



# CHI WORK AND TRAVEL

255 West End Avenue  
San Rafael, CA 94901 USA

1-800-432-4643 x2  
1-415-459-5397 x2

chiwt@chinet.org

wt.chinet.org

## Job Description

### EMPLOYER INFORMATION

**Employer Name:** Ghirardelli Chocolate Company, Monterey

**Type of Business:** Bakery/Cafe/Ice Cream

**Job location:** 660 CANNERY ROW

**Location type:** Beach town

**City:** MONTEREY

**State:** CA

**Zip:** 93940

**Website:** [www.ghirardelli.com](http://www.ghirardelli.com)

### Why choose us?

Ghirardelli is an awesome employer. You will have an opportunity to meet people from all over the U.S. and the world. Monterey is a city with many attractions including the neighboring city of Carmel-by-the-Sea.

### Cultural exchange activities

Monterey's fabled coast and village-like pedestrian thoroughfares. John Steinbeck was a frequent visitor, and drew considerable inspiration from area landmarks including Cannery Row, which he helped to immortalize in his novel of the same name, lived within walking distance of our store. Today, restaurants, boutiques and attractions like the Monterey Bay Aquarium have helped make Monterey a favorite destination for visitors from around the world.

### Position

**Job title:** Chocolatier - early arrivals

**Job prerequisites:** Adv. English. Students start date must be listed as May 23.

**Job description:** MUST be friendly, great attitude, and excellent customer service skills. Must be able and willing to perform ALL duties, including standing up to 8 hours, scooping ice cream, preparing food and drinks, greeting, operating cash register, cleaning, taking out trash several times daily, sorting recyclable trash from garbage (dirty job, but can wear gloves), mopping floor, bussing tables, stocking merchandise, lifting heavy cases 10-30lbs/4-13kg and unloading trucks. CHOCOLATIER-STOCKER: Pre-packing chocolate, stocking merchandise, cleaning projects, lifting heavy cases (fem: 10-35lbs/4-15kg, males: 50-75lbs/22-34kg) and unloading trucks 3 times a week; wear Sundae Suit. RETAIL SALES/GREETER: Great communication/customer service skills and a strong knowledge of chocolate merchandise. FOUNTAIN/BUSERS: Preparing ice cream sundaes, coffee drinks, cleaning projects, taking out trash, mopping floor, bussing tables. CASHIERS: Great customer service skills; handling of American currency. Employer will assign duties as needed. Must have a strong knowledge of chocolate merchandise and knowledge & handling of US Currency. May be asked to wear the "Sundae Suit". Must pass a drug test.

This is a very physical and fast paced job; must be a hard worker with a great personality. All students will be scheduled 4-5 days a week; with a 6-8 hour shift after their first month. During the first month you will only work 5 to 6 hr shifts. You must take a half hour unpaid lunch break. Second jobs are extremely difficult to obtain; so only select this job if you can sustain yourself only working for Ghirardelli. You must arrange your own housing. Housing in Monterey is very expensive, \$500-\$800 per person per month when shared with others. You should arrive in a group so you can share the costs of your housing.



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## Job Description

English level required: Advanced

Hourly wage (before taxes): 11.00

Wage comments:

Meals: No

Meals details:

Position ID: 5827

### Position Information

Tips: no

Bonus: No

Bonus comments:

Estimated hours per day: 5-6 1st month, 8 until 9/6

Number of days per week: 4-5

Overtime: Slight

Overtime details: If there is any overtime, it must first be approved by your manager.

Earliest start date: 5/23/2018

Latest start date: 5/23/2018

Earliest end date: 9/4/2018

Latest end date: 9/20/2018

Is the employer willing to hire couples? No

Is the employer willing to hire group of friends?

Are meals included? No

Is a drug test required? Yes

Drug test comments: You must complete your drug test upon arrival in Monterey.

Is Skype interview required? No

Do students complete an additional application upon arrival? Yes

Possibility to find a second job in the area Yes

Second jobs require you to contact CHI at [chiwt@chinet.org](mailto: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: It is possible, but you will need to notify your manager and CHI Program Coordinator before accepting a 2nd job.

When will work begin? Within a few days - must pass the drug test first.

Arrival Instructions: Please arrive and settle into your housing a few days before May 23 so you can attend orientation this day. You will also need to complete your drug test upon arrival in Monterey. You won't be added to the schedule until you completed orientation and have passed your drug test.

Is training required? Yes

Conditions of training: Training will be provided.

