, participants are responsible for cleaning (washing, dusting and vacuuming, tidying) guest rooms and property common areas. Job duties include picking up after a guest, preparing fresh linens (doing laundry), making beds, dusting furniture and fixtures, washing floors, vacuuming carpeted areas, emptying trash cans, cleaning windows (usually less frequently), cleaning the bathroom and toilet and keeping the guest rooms stocked with accessories and the bathrooms stocked with supplies. Housekeepers will be using cleaning chemicals.

-Food prep cooks or workers assist chefs and other kitchen staff by preparing the ingredients used to create all dishes - entrees, sauces and side dishes. A prep cooks chops vegetables, herbs and other ingredients, trims and slices meats and stirs sauces and soups. They also portion and wrap food, assemble plates (such as salads) and clean utensils and kitchen surfaces. Additionally, they store foods in designated containers and storage areas. Shifts for prep cooks are typically long and often require early morning or late nights, evenings and weekends.

-A busser's job duties include clearing tables, taking dirty dishes to the dishwasher, setting empty tables and otherwise assisting the waiting staff. Responsibilities may also include bringing water and introductory foods (tortilla chips, bread etc.) to the table when guests first sit down. Primarily, a busser does all assistant activities including taking out the trash, shining cutlery, refilling water pitchers and restocking dinnerware and utensils.

Preferred if students are over 21.

**Internal Job Type:** Housekeeping/Kitchen/Busser

**No Students being hired:** 17

**Gender Preference:** N/A

**Wage:** 8.00/per hour

**Age requirement:** Must Be 21

**Dress Code:** Uniform

*Details:* Cost: \$20, Uniform required during work hours. Dark pants and dark shoes.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

The Irma Hotel and Restaurant, Cody, WY  
January 10, 2014

**Job Type:** Server

**Job Description:** All participants will need to be prepared to work in all position types.

Duties include:

-Server - participants will be taking customers' orders, serving food and beverages, preparing itemized checks, and sometimes accepting payment. Servers may perform additional duties, which may include escorting guests to tables, serving customers seated at counters, setting up and clearing tables, or operating a cash register. Servers (also known as wait staff) must be professional, polite, and reliable. They must speak excellent English to be able to understand and converse with the customers and they must be able to learn and describe food proficiently.

Wait Staff also need to be familiar with the menu, with how the food is prepared, what it tastes like and if special requests are allowed. They need to be informed about specials and special events.

-The front desk clerk or assistant is responsible for greeting and monitoring visitors and for providing assistance to customers. Job duties include checking in and out guests, helping customers with questions, answering the phones and performing front desk related administrative tasks. Front desk employees must have excellent English, a clean and impeccable appearance and excellent customer service skills.

-As a cashier, participants will be responsible for scanning products that a consumer wishes to purchase; once all items have been scanned properly the cashier collects payment for the goods. This position requires a strong understanding of U.S. currency, and the ability to work a credit card machine. Participants must be patient, optimistic and cheerful to perform this job successfully and must have excellent customer service skills.

Preferred if students are over 21.

**Internal Job Type:** Server/Cashier/Front Desk

**No Students being hired:** 3

**Gender Preference:** N/A

**Wage:** 8.00/per hour

**Age requirement:** None

**Dress Code:** Uniform

*Details:* Cost: \$20, Uniform required during work hours. Dark pants and dark shoes.

Requirements:

*Non-smoker:*

*Lifeguard Certified:*

*Ski:*

*CPR Certified:*

*Swimmer:*

The Irma Hotel and Restaurant, Cody, WY  
January 10, 2014

**Job Benefits (bonuses, incentives):**

Free / Onsite and Offsite Housing. Participants will earn a bonus at the end of their contract if they are good workers, and their housing is kept in great condition and is cleaned. Bonus amounts will be determined at the end of the contract.

**Is there a Social Security Admin office near you:** Yes

**Are you willing to take student to the SSA office?:** Yes

**SSA office details:**

Social Security  
Suite 265  
1285 Sheridan Ave  
Cody, WY 82414

**Participant Requirements**

---

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

Honesty, work ethic, and good communicator.

