



## 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:** Evelyn Hill - Liberty Island & Ellis Island - NY

**Type of Business:** Concession/Food Service

**Job location:** 1 LIBERTY IS

**Location type:** Metropolitan area

**City:** NEW YORK

**State:** NY

**Zip:** 10004

**Website:** [www.statueofliberty.org](http://www.statueofliberty.org) [www.ellisland.com](http://www.ellisland.com)

#### Why choose us?

Not only do you get to work in New York City, but you will be working at one of the most famous landmarks in all of the United States. Great atmosphere and great employer.

#### Cultural exchange activities

Aside from museums, there are many attractions for visitors to see in New York City and plenty of things to do. From famous buildings and landmarks to parks and festivals, New York City offers endless sources of entertainment.

#### Position

**Job title:** Food Service, Gift Shop Worker, Maintenance

**Job prerequisites:** Upon hire the student must complete the attachment. Once they receive their visa, they will need to forward a copy of their passport, visa and DS form to the employer prior to leaving their country. If they do not do this it could delay their start date.

**Job description:** Students will work in either in Food Service, Gift Shop or Maintenance. Food Service: All students are required to work weekends. You will work either as a server, cook, busboy or the back kitchen. Responsibilities may consist of cleaning, taking guest food orders, clearing and cleaning tables, cooking, washing dishes, prepping/preparing food, hosting etc. Gift Shop Worker: Salesperson, stock shelves, photography, cashiers. Responsible for attending to gift shoppers. Work cash registers, stocking merchandise, taking pictures etc. Maintenance: Cleaning tables, stocking and garbage.

**English level required:** Advanced

**Hourly wage (before taxes):** 13.00

**Wage comments:**

**Position ID:** 8298

#### Position Information

**Tips:** no

**Bonus:** No

**Bonus comments:**

**Estimated hours per day:** 8

**Number of days per week:** 5

**Overtime:** Yes

**Overtime details:** 1

**Earliest start date:** 5/15/2019



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### Job Description

Latest start date: 6/30/2019

Earliest end date: 9/7/2019

Latest end date: 10/30/2019

Is the employer willing to hire couples? Yes

Is the employer willing to hire group of friends? Yes

Meals? Yes

Meals details:

Is a drug test required? No

Drug test comments:

Is employer interview required? No

Employer interview details:

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: Managing a second job will be very difficult to do. Schedule at Evelyn Hill will not be fixed and it the hours may conflict when wanting to work a second job. If student finds a second job, it cannot conflict with their schedule at Evelyn Hill. Evelyn Hill is also located on a island in which you will have to take a ferry to and from work.

When will work begin? As soon as possible. See details below you must apply for your ID BEFORE arrival.

Arrival Instructions: Apply for ID upon hire and receiving visa, BEFORE you arrive or there will be a delay to start date.

Is training required? Yes

Conditions of training:

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:

Do students need to purchase specific clothes or footwear? Yes

If so, details for clothing: Students need to bring black sneakers. Students must have a conservative appearance. No visible tattoos or piercings.

Grooming:

Important points of job:

Additional position information: You will be assigned upon arrival to either Ellis Island or Liberty Island. All students are required to work weekends and will have opportunity to work overtime. Please note that some department hours are 4 days a week 10 hours each day. Upon hire the student must complete the attachment. Once they receive their visa, they will need to forward a copy of their passport, visa and DS form to the employer prior to leaving their country. If they do not do this it could delay their start date.



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### Job Description

#### Housing Information

**Housing name:** NYC Must Arrange Own

**Housing address:** 179 MOORE ST

**City:** Brooklyn

**Phone:** (347) 276-6032

**Fax:**

**Contact:** Millicent Cavanaugh

**Email:** chicavanaugh@gmail.com

**Website:**

**Housing assisted by:** Must Arrange Own

**Is student required to sign a separate housing contract?** Yes

**If so, contract details:** Each housing will have its own lease agreement.

**Type of housing:** Dormitory

**Number of people to a room:** 3

**Bedrooms:** 1

**Bath:** 1

**Cost Type:** Day

**Cost Amount:** \$57.00

**Cost Details:** 3 person room

**Is housing cost deducted from paycheck?** No

**Is housing deposit required?** No

**Deposit amount:**

**Housing deposit due date:** Upon Arrival

**Instructions for deposit payment:** Each housing will have its own deposit requirement.

**Is housing deposit refundable?** No

**Conditions for deposit refund:** Depends on lease but most will refund if there are no damages

**Utilities included:** Yes

**If so, utilities details:** Basic

**Utilities estimated cost per month:** n/a

**Is the housing mandatory?** No

**Can students find alternative housing during their stay?** No

**Method of transportation from housing to work site:** Public

**Transportation details:** NYC Metro

**Additional housing features:** There is 24-hour reception, free WiFi throughout the building, a Common Room with FREE computers, linens, refrigerators, microwaves, hairdryers, skype accessories, toasters and central heating/cooling in the rooms, HDTV with satellite and movie nights, free coffee and tea all day

**Comments:** Please make sure to check on current rates by calling or visiting their website [www.nymoorehostel.com](http://www.nymoorehostel.com) 347-227-8634.



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### Job Description

#### Location Area Information

**Location type:** Metropolitan area

**Location of work site best described as:**

**Location details:** NYC is a large metropolitan area. Great cultural city. In NYC there is a lot to see and do.

**Average daily temperature:** 75-90 F

**Community or regional website:** [www.nyc.gov](http://www.nyc.gov)

**Nearest cities:** New York City

**Distance to nearest cities:**

**What to wear:** Summer clothes, shorts, tank tops, sandals

**Available public transportation:** Subway, taxi, bus

**Public transportation access:**

#### 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:** JFK
- Nearest airport:** JFK
- Transportation from airport to employer and / or housing:** Subway, taxi
- Nearest bus station (to the airport):** PORT AUTHORITY BUS TERM
- Bus information (web site):** [www.greyhound.com](http://www.greyhound.com)
- Nearest train information (to the airport):** Penn Station
- Train information (web site):** [www.amtrak.com](http://www.amtrak.com)
- If participant arrives after hours suggested, overnight accomodation:** Jazz hostels
- Cost per night:** Varies - \$30 & up
- Transportation to overnight accomodation:** Subway, taxi
- Transportations cost:**

**Travel Instructions:** Students will need to go to Battery Park by subway to take the Ferry to Statue of Liberty. Here are a few options. Students should take the one closest to them. Take the 1 train to the South Ferry station, 4 or 5 train to the Bowling Green station or R/W train to the Whitehall Street station.  
Your contact person Michael Cox His phone number is 212-344-0996 and his email address is [mcox@thestatueofliberty.com](mailto:mcox@thestatueofliberty.com)  
Once you arrive to Battery Park you will go to the pre-paid ticket window and tell them you are there to see Michael Cox. They will give you a free pass to get on the ferry. You do not wait on the ferry line. You will need to tell the you are there to see Michael Cox at Ellis Island.

#### 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?** Cav Bldg, 6th Floor, 55 West 125th

**How far is the Social Security office from the work place?**

**Specific instructions:** This office is open Monday-Friday from 9am-4pm. The Social Security office is located at CAV BLDG, 6TH FLOOR, 55 WEST 125TH. Upon entering the building, you will go through a security checkpoint, so it best to carry as little as possible with you. You need to take your passport with the I-94 attached inside of it, your DS2019 form. When you fill out the application use your employer's address and phone number. You are a legal alien allowed to work. Your mother's maiden name is her last name before she was married.