Is there possibility to change positions? No

Uniform required? Yes



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## Job Description

Does employer provide uniform? Yes

Cost of uniform: 0

Is uniform refundable? No

Uniform provided details: Employer supplies an apron & a hat.

Do students need to purchase specific clothes or footwear?

If so, details for clothing: Student must bring a few button-down short or long sleeved white shirts (bussers and fountain employees can only wear short sleeves) khaki loose-fitting long pants past the ankle (no jeans), a black belt for your pants, black, non-slip or slip-resistant shoes (must say this on the soles of the shoes. If it doesn't say this, then they are not the right shoe). NO high heels. Dress needs to be very conservative. PLEASE REFER TO ATTACHED PICTURES SO YOU HAVE THE APPROPRIATE SHIRT, SHOES & SLACKS; IF YOU DO NOT, YOU WILL NOT BE ABLE TO WORK UNTIL YOU DO.

Grooming: Ear piercing only & no more than 1 piercing per ear and no bigger than a dime. No visible tattoos. Dress needs to be very conservative. Must have a clean uniform every shift and be freshly showered - using deodorant every day.

Important points of job: Will be cross-trained to work in all departments at the shop.

Additional position information:

### Housing Information

Housing name: Monterey Hostel

Housing address: 778 HAWTHORNE ST

City: Monterey

Phone: (831) 649-0375

Fax:

Contact: Front Desk Help

Email: manager@montereyhostel.org

Website:

Housing assisted by: Must Arrange Own

Is student required to sign a separate housing contract? No

If so, contract details:

Type of housing: Dormitory

Number of people to a room: 1+

Bedrooms: 1+

Bath: 1+

Cost Type: Day

Cost Amount: \$35.00

Cost Details

Is housing cost deducted from paycheck? No

Is housing deposit required? No

Deposit amount:

Housing deposit due date:



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## Job Description

### Instructions for deposit payment:

Is housing deposit refundable? No

### Conditions for deposit refund:

Utilities included: No

### If so, utilities details:

### Utilities estimated cost per month:

Is the housing mandatory? No

Can students find alternative housing Yes  
during their stay?

Method of transportation from housing to Walking  
work site:

Transportation details: Hostel is about 1/2 mile from work. You can walk, ride a bike, or take public transportation.

### Additional housing features:

Comments: This hostel only allows you to stay for a maximum of 6 days. Please make a reservation months before arriving. They are usually full by late February for the whole summer! There are other housing leads your CHI Program Coordinator will have available to share with you some time in late January 2018. Housing is EXTREMELY hard to find in Monterey. DO NOT DELAY in securing your housing months and months in advance of arriving. If you wait until March or so, you probably won't find housing for the summer.



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## Job Description

### Location Area Information

**Location type:** Beach town

**Location of work site best described as:** Ghirardelli is a famous chocolate and ice cream store in the beautiful seaside town of Monterey.

**Location details:** Few places on earth can live up to their own mythology, but Monterey is a notable exception. No matter what you've heard or seen in feature films, nothing can prepare you for the jaw-dropping beauty along Monterey's fabled coast and village-like pedestrian thoroughfares. John Steinbeck was a frequent visitor, and drew considerable inspiration from area landmarks including Cannery Row, which he helped to immortalize in his novel of the same name. Today, restaurants, boutiques and attractions like the Monterey Bay Aquarium have helped make Monterey a favorite destination for visitors from around the world. Population: 28,246

**Average daily temperature:** Summer: High 69F (21C); Low 53F (12C)

**Community or regional website:** [www.seemonterey.com](http://www.seemonterey.com)

**Nearest cities:** San Jose, CA

**Distance to nearest cities:** 50 miles (80K); pop: 982,765

**What to wear:** Summer: Light clothing, shorts, t-shirts, light jacket.

**Available public transportation:** [www.mst.org](http://www.mst.org)

**Public transportation access:** Surrounding area

### Accessible amenities (by walking or public transportation)

**Food market:** Yes

**Shopping mall:** Yes

**Post office:** Yes

**Movie theater:** Yes

**Restaurants:** Yes

**Fitness center:** Yes

**Laundry:** Yes

**Internet café:** Yes

**Public library:** Yes



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### Suggested Travel Information

**Nearest international airport:** San Jose International Airport (SJC)

**Nearest airport:** Monterey Regional Airport (MRY)

**Transportation from airport to employer and / or housing:** Taxi, Uber, Shuttle service

**Nearest bus station (to the airport):** At the airport or in the city

**Bus information (web site):** <https://www.montereyairbus.com> or [www.greyhound.com](http://www.greyhound.com)

**Nearest train information (to the airport):** N/A

**Train information (web site):** N/A

**If participant arrives after hours suggested, overnight accomodation:** hotel or other inexpensive lodging

**Cost per night:** Varies

**Transportation to overnight accomodation:** Taxi, Uber, shuttle

**Transportations cost:** Varies

**Travel Instructions:** If you arrive at San Jose or San Francisco airports, you can take Monterey Air Bus service or Greyhound bus to Monterey. If you arrive late at night, please secure a motel room for the night. Motels near the airports are very expensive. Hostels fill up months in advance so plan ahead. Work with your CHI Program Coordinator about temporary lodging for your first night or maybe longer until you secure more permanent housing.

