Cultural Homestay International

CHI brings people together since 1980!

Job Description

USA Work & Travel Program

Employer Information

Employer name:	Delaware North at Shenandoah National Park
Type of business:	Hospitality Management
Job location:	Delaware North at Shenandoah - Skyland Lodge
City:	LURAY
State:	VA
Zip:	22835
Website:	www.delawarenorth.com

Why choose us?

Shenandoah National Park encompasses part of the Blue Ridge Mountains in the U.S. state of Virginia. This national park is long and narrow, with the broad Shenandoah River and Valley on the west side, and the rolling hills of the Virginia Piedmont on the east. We are also only 90 miles from Washington DC! Perfect for outdoor/wilderness enthusiasts and photographers. Quiet, remote location far from the city lights.

Cultural exchange activities

Shenandoah National Park is your escape to nature and recreation. Cascading waterfalls, spectacular vistas, quiet wooded hollows. A great place to hike, camp, bike, fish, take photographs, or go canoeing. 200,000 acres of protected lands are haven to deer, songbirds, and other wildlife.

Luray is home to the world famous Luray Caverns and the central entry point of the Shenandoah National Park and scenic Skyline Drive.

Position

Job title:	Prep Cook - Skyland Lodge - Late
Job description and required skills:	Advanced English. You will be responsible for preparing high quality food items on a timely basis; cook and prepare food items according to recipes and quality standards; prepare food items for cooking; stock food items as needed; clean and maintain kitchen and food prep equipment; maintain proper sanitation controls of products; prepare sauces, vegetables, meat, fish and poultry items properly. You must be able to stand for your entire shift and be able to lift 40-50 lbs. Employer guarantees a minimum of 32 hours a week. Depending on guest needs and business volume, might be working more than 32 hrs/wk. Must have cook experience to apply!
English level required:	advanced
Hourly wage (before taxes):	$9.00
Position ID:	33376

Position Information

Tips:	no
Bonus:	no
Estimated hours per day:	8
Number of days per week:	5
Possibility of students getting more than estimated hours:	slight
If so, is overtime paid at the rate of 1.5 hourly, after 40 hours of work per week?	yes
Earliest start date:	05/27/2017
Latest start date:	06/18/2017
Earliest end date:	09/13/2017
Latest end date:	09/30/2017
Is the employer willing to hire couples?	no
Is the employer willing to hire group of friends?	yes
Are meals included?	no
Meals details (discount, cost, # of meals):	Discount
Is a drug test required?	yes
Is Skype interview required?	yes
Do students complete an additional application upon arrival?	yes
Possibility to find a second job in the area	no

Second jobs require you to contact CHI at chiwt@chinet.org or 1-800-432-4643 to receive the required form. The new potential employer will need to complete it. Both you and the employer will need to sign and return it to CHI for approval.

You can work with a new secondary employer ONLY AFTER you have received written authorization from CHI.

Additional comments regarding second job:	2nd jobs are not possible in this area.
How soon after arrival will participants begin working?	Within a day or two of arrival.
Specific instructions for arrival to employer:	Please see Welcome Letter.
Is training required?	yes
Conditions of training:	Training will be provided.
Is there possibility to change positions?	no
Are students required to wear a uniform?	yes
Does employer provide uniform?	yes
Cost of uniform:	Deposit required
Is uniform refundable?	yes

Do students need to purchase specific clothes or footwear?	no
If so, details for clothing:	No visible piercings other than earrings (maximum two per ear), no visible tattoos, hair must be natural in color, must be kept clean & neat and pulled back while working. Employees must bathe and use deodorant before coming to work. Uniforms are to be kept clean and neatly pressed. Employees are responsible for their uniforms and badges; lost uniforms or damaged uniforms will need to be replaced. You will be responsible to pay the replacement costs. Uniform items provided to you include DNCPR shirt, name tag, & hat. Employees must provide their own pants and shoes. Pants should be black. Shoes must be black and slip resistant.

Additional information:

Please see the attached Prep/Cook job description. Each student must be Skype interviewed by the employer. Must have cook experience to apply! Housing is not private, it is shared and modest. You are taking a job in a very rural area and must be comfortable with living with others, sharing facilities, and living in the wilderness with little access to city living.

