



H-2B Related Job Order Form

MDCS USE ONLY

Job Order Filing Date: 1/1/23

CNPC Case #:

Job Order #:

Close Date:

Job Order Filing: H-2B related job orders are submitted in connection with a concurrently submitted **Application for Temporary Employment Certification for H-2B workers**. The job order must be filed with the MassHire Department of Career Services (MDCS) between 90-75 calendar days before the anticipated date of need. Please Send this Job Order Form to: h2bprograms@detma.org.

I. Employer Information

1. Business Name: CBI Operations, LLC

2. Doing Business As (DBA), if applicable: Chatham Bars Inn

3. Business Address (Street, City, State, and Zip Code):

Street: 297 Shore Road

City: Chatham

State: MA

Zip Code: 02633

4. Email: jlayton@chathambarsinn.com

5. Phone #: 508-945-6703

6. FEIN #:

II. Agent/Representative Information (if applicable)

1. Contact Name: Matthew Lee

2. Contact Job Title: Attorney

3. Address (Street, City, State, and Zip Code):

Street: 1600 Falmouth Road, Suite 35

City: Centerville

State: MA

Zip Code: 02632

4. Email: info@toccilee.com

5. Phone #: 508-790-1181

6. Fax #: 508-790-8772

III. Joint Employer (if applicable)

1. Business Name:

2. Contact:

3. Address (Street, City, State & Zip Code):

IV. Job Opportunity Information

1. Occupational Title: Housekeepers

2. O' Net Code: 37201200

3. NAICS Code: 7211

4. Job location(s); List if multiple or different from business address above:

297 Shore Road, Chatham, MA 02633

5a. Anticipated Start Date: 04/01/2023

5b. Anticipated End Date: 11/30/2023

6. ☒

Temporary

☒

Full time

☐

Part time

7. Total Number of Job Openings: 50

8a. Workdays:

☒ S

☒ M

☒ T

☒ W

☒ T

☒ F

☒ S

8b. Provide business necessity if all days are selected:

Chatham Bars Inn is a resort open every day during the requested period.

9. Wage Rate: \$ 18.10 /Hr.

10. Hours/week: 35.00

11. Employer will use a single workweek as its base for computing wages due. ☒

12. Work Hours From: 8:00 am To: 3:00 pm

13. Frequency of Pay: ☐ Weekly

☒ Bi-weekly

☐ Other:

14. Availability of overtime: ☒ Yes ☐ No

15. Overtime Rate: \$ 27.15

16. On-the-job training available: ☒ Yes ☐ No

17. If multiple wages based on duties/location, include wage range per hour:

From: \$ 18.10 To: \$ 22.00

Location:

From: \$ To: \$

Location:

From: \$ To: \$

Location:

From: \$ To: \$

Location:

18. Employer will make all deductions from worker's paycheck required by law ☒

19a. Provision of board, lodging, or other facilities?

☒ Yes

☐ No

19b. Cost of lodging that will deducted: \$ 0.00

20. Daily transportation provided to and from worksite? ☒ Yes ☐ No

21. Elective deductions (Savings, health insurance, etc.)

See Section V, Job Description

22. Three-fourths guarantee: the worker will be employed for a total number of work hours equal to at least three-fourths of the workdays of each 12-week period, if the period of employment covered by the job order is 120 or more days, or each 6-week period, if the period of employment covered by the job order is less than 120 days. ☒

V. Job Description

1. Provide a complete description of the job duties and qualifications List minimum education, experience, and specific requirements for the job. (all job duties must be disclosed on this form):