### 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?** No

**If so, details:**

**Where is the closest Social Security office?** Salinas, CA

**How far is the Social Security office from the work place?** 20 miles (32K)

**Specific instructions:** You must wait approx. 10 business days after validating in the database before going to the Social Security Office or you will be DENIED! Office is located at: 928 East Blanco Rd, Suite 155; Salina, CA 93901; Telephone 1-877-600-2857; Hours: Mon & Tue 9am-3pm, Wed 9am-12pm, Thu & Fri 9am -3pm, except Federal holidays. Get a receipt and do not lose it! It is the only proof you have that you have applied.



CULTURAL HOMESTAY INTERNATIONAL

# Welcome Letter

## WORK & TRAVEL

Dear Student,

Hello and Welcome! We are so happy that you will be visiting our country. Work & Travel can be difficult, especially in the beginning, but we believe you will find your experience rewarding and unforgettable. CHI is here to help! Please read carefully through this Welcome Letter.

My name is Mary Wolfe. I am the Regional Manager for the Western Region for Cultural Homestay International (CHI). My team and I will be happy to answer any questions you might have and we will also be available throughout your stay to assist with any problems that may occur. Please remember to check your email daily for important communications.

You must stay in contact with your CHI representative.

Have the best summer of your life!

Warm Travel Wishes,

*Mary Wolfe*

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Please read the CHI Student Handbook, which you should have received at orientation or from your student agency. You are responsible for following all rules in this handbook. The rules are in place for your health, safety, and welfare. Failure to follow the rules may result in a participant's negative program status.

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### Be Prepared

- Make photocopies of important documents and leave a copy with loved ones.
- Back up your digital photos, in case your phone is stolen or broken.
- Leave things you could not bear to lose at home.
- Bring your welcome letter, your important documents, two extra sets of clothes and your necessary medicine in your carry on luggage. Checked luggage is often lost. The airline will deliver your bag to your US housing or employer once found, but it could take 3 or 4 days.
- \*If your luggage is lost, send it to your employers address to ensure delivery.

- You are required to bring \$1000 with you from your country. We recommend you bring \$1200. The first few weeks of Work & Travel you will need these funds to establish yourself in a new country. You will need to pay your housing deposit, pay a week or two of rent, buy a sim card, purchase pillows, sheets, and blankets, food, uniforms, a bicycle, or have transportation money. It takes a few weeks to start working, be trained, become integrated into the schedule and get your first paycheck. You will be nervous and out of money when your first paycheck arrives. Be prepared, you are moving to another country.
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## Be Safe

- Exercise adequate discretion, stay aware of your belongings, and avoid putting yourself into risky situations (such as unlit, deserted areas at night).
  - Open a bank account, on the first day you check into your US housing, to keep the recommended \$1200 you brought from your country safe and secure. You will need this money. Never keep large amounts of money in your student housing no matter how much you trust your roommates.
  - Once in the United States, never carry large amounts of money. You will have a debit card from the bank, if lost, this can always be cancelled. Do not give your PIN (personal identification number) to anyone. If you lose your cash, it can not be replaced.
  - Once in the United States, never carry your important documents or valuables to work. Keep your documents, including passport, safely hidden in your room. Never give your passport or documents to anyone (such as a landlord or employer) to keep. It is illegal for anyone to take your passport or documents from you for any reason.
  - Bring an ID from your country to carry with you that can easily be replaced (University ID, residency card, drivers license). Passports are difficult and expensive to replace, and losing your passport can ruin your travel period plans.
  - Establish a “do not lose it” discipline. Travelers are more likely to inadvertently lose their bags than to have them stolen. I have heard of students leaving passports under pillows, bags on the overhead rack on the bus, and documents in the taxi. Always take a look behind you before leaving any place or form of transport.
  - When you are out and about, never casually or carelessly set down any small valuable item, such as a phone or wallet. Either hold it in your hand or keep it tucked away. At cafés, do not place your phone on the tabletop or purse on the back of the chair where it will be easy to snatch – keep phones and valuables in your front pocket. Make it a habit to be careful with your things; it will become second nature.
  - Stay vigilant in crowds and steer clear of disturbances near you.
  - Participants should use common sense, stay with a partner or friend, especially at night. It is recommended participants let a friend know where they are.
  - Bicycle riders with helmets had an 85 percent reduction in their risk of head injury and an 88 percent reduction in their risk of brain injury. If you ride a bicycle in the US, wear a helmet.
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## Communicate Your Arrival Information

