



Critters Clothing and Souvenirs - Retail Sales Associate

HOST INFORMATION

Company Description:

Critters Clothing and Souvenirs strives for excellent customer service: we are welcoming, smiling, helping each and every customer. As Identity Sports, we operate three locations in Traverse City, Michigan.

Critters, located on Front Street, carries a wide variety of Traverse City and Northern Michigan apparel for all ages. This store boasts the largest selection of name-dropped gifts & souvenirs in Northern Michigan. We also carry 24 flavors of mouth watering Salt Water Taffy, several stuffed animals or "critters", lots of jewelry/accessories, and much more. Our goal is to provide an amazing selection of gifts and clothing to suit all of our clients Northern Michigan needs.

Perks and Benefits

- Employees are eligible for 30% discount at the stores.
- Housing is provided at very affordable costs!
- Employees will receive their uniform (3 T-shirts) at no cost and a hoodie!
- Employees can use a 10% off downtown's discount card at participating stores in downtown shops.

Host Website: <http://www.identitytc.com>

Site of Activity: Critters Clothing and Souvenirs

Parent Account Name: Identity Sport INC

Host Address: 208 East Front Street Traverse City, Michigan, 49684

Nearest Major City: Grand Rapids, Michigan, Over 50 miles away

PLACEMENT INFORMATION

Job Description:

Retail Sales responsibilities include:

- Handling sales in an accurate manner, which will include maintaining a daily bank, entering sales in a cash register, taking money, counting out correct change (coins/bills), giving change (coins/bills) to guests, and completing credit card transactions.
- Wrapping items and/or placing items in bags for guests.
- Greeting all guests as they enter the store in a timely manner.
- Assisting or advising guests on their purchases.
- Suggesting other merchandise items to go with the guest's original selection (up-sell).
- Educating guests on amenities outside of the retail location but still within our property (cross-sell).
- Stocking and inventory of merchandise items.
- Maintaining and cleaning all retail areas including stock room, display areas, floors, and cash register/check-out area.
- Demonstrate a high level of customer service. Respond to and take appropriate action to resolve concerns and complaints of guests.
- Keep supervisor/manager informed of situations relating to facility operation, patron complaints or concerns, accidents, emergencies, damages, and potential safety hazards.
- Attend departmental and team meetings as well as participate in all additional training courses.
- Perform all duties in a safe manner.
- Employees may be asked to move to different locations or job assignments as needed. Other duties may be assigned.

Typical Schedule:

Employees should expect to work 6 days per week with an average of 7 hours per shift. All employees are eligible for at least 1 day off per week. Shifts may vary and alternate as needed.

Drug Test required: No

COMPENSATION

Hourly Wage: \$14

Eligible for Tips: No

Estimated weekly wages including tips: \$600

Bonus: Yes

Students who complete the dates on their job offer form, performed well, who are motivated and are interested in doing a good job are eligible to receive an END OF SEASON BONUS!

* All figures above are pre-tax

Estimated average number of hours per week: 40

Estimated minimum number of hours per week: 40

Estimated maximum number of hours per week: 60

Potential fluctuation in hours per week:

participants will have at least 40 hours per week with possibility of extra hours based on performance and as needed. OT hours are paid time and a half at \$21/hr.

Average number of hours per week reached by last year's seasonal employees: 45

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

employees are eligible for 30% discount at the stores. employees will receive their uniform (3 T-shirts) at no cost.

JOB REQUIREMENTS

English Level required:



Advanced

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 25lbs/11kgs

Description:

Lifting product, carrying refill boxes etc.

Standing for entire shift

Handling cleaning chemicals

Job Training required: Yes

Length of job training:

1 week

Hours per week during training period: 40

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

You must be outgoing, love talking with people, energetic and personable! To perform this job successfully, you must be able to converse comfortably in English to be able to understand and communicate with customers with the confidence to maintain good eye contact. A strong candidate for this job is someone with a bright personality, who is a fast learner, who is dedicated to good work, and has a lot of energy! Prior experience in retail is a plus!

Need to wear uniform: Yes

Uniform Policy:

Comfortable shoes. Pants, shorts, skirt with uniformed t-shirt. Hair well kempt.

Cost of uniform: \$0

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

Comfortable shoes, must be neat and clean, hair well kept.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

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

Additional Details about Cultural Offerings:

The company will provide scheduled gatherings for all of our workforce throughout the season. We host dinners, movie nights, and other activities. Trips to the surrounding attractions such as Sleeping Bear Dunes are also scheduled periodically.