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

Participants must email employer their travel dates and times two weeks BEFORE they leave their home country! They are required to contact their employer by email upon acceptance of your job, or they risk cancellation of this placement. Participants cannot work a second job if it interferes with Irma work schedule.

**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 provide housing*

Is the participant required to sign a separate housing contract?  Yes  No

Is housing provided for the students? Yes

What type of housing is available?  Dormitory  Shared Apartments  Other

Brief description of housing:

Onsite and off site apartments are available. Employer has a couple of choices for the participants.  
The onsite housing consists of 5 bedrooms, and 2.5 bathrooms, kitchen, and living room.  
The offsite (203 C Street) location has a 5 bedroom, 2.5 bathroom, kitchen, living room, and a 3 bedroom, 2 bathroom option with a kitchen and living room. The C Street options do not have a TV or phone, The 50 Mashie Court location does. Each bedroom is separated by gender with 2-3 participants in each room and each participant will have their own bed. Participants must agree to live together.

Address: 203 C. Street or 50 Mashie Court City, State, Zip: Cody, WY 82414

Please check amenities/services provided with the housing, if applicable include additional costs:

Linens  Telephone  Furniture  Cooking  Kitchenware  Microwave  AC / Heat  
 Bed  Air Mattress  Computer  Internet  WiFi  Private Bathroom

Rent of this housing (per participant)? \$0 per day

Are housing costs automatically deducted from participants' paychecks?  Yes  No

Are utilities included?  Yes  No Approx. cost of utilities (per participant)? \$0

Is a housing deposit required upon arrival? Yes (upon arrival) \$200 deposit required upon arrival to employer. Refund will be contingent on the cleanliness of the housing and any damage done.

How will the deposit be refunded to the participant (final paycheck, etc.)? Check

### Transportation To and From Work

How far is this housing from the job site? 2+ miles Biking distance

How will the student get to and from work? Bike or car

What is the approximate ONE WAY travel time to work? 15 mins

What is the approximate ONE WAY travel cost to work? \$0

## Participant Travel to Business

Participant should contact you: Upon boarding:  Upon arrival:

Employer's Emergency phone number: 307-587-4221  
Hotel 24 hour line

**PLANE**

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

**Arrival to (city, airport):** Cody/Yellowstone, WY (COD)

**Preferred Arrival Time:** No Preference

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

**If so, by who?** John or Tracy

**How far from the airport is your place of business?** 3 miles

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

Participants must email employer their travel dates and times two weeks BEFORE they leave their home country!

Participants are required to contact their employer by email upon acceptance of their job, or they risk cancellation of this placement.

**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?** Small Town  Small town and tourist area

**Please provide a brief description of your community:** Cody is a small town of 8,500 people, 50 miles from the east gate entrance of Yellowstone National Park. Cody, Wyoming represents the Eastern Gateway to Yellowstone National Park. Named after "Buffalo Bill Cody", the town has long been a symbol of the old American West. Cody is famous for their blue ribbon fly fishing, whitewater rafting, and nightly rodeos. Cody is a small western town with a big city attitude.