CBI Operations, LLC dba Chatham Bars Inn seeks Housekeepers, 50 openings, Temporary full-time positions from 4/1/2023 to 11/30/2023 in Chatham, MA. Housekeepers will clean guest rooms and common areas throughout the resort. Duties include: delivering and maintaining guest room supplies, arranging furniture in rooms, making beds and cleaning and arranging bathrooms. Must be able to lift and move up to 50 lbs. No experience necessary; will train. Workers will be paid no less than \$18.10 per hour. Returning workers and workers with more experience may be paid higher wage rates up to \$22.00 per hour. Overtime hours may be available at a rate ranging from \$27.15 to \$33.00 per hour. Generally, min. of 35 hours per week, on average 7 hours per workday and 5 workdays per week. Weekends and holidays required. Various shifts required, but generally 8am-3pm, or 3pm-10pm. Conditions of employment for H2B and U.S. workers: 1. Initial transportation to begin the seasonal/peak employment (including meals and, to the extent necessary, lodging) to the place of employment will be provided, or its cost to workers reimbursed, if the worker completes half the employment period. Return transportation will be provided if the worker completes the employment period or is dismissed early by the employer. Daily subsistence will be at least [FY22 rate \$14.00] per day during travel to a maximum of [FY22 rate \$59.00] per day with receipts. 2. H-2B workers will be reimbursed during the first workweek for subsistence, visa, visa processing and related costs, except passport costs, by company check. 3. The employer will provide workers at no charge all tools, supplies, and equipment required to perform the job. 4. The employer guarantees to offer work for hours equal to at least three-fourths of the workdays in each 12-week period of the total employment period. 5. Employer will use a single work week for computing wages starting each Sunday at 1200 am and ending Saturday at 1159 pm and the employee will be paid biweekly. 6. Optional, voluntary dormitory style housing available, first come first served while available, at a cost ranging \$175-\$210 per week (not deducted from payroll). 7. All Hired workers (incl. H-2B and U.S.) must

2. Workers will be provided with the tools, supplies, and equipment required to perform their duties at no charge. ☒ Yes ☐ No

3. Explain in full details, how the workers will be provided or reimbursed for the transportation and subsistence from the place of recruitment to the place of work?

H-2B workers will be reimbursed during the first workweek for subsistence, visa, visa processing and related costs, except passport costs, by company check.

4. Applicants will be directed to inquire about the job opportunity or send applications, indications of availability, and/or resumes directly to the nearest office of the SWA in the State in which the advertisement appears and include the SWA contact information. ☒

VI. Assurances and Obligations

The employer requesting H-2B workers and employing workers in corresponding employment under an Application for Temporary Employment Certification agrees that it will abide by the assurances listed at **20 CFR 655.20** (Assurances and obligations of H-2B employers.) with respect to terms and conditions of employment of its H-2B workers and any workers in corresponding employment. ☒

Employer/Agent Certification

I hereby certify to the best of my knowledge that the representation of the terms and conditions of employment contained herein is true and accurate. I acknowledge that any false or misleading representations in this job order may result in immediate cancellation of the job order or the initiation of discontinuation of services pursuant to **Title 20, Chapter V, Part 658, Subpart F**. ☒

Employer/Agent Agreement

I hereby designate the agent or representative identified in Section II.1 and VI.2a of this form to represent me in accordance with **20 CFR 655.8** to act on my behalf for the purposes of labor certification. I take full responsibility for the accuracy of any representations made by my agent or representative on this H-2B Job Offer form and any supporting documentation. ☒

1a. Employer's Name: Jamie Layton

1b. Date: 01/012023

2a. Representative's Name: Matthew Lee

2b. Date: 01/012023

VII. MassHire Department of Career Services Contact Information

State Workforce Agency:	MassHire Department of Career Services	Contact Person:	FLC Unit Supervisor
Address:	19 Staniford Street	Phone:	617-626-5587
City/State / Zip Code:	Boston, MA 02114	Email:	h2bprograms@detma.org

VIII. MDCS Office Use Only

Reviewed By:		Date:		Deficiencies Noted:	<input type="checkbox"/> No <input type="checkbox"/> Yes
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Rev.11/1/21

CLEAR FORM

SAVE FORM