- Check your email frequently for important information.
- 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 hotel or hostel to stay overnight.
- Do not arrive late at night! You may not be able to get into your housing after 20:00.
- You must contact your CHI representative, to let them know when you will be arriving.
- You must log into [www.sevis.org](http://www.sevis.org) to enter your flight information, as soon as you book your ticket.

## **Student and Exchange Visitor Information System | WWW.SEVIS.ORG**

**To access [www.sevis.org](http://www.sevis.org), you need your family name as it appears on your DS-2019 form and your 11 digit DS number, starting with letter N**

- You must log into [www.sevis.org](http://www.sevis.org) to enter your flight information, as soon as you book your ticket.
- You are required to access [www.sevis.org](http://www.sevis.org) within three days of arrival into the United States.
- You are required to access [www.sevis.org](http://www.sevis.org), every month following your initial check in, for the duration of your program to complete a monthly report.
- Failure to complete SEVIS check-ins, may result in a participant's negative program status.

## **Arriving at a United States Airport**

**The following documents you MUST have in your possession and present to the U.S. immigration officials upon arrival in the U.S.:**

- Valid passport
- DS-2019 Form, the original copy signed with blue ink. Do not accidentally give your loved ones the original copy for safekeeping.
- I-901 SEVIS fee receipt
- J-1 Visa
- Job Offer
- Sponsor Letter

## **Arrival Tips:**

- The immigration officer will review all documents, validate, and place a stamp on your DS-2019 form and your passport. The officer will then return all validated documents to you, including the DS-2019 form.
- Use your “do not lose it” discipline, remember to collect all documents from the immigration officer. This is a place students often misplace documents. Students are nervous, excited and fail to check they have received everything back before leaving the area.
- Wait to check-in on social media or take a selfie until you check you have all your documents.
- You should have no problem entering the U.S. as long as you have all the proper documentation, cooperate and communicate respectfully with the U.S. immigration officers at the airport.

## **Traveling to your Final Destination**

- Before you leave your home country map out your trip. [www.rome2rio.com](http://www.rome2rio.com) is a great website for this research. Your CHI representative will send you exact instructions in a letter prior to your arrival. Check your email daily, it is very important.
  - When estimating your arrival time please add extra time for waiting for baggage, eating, or missing a bus or train connection.
  - Be sure to have a small amount of American currency for regional travel before leaving the airport. Do NOT accept rides from strangers at the airport!
  - Plan accordingly, if arriving late at night, please stay in a hotel or hostel and travel in the morning. (You will not be able to get into your housing if arriving late at night.)
- 

## Arriving at your Final Destination | What do I need to do now?

- It is very important that you log into the SEVIS system within three days of your arrival. Log into [www.sevis.org](http://www.sevis.org) or if you have no access to the web, call CHI for assistance at 1-800-432-4643. There are SERIOUS consequences if you do not validate your visa, beginning with a cancellation of your visa, so do it as soon as possible!
  - Go to your employer, let them know you have arrived safely. They will provide you with your orientation/start date.
  - 24 hours after entering the United States you will be required to retrieve a document on the internet called an I-94.
  - Wait 5 business days after checking into SEVIS and report to the Social Security office to apply for a Social Security number.
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### I - 94

The I-94 Form is the Arrival / Departure Record that is issued by the immigration officer at the airport to all foreign visitors entering the United States. All I-94 records are created electronically and accessible online 24 hours after arrival.

#### Retrieval Tips:

- Wait 24 hours following your arrival in the US before you attempt to retrieve your I-94 number.
  - Ensure that the computer you are using is connected to a printer (local library).
  - Go to the <https://i94.cbp.dhs.gov>
  - Enter the required information in all CAPITAL letters. Please make sure you enter your name exactly as it appears in your passport
  - Click Submit
  - You must print this document, it is a required document at Social Security
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## Applying for a Social Security Number

You must register with the local Social Security Office to get your card and number. YOU MUST WAIT TO RECEIVE YOUR S STATUS, before you apply for a Social Security card! This in most cases, takes 5 business days from the day you first checked into SEVIS.