**Is there anything special that students should bring?** Clothes for warm weather and hiking!

**What are the seasonal temperatures?**

**Spring:** 33-57 degrees F

**Summer:** 45 - 90 degrees F

**Fall:** 35-60 degrees F

**Winter:** 17-38 degrees F

**What is near work?**

<b>Transportation Depot:</b>	<input type="checkbox"/>	On foot	<input type="checkbox"/>	In town / by public transport	<input checked="" type="checkbox"/>	Requires a car	<input type="checkbox"/>	N/A
<b>Food/Super Market:</b>	<input checked="" type="checkbox"/>	On foot	<input type="checkbox"/>	In town / by public transport	<input type="checkbox"/>	Requires a car	<input type="checkbox"/>	N/A
<b>Shopping Mall:</b>	<input checked="" type="checkbox"/>	On foot	<input type="checkbox"/>	In town / by public transport	<input type="checkbox"/>	Requires a car	<input type="checkbox"/>	N/A
<b>Post Office:</b>	<input checked="" type="checkbox"/>	On foot	<input type="checkbox"/>	In town / by public transport	<input type="checkbox"/>	Requires a car	<input type="checkbox"/>	N/A
<b>Bank:</b>	<input checked="" type="checkbox"/>	On foot	<input type="checkbox"/>	In town / by public transport	<input type="checkbox"/>	Requires a car	<input type="checkbox"/>	N/A
<b>Public Library:</b>	<input checked="" type="checkbox"/>	On foot	<input type="checkbox"/>	In town / by public transport	<input type="checkbox"/>	Requires a car	<input type="checkbox"/>	N/A
<b>Movie Theater:</b>	<input checked="" type="checkbox"/>	On foot	<input type="checkbox"/>	In town / by public transport	<input type="checkbox"/>	Requires a car	<input type="checkbox"/>	N/A
<b>Restaurants:</b>	<input checked="" type="checkbox"/>	On foot	<input type="checkbox"/>	In town / by public transport	<input type="checkbox"/>	Requires a car	<input type="checkbox"/>	N/A
<b>Fitness Center/Gym:</b>	<input checked="" type="checkbox"/>	On foot	<input type="checkbox"/>	In town / by public transport	<input type="checkbox"/>	Requires a car	<input type="checkbox"/>	N/A

**The Irma Hotel and Restaurant, Cody, WY  
January 10, 2014**

<b>Sports/Recreation Facility:</b>	✓	On foot		In town / by public transport		Requires a car		N/A
<b>Nightlife:</b>	✓	On foot		In town / by public transport		Requires a car		N/A
<b>Laundromat:</b>	✓	On foot		In town / by public transport		Requires a car		N/A
<b>Internet Access:</b>	✓	On foot		In town / by public transport		Requires a car		N/A

**Indicate other nearby activities:**

Buffalo Bill Museum, Cody Recreation Center and Yellowstone National Park. There are a number of parks, camps, museums, and historical sites in Cody. There is a lot of history here!

**List of interesting area websites:**

[www.irmahotel.com](http://www.irmahotel.com), [www.everythingcody.com](http://www.everythingcody.com), [www.codywyomingnet.com](http://www.codywyomingnet.com), [www.codywy.org](http://www.codywy.org), [www.codychamber.org](http://www.codychamber.org)  
Places to get involved in a Cody, WY Greenheart Project:

Buffalo Bill State Park  
Contact Shelly: 307-777-7379  
<http://wyoparks.state.wy.us/Employment/Index.aspx>

Habitat for Humanity  
Phone: 307-527-9339  
[http://www.mshfh.org/Home\\_Page.php](http://www.mshfh.org/Home_Page.php)

Shoshone National Forest  
808 Meadow Lane Avenue  
Cody, WY 82414  
Phone: 307-527-6241

Yellowstone National Park  
Phone: 307-344-7381  
<http://www.nps.gov/yell/index.htm>

**Is there wireless internet available?**

Yes, at the hotel for free.

**Additional Comments:**

Irma's Restaurant and Hotel have a few bikes available for participants to use but they do not have enough for all participants. Therefore, participants should be prepared to purchase a bicycle second hand or rent one for their time in Cody. Participants can also purchase cars, but must have an international driver's license.

Participants will be interacting with Americans at work and on their time off. For additional cultural opportunities participants should visit <http://www.ccigreenheart.org/swt-cultural-opportunities/> and are recommended to join the Greenheart Club: <http://www.ccigreenheart.org/greenheart/club/worktravel.aspx>.

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



## J-1 Work and Travel Program Employer Placement Agreement

**TERMS OF AGREEMENT:**

This document signifies an agreement between the employer listed above and CCI Greenheart. The Terms of this agreement, including the Employer Placement Agreement and hired Participant's Placement and Housing Agreement, may be found on the internet, at this URL:

<http://www.ccigreenheart.com/SWT-emp-terms-100413/>

The employer representative signing this Agreement is required to print, review, and retain a copy of these TERMS OF AGREEMENT for his or her own records.

By signing below, I do hereby acknowledge and agree to the terms and conditions for CCI Greenheart's Work and Travel Program (including the Employer Placement Agreement and the Participant Placement and Housing Agreement), as listed at the above URL.

---

**Authorized EMPLOYER Representative's Signature:**

---

**Authorized EMPLOYER Representative's Title:**

---

**Name of EMPLOYER Company:**

---

**Date:**