Housing Information

Housing name:	SU17 - Employer Provided - Delaware North
Housing address:	2 Linden Avenue
City:	Luray, VA 22835
Phone:	5408432117
Fax:	
Contact:	Pam Wightman
Email:	pwightma@delawarenorth.com
Website:	www.delawarenorth.com
Housing assisted by:	Employer
Is student required to sign a separate housing contract?	yes
If so, contract details:	This will be done upon arrival.
Type of housing:	Dormitory
Number of people to a room:	2-4
Bedrooms:	varies
Bath:	varies
Estimated cost of housing per week:	$25 per person
Is housing cost deducted from paycheck?	yes
Is housing deposit required?	yes
Deposit amount:	$100 per person
Housing deposit due date:	Arrival
Instructions for deposit payment:	It will be deducted through paychecks at $25 a week for four weeks.
Is housing deposit refundable?	yes
Conditions for deposit refund:	The dorm needs to be left clean and without any damage.
Utilities included:	yes

If so, utilities details:	All utilities are included.
Utilities estimated cost per month:	Included
Is the housing mandatory?	yes
Can students find alternative housing during their stay?	no
Method of transportation from housing to work site:	Walking
Transportation details:	The dormitory is inside Shenandoah National Park, so students can get to work easily. There is no transportation available in the National Park.
Additional housing features:	The dorms only have bathrooms and beds. There is WiFi available in dorms and in the common areas. Some areas have stronger or weaker WiFi signal, it will vary per location. There is no access to cooking facilities. You will need to buy non perishable snack items for your room that can be stored in a Tupperware container to avoid attracting insects or mice. You can purchase healthy, filling meals for approximately $4 in the kitchen.
Location of work site best described as:	National Park
Location details:	Located 20 minutes from the nearest city and just 75 miles from the bustle of Washington, D.C., Shenandoah National Park is your escape to recreation and re-creation. Cascading waterfalls, spectacular vistas, quiet wooded hollows—great place to hike, camp, bike, fish, take photographs, or go canoeing. 200,000 acres of protected lands are haven to deer, songbirds, and other wildlife. It is almost 4000 feet to the tallest point of the mountains. Inside the National Park there is no public transportation available; nor any of the accessible amenities listed below. They are available outside the park in Luray. Only a laundry facility is available inside the Park. Luray, a small town near the park, is home to the world famous Luray Caverns and the central entry point of the Shenandoah National Park and scenic Skyline Drive. Population: 4,869. Housing is not private, it is shared and modest. You are taking a job in a very rural area and must be comfortable with living with others, sharing facilities, and living in the wilderness with little access to city living.
Average daily temperature:	High 87 F; Low 62 F
Community or regional website:	www.nps.gov/shen
Nearest cities:	Washington DC
Distance to nearest cities:	80 miles - Population 658,893
What to wear:	Swimsuit, shorts, tank tops, light jacket, jeans, t-shirts
Available public transportation:	There is no transportation available
Accessible amenities (by walking or public transportation):	
Food market:	yes
Shopping mall:	yes
Post office:	yes
Bank:	yes
Movie theater:	yes
Restaurants:	yes
Fitness center:	yes
Laundry:	yes
Internet café:	no
Public library:	yes
Comments:	

Meals are purchased at the employee dining hall at a discounted rate (approx. $4 per meal). All food must be paid for while working for Delaware North. Housing is not private, it is shared and modest. You are taking a job in a very rural area and must be comfortable with living with others, sharing facilities, and living in the wilderness with little access to city living.

Suggested Travel Information

Nearest international airport:	Dulles International (IAD) Washington, DC
Nearest airport:	Shenandoah Valley Regional Airport (SHD)
Transportation from airport to employer and / or housing:	Airport Pick Ups are Wednesday and Thursday ONLY
Nearest bus station (to the airport):	Greyhound
Bus information (web site):	www.greyhound.com
Nearest train information (to the airport):	Amtrak
Train information (web site):	www.amtrak.com
If participant arrives after hours suggested, overnight accomodation:	Hotel
Cost per night:	$90-$200 per night
Transportation to overnight accomodation:	Taxi
Transportations cost:	$20-$40
Specific instructions:	Arrival at Washington Dulles Airport (IAD): A representative from Delaware North will pick you up at Baggage Claim. They will be holding a Delaware North sign. • You MUST contact your employer at least 2 weeks in advance with your travel arrangements including the date and time of arrival in order for your employer to pick you up You must plan this in advance with your employer though so they know when to pick you up. Pick up times are on Wednesday or Thursday each week. If you are unable to arrive on a Wednesday or Thursday--you will be required to get a hotel at your expense. • **PLEASE TRY TO ARRIVE AT THE SAME TIME AS OTHER STUDENTS SO THE EMPLOYER CAN PICK UP A VAN LOAD OF STUDENTS IN ONE TRIP. ** Shenandoah Valley Regional Airport (SHD): If you contact your employer at least 2 weeks in advance with your travel arrangements including the date and time of arrival at the airport, your employer will provide transportation for you.

