



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: Earl Enterprises
Type of Business: Restaurant
Job location: 250 Santa Monica Pier
Location type: Beach town
City: Santa Monica
State: CA
Zip: 90401
Website: <http://www.earlofsandwichusa.com>

Why choose us?

Disneyland and California Adventure is a highly desired, domestic and international destination, focused on tourism with heightened numbers of international guests and Christmas or winter family vacations.

Cultural exchange activities

Fun, active environment. Hires employees from all over the world.

Position

Job title: Host, Hostess
Job prerequisites: Advanced English
Job description: Duties include: greet and seat guests in a courteous and proficient manner, restocking host station, take guest reservations over the phone and in person. Must have a great team attitude, and be a dependable, hard working, friendly and very trustworthy and honest individual. May be cross-trained in other departments as needed. Must like dealing with people and be professional and have an outgoing personality. Requires attention to detail, punctuality, and a great service attitude & team spirit. Follow all safety policies, interact positively with the guests and other crew members. You will be standing the entire shift. Must be able to lift and carry 25lb/11kg.
English level required: Advanced
Hourly wage (before taxes): 13.25
Wage comments:
Position ID: 9174

Position Information

Tips:
Bonus: No
Bonus comments:
Estimated hours per day: 6-8
Number of days per week: 4-6
Overtime: Slight
Overtime details: All overtime must be approved by management.
Earliest start date: 5/15/2019
Latest start date: 6/10/2019
Earliest end date: 8/20/2019



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Latest end date: 9/30/2019

Is the employer willing to hire couples? No

Is the employer willing to hire group of friends? No

Meals? No

Meals details:

Is a drug test required? No

Drug test comments:

Is employer interview required? Yes

Employer interview details: Must send Interview Sheet for approval before student may be placed.

Do students complete an additional application upon arrival? No

Possibility to find a second job in the area Yes

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:

When will work begin? Within a few days of arrival.

Arrival Instructions: Please contact your employer once you arrive and settle in your housing that you arranged for yourself.

Is training required? Yes

Conditions of training: Training will be provided by your employer.

Is there possibility to change positions? No

Uniform required? Yes

Does employer provide uniform? Yes

Cost of uniform: \$0

Is uniform refundable? No

Uniform provided details: Your employer will provide your shirt & name tag. You are responsible for pants & shoes.

Do students need to purchase specific clothes or footwear? No

If so, details for clothing: You will need to bring jeans with no holes or rips and black, non-slip tennis shoes.

Grooming: Good hygiene must be maintained, including daily showering, use of deodorant and laundered clothes.

Important points of job: Very fast paced environment. Will be on your feet the entire shift. Must have great customer service skills and language skills to communicate with guests.

Additional position information:



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Job Description

Housing Information

Housing name: HI Hostel - Temporary Housing - Must Arrange Own

Housing address: 1436 2ND ST

City: Santa Monica

Phone:

Fax:

Contact: Hi Hostel

Email: Reserve.SantaMonica@hiosa.org

Website:

Housing assisted by: Must Arrange Own

Is student required to sign a separate housing contract? No

If so, contract details: By accepting this job offer, you have agreed to find your own housing. Santa Monica Hostel, www.hilosangeles.org, located at: 1436 Second Street, telephone: (310) 393-9913 was recommended as a good option.

Type of housing: Dormitory

Number of people to a room: Varies

Bedrooms: Shared

Bath: Shared

Cost Type: Day

Cost Amount: \$0.00

Cost Details: Please inquire with Reserve.SantaMonica@hiosa.org for details on cost

Is housing cost deducted from paycheck? No

Is housing deposit required? No

Deposit amount:

Housing deposit due date:

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 during their stay? No

Method of transportation from housing to work site: Own

Transportation details: This hostel is within walking distance of the pier.

Additional housing features:

Comments: This is intended to be a temporary housing option while you look for more permanent housing. Be sure to book in advance if you intend to use this housing as spots fill quickly. Please stay in close contact with your Program Coordinator for long-term housing options in the area.



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Job Description

Location Area Information

Location type: Beach town

Location of work site best described as: Restaurant on the iconic Santa Monica Pier

Location details: Santa Monica is a coastal city west of downtown Los Angeles. Santa Monica Beach is fringed by Palisades Park, with views over the Pacific Ocean. Santa Monica Pier is home to the Pacific Park amusement park, historic Looff Hippodrome Carousel and Santa Monica Pier Aquarium. Next to the pier is Muscle Beach, an outdoor gym established in the 1930s. In the city center, Bergamot Station houses several art galleries.
Population: 92,306

Average daily temperature: Summer: High: 71 F (21.6 C) Low: 57 F (14 C)

Community or regional website: <https://www.santamonica.com/>

Nearest cities: Los Angeles (Population: 4 million)

Distance to nearest cities: 15 miles (24 km)

What to wear: Summer: Shorts, tank tops, t-shirts, jeans, light sweater, jacket for colder evenings.