## **Required Documents:**

- Valid passport
  - DS-2019 Form, the original copy signed with blue ink. Do not accidentally give your loved ones the original copy for safekeeping.
  - I-901 SEVIS fee receipt
  - J-1 Visa
  - I- 94 Form, printed from the internet at your local community library or employer.
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## **Second Jobs**

- CHI does not provide second jobs.
  - Second jobs are possible. However, your responsibility is to your primary employer. It is the primary employers participation in the Work & Travel program that has afforded you the opportunity to come to the United States.
  - A second job may not conflict with your primary CHI position in anyway.
  - If you are considering looking for a second job, please be reminded the employer must be approved by CHI for your safety.
  - Failure to have any second job approved may result in a participant's negative program status.
  - Your CHI representative will send you exact instructions in a letter prior to your arrival. Check your email daily, it is very important.
- 

## **Health Insurance**

**It is required that all participants of Work & Travel obtain health insurance.**

- Your health insurance provider will email your instructions to obtain your insurance card.
- Do not leave your home country without accessing the health insurance website and printing your card.
- In the United States, doctors and hospitals are in different buildings. Doctors generally have offices away from the hospital or work at an urgent care facility or clinic.
- For a basic illness, you will go to a doctors office, urgent care facility or clinic, pay \$100 and your insurance will cover any costs incurred after \$100.
- For a serious emergency, you will go to the hospital or emergency center, pay \$350 and your insurance will cover any costs incurred after \$350.
- There is limited coverage for dental emergencies. Please visit your primary care doctor and dentist in your home country before traveling to the United States.
- Please contact your CHI representative to report any illness or emergency you may have, so they can provide assistance.

## **Know the Law**

- In the United States, you must be at least 21 years of age to purchase, possess or consume alcoholic beverages. Underage drinking is illegal and can have severe consequences for young people who drink and for adults who provide alcoholic beverages to those under 21.

Ghirardelli Job Details; Monterey  
Summer 2018

- Everyone needs to arrive at their Orientation in full "correct" uniform; including shoes. Anyone that does not arrive at the orientation for their assigned week will not be put on the schedule until they have their uniform and pass their drug test. Once you arrive in Monterey, contact Ghirardelli and tell them you have arrived. They will inform you about taking your drug test.
- Everyone needs to have a cell phone so the employer can reach you, should they need you to work. You will need to provide the number to GCM by the 2nd week of work.
- There is a 32 hour per week minimum guarantee; each student will be scheduled 4 to 5 days a week, with 5 to 6 hour shifts during the first month; then 7 to 8 hr shifts.
- You may not be given a permanent schedule, but must work all weekends and evenings for Ghirardelli. You will also be expected to work on any holidays.
- You will have 2 days off, but CAN NOT request same days off with friend(s). You also CANNOT request the same schedule as your friend(s).
- You must be prepared to sustain yourself completely for up to a month; depending on when you arrive you may not receive a paycheck for 3 to 4 weeks. You can not ask to borrow money from the employer or fellow workers.
- Students must arrange their own housing. Housing is very expensive in Monterey; it can range from \$500 to \$800 a month per student; not including their housing deposit, transportation to and from work, food and possible utility costs. We want all the students to have clear expectations regarding working and living in Monterey before applying for these positions; we only want well informed, prepared individuals; this will ensure your success. To help make housing affordable, students should arrive and live together for the entire season.
- Any second jobs need prior approval from CHI and your Ghirardelli manager before accepting, and it cannot be for weekends or evenings, unless it is your scheduled day off.
- Do not bring any valuables or purchased items into GCM. They do not have storage for your personal items and if they are stolen GCM WILL NOT be replaced (GCM holds no personal responsibility for your lost or stolen item).
- Students must be able and willing to perform all duties including, but not limited to: bussing tables, unloading the truck 3 times a week, greeting and wearing the "Sundae Suit". Ghirardelli needs workers with great attitudes; that like to work as a team.
- By accepting this job, you are stating that you can perform all tasks without any physical limitations or prior injuries and that you willing and able to perform any duties as assigned by your employer.

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Student Signature / Date

## Uniform Pictures



Sundae Suit



Busser and Fountain positions must wear short sleeve,  
other positions may choose.



## 160<sup>th</sup> Anniversary Uniform

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Ghirardelli Cloth Fountain Hat  
(Fountain & Bus only)



White Shirt  
(short or long sleeves)



Ghirardelli Blue Apron

Ghirardelli Blue & Gold Bowtie



Khaki Pants

Black Shoes