Social Security Information

Does the company require students to have Social Security number before arriving to the work place?	no
Does the company provide Social Security application assistance?	yes
If so, details:	Transportation will be provided to get to Social Security. Make sure you bring ALL documents with you to their office. If you forget something, you will have to go back at your expense.
Where is the closest Social Security office?	351 North Mason St., Harrisonborg
How far is the Social Security office from the work place?	35 miles
Specific instructions:	You must validate yourself in SEVIS within 3 days of arriving in the USA! Either log into www.sevis.org or call CHI at 1-800-432-4643 to validate. Then after 10 business days you can go to Social Security to apply for your social security card. Be sure to get a receipt, it is the only proof that you have applied. Hours: Mon & Tue 9am-3pm, Wed 9am-12pm, Thu & Fri 9am-3pm, except Federal holidays.

PREP-COOK

Position Summary: Responsible for preparing high quality food items on a timely basis.

Essential Responsibilities:

- Cook and prepare food items according to recipes and quality standards
- Maintain current knowledge of menu and products
- Prepare food items for cooking
- Stock food items as needed
- Clean and maintain kitchen and food prep equipment
- Maintain proper sanitation controls of products
- Comply with safety and quality standards
- Retrieves and transports necessary food products to cooking line
- Performs other duties as required by management
- Prepares sauces, vegetables, meat, fish and poultry items properly

Minimum requirements:

- High school diploma or GED
- Prior cooking experience
- Food safe handling license/training preferred
- Must know the English language, both spoken and written – able to read & interpret documents such as safety rules DNC Alcohol Regulations, operating and maintenance instructions and procedure manuals.

Physical requirements:

- Standing for entire shift
- Lifting up to 40 to 50 lbs. with frequent twisting, bending, lifting and reaching.

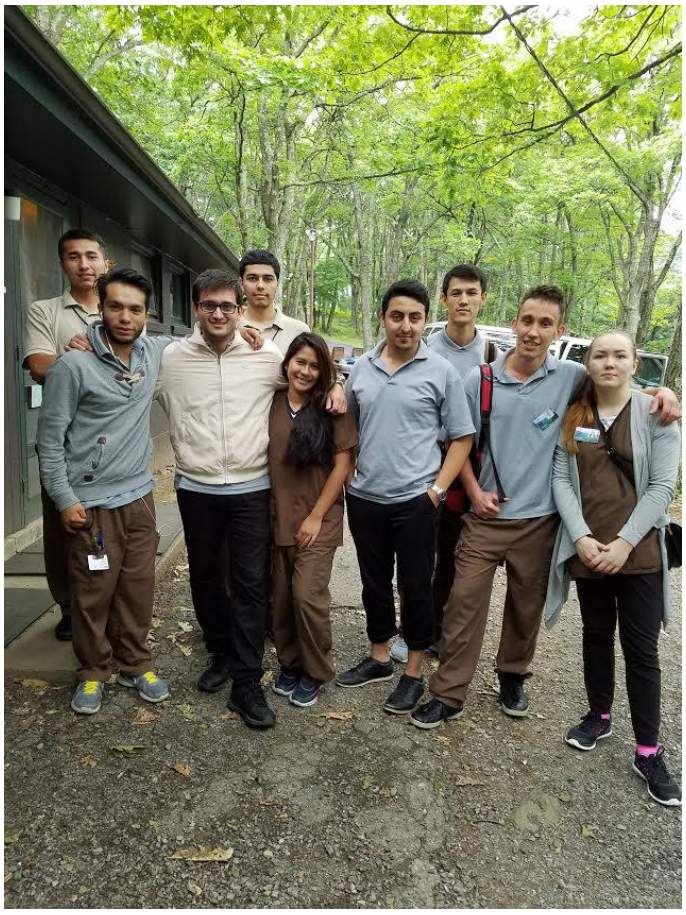
USE OF EQUIPMENT

- **Dishwashing Machine**
- **Grill**
- **Steamer**
- **Oven**
- **Calculator**
- **Other Kitchen Equipment**

Delaware North at Shenandoah National Park

Welcome to Delaware North in the Shenandoah Valley of Luray, Virginia. If you are interested in hiking and picturesque scenery, this is the place for you. If you are looking for nightlife and big city atmosphere, this is not the place for you.

The pay is between $8 - $9 per hour. Make sure you visit the Luray Caverns during your summer in Luray, Virginia!



WELCOME LETTER
Cultural Homestay International

Delaware North at Shenandoah National Park 26 North Broad Street Luray, Virginia 22835 www.delawarenorth.com	**Employer contact information** Pam Wightman Email: pwightma@delawarenorth.com Phone: (504) 843-2117

Hello Participants,

My name is **Wendie Mewszel,** and I am your local Program Coordinator through Cultural Homestay International. I will be helping you prepare for your exciting summer in the Luray, Virginia! This packet contains very important information regarding your travels, so please be sure to READ IT IN FULL, and print a copy to bring with you to the United States.

* If you have not yet purchased a plane ticket, you should do so as soon as possible. Let CHI and your employer know your flight information!

*IF YOU WERE DENIED YOUR VISA AND ARE RECEIVING THIS EMAIL RESPOND TO THE SENDER AND LET THEM KNOW YOU ARE NOT COMING!