Available public transportation: Big Blue Bus (<https://www.bigbluebus.com/>)

Public transportation access: Throughout the city

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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Job Description

Suggested Travel Information

- Nearest international airport:** Los Angeles International Airport (LAX)
Nearest airport: Los Angeles International Airport (LAX)
Transportation from airport to employer and / or housing: Taxi, Uber, Lyft
Nearest bus station (to the airport): Big Blue Bus
Bus information (web site): <https://www.bigbluebus.com/>
Nearest train information (to the airport): N/A
Train information (web site): N/A
If participant arrives after hours suggested, overnight accomodation: Various hostels & motels in the area
Cost per night: Varies
Transportation to overnight accomodation: N/A
Transportations cost: N/A
Travel Instructions: You can take the free shuttle bus from your LAX terminal to Parking Lot C. In that parking lot there is a bus plaza where you can board Big Blue Bus Route 3 or Rapid 3 (www.bigbluebus.com) which stops close to downtown Santa Monica, although it may be more convenient to use a Taxi, Uber or Lyft with your luggage to get to your housing.

Most students book a hostel or hotel for their first week or two while they search for longer-term housing options. If this is your plan, be sure to book your stay well in advance as the Summer is a popular travel time and spots will fill quickly!


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: You must wait approx. 4 to 10 days AFTER you validate in the database before you apply for your ss card. Verify your database status is "S" before heading to Social Security.
Where is the closest Social Security office? Suite 300 11500 W Olympic Blvd. Los Angeles, CA 90064
How far is the Social Security office from the work place? 4 miles (6.4 km)
Specific instructions: Upon arrival in the USA, please validate on your student profile in our database. Then wait approx. 4 to 10 days after validating before you apply for your card at the Social Security Office located at: Suite 300 11500 W Olympic Blvd. Los Angeles, CA 90064; Phone Number: 1-866-299-3254; Hours: Mon & Tue 9am - 4pm, Wed 9am - 12pm, Thu & Fri 9am - 4pm, except Federal holidays. Don't forget to get a receipt, it is your only proof you applied!



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Job Description



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 exciting, but also challenging, 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. We have a CHI Program Coordinator that will be working with you during your program. You should be hearing from that person shortly via email. 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!

Regards,

Mary Wolfe

Mary Wolfe
Regional Manager
email: chimaryw@chinet.org
phone: 1.530.715.0195



CULTURAL HOMESTAY INTERNATIONAL

Program Information

WORK & TRAVEL

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.

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 don't want to run out of money before your first paycheck arrives. Be prepared, you are moving to another country.

Communicate Your Arrival Information



- Check your email frequently for important information. Respond to it.
- Plan your flight accordingly: if your final destination is far away from your arrival airport, please check that your flight allows you to make any connecting transportation needed to get to your destination. If not, please make a reservation at a local hostel or motel and plan to continue your travels the next day.
- 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.wt.chinet.org to enter your flight information, as soon as you book your ticket.
- Join CHI Facebook pages and become Friends with your Program Coordinator.

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.
- Do not 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 & 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, & documents in the taxi. Always take a look behind you as you leave.
- 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.

Student Account Profile | www.wt.chinet.org

- Validation is the second thing you need to do upon arrival in your new city, after calling your parents to report you have arrived safe.
- Log into your CHI Work & Travel account and complete your validation the same day you land in the USA. Many airports offer free wifi.
- If you are staying in a hotel the first days of your program, you should validate using the hotel information and update your information once you move to more permanent housing.
- If you have no access to the web, please call CHI 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!
- Validation must be officially finalized by CHI before going to Social Security.
- Participants who do not validate in on their student profile or do not wait for the notification from CHI that their validation information has been approved, prior to going to Social Security, will delay their Social Security card for 60 days. Do not make this costly mistake.

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. This is a great website to use: www.rome2rio.com. 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?

- 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.
- Contact your CHI representative and let them know you arrived safely at your housing.
- Wait approximately 5 business days after validating in the database and report to the Social Security office to apply for a Social Security number.

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

Applying for a Social Security Number

You must apply for your SS card with the local Social Security Office. Before applying for a Social Security card, YOU MUST VERIFY YOUR VALIDATION IS AN S STATUS in the database! This in most cases, takes 5 business days from the day you first validated in the database - www.wt.chinet.org.

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.

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 no dental coverage. 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.

Be Safe. Follow the rules. Have fun.