Local Cultural Offering:

Traverse City is a very active summer town. The city offers a host to events such as markets, marathons, parades, street sale, live entertainment, as well as hosting major festivals. The two major festivals held during summer time are the National Cherry Festival and Traverse City Film Festival.

HOUSING AND TRANSPORTATION

Housing Provided: Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. Required to stay.

Employer-owned or employer-arranged housing description:

All housing provided are within a 1 mile radius of the workplace. Houses are typical American private homes located in a safe residential

neighborhood. Each participant will be assigned in advance a house/room/bed. Each house will provide refrigerator, oven and stove top, microwave, bedding/linen, utensils, toilet and shower, washer and dryer. House 1: 427 W. 12th Street, Traverse City, MI House 2: 429 W. 9th Street, Traverse City, MI

Lease Agreement: No

Onsite Amenities:

WiFi: Yes

Description:

Each house is equipped with free WiFi Traverse City downtown provides free WiFi

Phone Service: Yes

Description:

Participant will be able to make use of their own phone or use the the landline phone at any of our stores.

Kitchen facilities: Yes

Description:

Houses are equipped with full kitchens. Our stores have a refrigerator and coffee machine.

Laundry facilities: Yes

Description:

All houses are equipped with washer and dryer.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 3

Suggested Occupancy Per Room: 1 - 3

Rooming Arrangement Description:

Housing is not co-ed. Rooms will be assigned upon arrival. We can consider special requests such as roommates.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$75

Housing Cost Deducted from Paychecks: No

Description:

Rent will be collected on a biweekly basis on the same day as pay day. Cash only.

Utilities Costs: No

Housing Deposit: Yes

Cost: \$250

Description:

Deposit is collected upon the student's arrival. Cash only.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

Housing must be returned in the same excellent condition as it was provided (A move out procedure will be given well in advance). Students must honor their job dates as per the terms of their job agreement.

Details About Deposit Refund:

Cash upon approved inspection.

Transportation to Worksite:

Walking Commute Time

Estimated commute time: 15 to 30 minutes

Description: All housing are within a 1 mile radius of the workplace. Commute is through a safe residential area (15-20 min).

Biking

Estimated commute time: Under 15 minutes

Bicycles are provided free of charge: No

Bicycles are not provided: No

Bicycles are available to rent: Yes

Estimated cost: \$0

Description: All housing are within a 1 mile radius of the workplace. Commute is through a safe residential area (5-10 min).

ARRIVAL INFORMATION

Arrival Instructions:

We recommend two common options to arrive in Traverse City. You can elect to fly directly into the town or to arrive by bus from international airports.

Cherry Capital Airport (TVC):

Traverse City has its own airport. If you elect to fly in directly to Traverse City we will have an arranged pickup for you scheduled based on your arrival time. Scheduling is handled directly with us after flight is booked.

Travelling by Bus:

Greyhound bus system (<https://www.greyhound.com>) is available near all major airports such as Detroit and Chicago. The bus typically arrives in Traverse City in the evening where one of our associates will be scheduled to pick you up.

You must notify us, via email, of your travel arrangements after booking. Upon arrival in the United States all students should try to contact the employer with an update on arrival time in Traverse City.

Suggested Arrival Airport:

Detroit Metropolitan Wayne County Airport, DTW, Over 50 miles

Chicago O'Hare International Airport, ORD, Over 50 miles

Traverse City Cherry Capital Airport, TVC, Less than 10 miles

Estimated cost of transportation to worksite from suggested airports: \$50 to \$75

If arriving after regular hours:

Suggested After-Hours Accommodation:

Ronen Givon

427 W 12th Street

Traverse City, Michigan 49684

9543476776

\$0 to \$25

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:

We will arrange for an appointment after the student's arrival and upon completion of their SEVIS.

Nearest SSA Office: Traverse City, Michigan, Less than 10 miles

Other:

Wage Payment Schedule:

Employees will be paid by company check on a biweekly basis.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Associates are to be well kempt at work. When working in retail it is important to be well groomed and tidy because of the daily interaction with clients. Associates are to wear the uniform t-shirt provided on the first day. Pants, skirts, shorts are acceptable to wear with uniform.

Second Job Availability: Yes, likely

Applicable Company Policies:

Cell phones are not allowed on the floor, please be respectful of work schedule and remember this is your primary placement. A pocket consist of the company's entire policies is available and will be given to each participant on their first working day.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Food Market, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library

Walking Distance from Housing:

Food Market, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe

In Town, Requires Transportation:

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