If you have any question, please don't hesitate to contact me at **chiwendy@chinet.org** .

For general questions and emergencies, you may always contact CHI's Main Office at 1(800) 432-4643.

Have a safe trip!

Sincerely,

Wendie Mewszel
Cultural Homestay International
Program Coordinator
Southeastern Region

1. BEFORE DEPARTURE

Read your CHI Student Handbook. You should have received this from your agency.
Bring:

- Documents: Passport, J- 1 Visa, DS 2019, sponsorship letter, job offer
- $1000 US available (transportation from airport, housing deposits, food, etc.)
- Carry On (a change of clothes, medicines, copy of this letter) Always keep your important paperwork with you while traveling. Do NOT pack it!
- Contact your employer by email to notify him/her of your specific arrival time.
- Plan your flight accordingly: if your final destination is 5 hours away, make sure your flight arrives early in the day OR you have made a reservation at a hostel to stay overnight.
- Log into www.sevis.org as soon as you know your flights so you can enter your flight information!
- **You will not have the opportunity to change positions!**

2. CONTACT YOUR EMPLOYER

The contact person for Delaware North is **Pam Wightman;** you must contact **Pam** and **CHI** and let us know your flight information and when EXACTLY you will be arriving!
Please email **Pam** immediately at pwightma@delawarenorth.com . **Please also email myself (Wendie Mewszel) at chiwendy@chinet.org, with your exact arrival information and to confirm receipt of this letter!**

Grooming requirements: No visible piercings other than earrings (maximum 2 per ear). Hair must be natural in color, kept clean and neat, and pulled back while working. Employees must bathe and use deodorant before coming to work each day. Uniforms are to be kept clean and neatly pressed. Employees are responsible for their uniforms and badges. Lost or damaged uniforms will need to be replaced. You will be responsible for paying the replacement cost. Uniform items provided to you are shirts, hat and badge. Employees must provide their own pants and shoes. Pants need to be black. Shoes need to be black and slip resistant.

3. HOUSING:

Housing is mandatory and provided by the employer. Rent is deducted from your paycheck.

4. DIRECTIONS FROM THE AIRPORT TO YOUR HOUSING

Arrival at Washington Dulles Airport (IAD): A representative from Delaware North will pick you up at Baggage Claim. They will be holding a Delaware North sign. • You MUST contact your employer at least 2 weeks in advance with your travel arrangements including the date and time of arrival in order for your employer to pick you up You must plan this in advance with your employer though so they know when to pick you up. Pick up times are on Wednesday or Thursday each week. If you are unable to arrive on a Wednesday or Thursday--you will be required to get a hotel at your expense. • **PLEASE TRY TO ARRIVE AT THE SAME TIME AS OTHER STUDENTS SO THE EMPLOYER CAN PICK UP A VAN LOAD OF STUDENTS IN ONE TRIP.

** Shenandoah Valley Regional Airport (SHD): If you contact your employer at least 2 weeks in advance with your travel arrangements including the date and time of arrival at the airport, your employer will provide transportation for you.

5. SEVIS

Before you arrive in USA- Log in to www.sevis.org and enter your flight information as soon as you purchase your flight ticket.

After you arrive in USA - Log into the SEVIS system within THREE days of your arrival to the United States!

Any delay can affect your Social Security Card application, which then affects WHEN YOU CAN START WORKING! VALIDATE YOUR SEVIS STATUS IMMEDIATELY!

a. Log in to www.sevis.org. If you can't log in then you need to call us.
b. IMMEDIATELY call CHI to complete the SEVIS validation process: 1(800) 432-4643.
c. Refer to your Student Handbook if you need specific instructions about how to log in. (Most public libraries have internet access – speak with library staff about your temporary stay in the US.)
d. Log back in after 3 days to make sure your visa status has been validated – this is a requirement BEFORE applying for a social security number!

6. APPLYING FOR A SOCIAL SECURITY NUMBER

- Validate your Visas in SEVIS.
- Then wait 10 days and visit the closest social security office is:

SOCIAL SECURITY DISTRICT OFFICE
1470 PANTOPS MTN PL
CHARLOTTESVILLE, VA 22911

MON., TUES., THURS., FRI. : 09:00 AM - 03:00 PM; WED: 09:00 AM - 12:00 PM SAT & SUN & Federal Holidays: CLOSED PLEASE

REMEMBER TO GET A RECEIPT AT THE SOCIAL SECURITY OFFICE. IT'S YOUR ONLY PROOF THAT YOU APPLIED! DO NOT LOSE IT! Make sure to read your student handbook and to take all of your documents with you. If you fail to take all of the required documents with you, you will have to travel back to Social Security on another day at your own expense.

We look forward to meeting you!! For general questions & emergencies, you may always contact CHI's Main Office at 1-800-432-4643