



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: Westgate Resorts-Orlando
Type of Business: Hotel & Resort
Job location: 7700 WESTGATE BLVD
Location type: Metropolitan area
City: KISSIMMEE
State: FL
Zip: 34747
Website: <https://www.westgateresorts.com/>

Why choose us?

Located in Orlando/Kissimmee tourist attraction area. Luxury timeshare resort properties in key tourist areas.

Cultural exchange activities

Weekly department information meetings. Monthly department cookouts. Monthly town hall with food, prizes and awards.

Position

Job title: Restaurant Support Staff or Server
Job prerequisites: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Job description: Provides restaurant service within Drafts Sports Bar & Grill guidelines/training to patrons.

English level required: Intermediate
Hourly wage (before taxes): 10.00
Wage comments: Restaurant Support \$10.00
Server \$5.23 + tips
Position ID: 8669

Position Information

Tips: Yes, if a server
Bonus: No
Bonus comments:



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Job Description

Estimated hours per day: 6-8

Number of days per week: 5

Overtime: No

Overtime details:

Earliest start date: 5/15/2019

Latest start date: 5/23/2019

Earliest end date: 9/3/2019

Latest end date: 9/5/2019

Is the employer willing to hire couples? No

Is the employer willing to hire group of friends? Yes

Meals? No

Meals details: There is a \$2.00 discount for meals per shift.

Is a drug test required? Yes

Drug test comments:

Is employer interview required? No

Employer interview details:

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: You MUST get approval for a 2nd job from your employer. You must also inform your CHI Program Coordinator. If you don't, your program could be terminated.

When will work begin?

Arrival Instructions:

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: Employer provides most of uniform. Student will need pants and shoes.

Do students need to purchase specific clothes or footwear? Yes

If so, details for clothing: Black slip-resistant shoes, and black or khaki pants.

Grooming:

Important points of job:

Additional position information: English speaking requirements depend on the job being performed.

Housing Information

Housing name: Palm Lakefront Hostel



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Job Description

Housing address: 4840 W IRLO BRONSON MEMORIAL HWY

City: KISSIMMEE

Phone: (407) 396-1759

Fax:

Contact: Julia Weisser

Email: orlandohostal@yahoo.com

Website: www.hostelinorlando.com

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: 4

Bedrooms: 1

Bath: 1

Cost Type: Week

Cost Amount: \$225.00

Cost Details \$225 per week for 4 students

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: included

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: Public transportation right by Hostal entrance

Additional housing features: WE OFFER THESE AMENITIES AND MUCH MORE

*Free WiFi

*Shared Kitchen

*Free On-Site Parking

*Shared Lounge/TV Area

*Outdoor Pool

*Karaoke

*Outdoor Fire Pit

*Ping Pong



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Job Description

*Picnic Area

*Pool Table

*BBQ Facilities

*Foosball Table

*Canoeing(additional charge)

*Work-Out Area

*Laundry(additional charge)

*Vending Machines

*Pets Per Request(additional charge)

*Large Grounds on Lake Cecile

Comments:

Location Area Information

Location type: Metropolitan area

Location of work site best described as: A top-notch resort, located close to beaches and shopping.

Location details: Beach/tourist location. Large metropolitan area.

Average daily temperature: Warm/Hot 90's +

Community or regional website: www.kissimmee.org

Nearest cities: Orlando

Distance to nearest cities: 22 miles

What to wear: Dress for warm weather. Shorts, sandals, cotton tops. Lightweight jacket for evening.

Available public transportation: Yes

Public transportation access: www.golynx.com/maps-schedules

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: Orlando International Airport

Nearest airport:

Transportation from airport to employer
and / or housing: Uber, Taxi, Bus

Nearest bus station (to the airport): LYNX

Bus information (web site): www.golynx.com/maps-schedules

Nearest train information (to the airport):

Train information (web site):

If participant arrives after hours suggested,
overnight
accommodation:

Cost per night:

Transportation to overnight accommodation:

Transportations cost:

Travel Instructions:

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: Kissimmee Social Security Office

Where is the closest Social Security office? 1201 East Oak Street

How far is the Social Security office from the
work place? 14 Miles

Specific instructions:



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 Martha Drinan. I am the Regional Manager for the New York & Florida Regions 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 season of your life!

Warm Travel Wishes,

Martha Drinan

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 will be nervous and out of money when your first paycheck arrives. Be prepared, you are moving to another country.
-

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.
-

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 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, 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 to enter your flight information, as soon as you book your ticket.
- You are required to access www.sevis.org within three days of arrival into the United States.
- You are required to access 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 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 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.
-

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 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.

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.
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WESTGATE RESORTS

Westgate Vacation Villas & Town Center
(Drafts Sports Bar & Grill)
7700 Westgate Blvd
Kissimmee, Florida 32819

(10) Restaurant Support Staff/Server

\$ 10.00 per hour

(\$ 5.23 per hour plus tips when working as a Server)



SUMMARY

Provides restaurant service within Drafts Sports Bar & Grill guidelines/training to patrons.

GENERAL DUTIES:

Host/Hostess duties:

Greet patrons that arrive to the restaurant.
Assign table, escort patron to table and present menu.

Server duties:

Greet patron, answers menu questions, and makes menu suggestions regarding food & beverage items.
Write down Food & Beverage order requested by patron.
Input patron orders via computerized POS system.
Check orders that come from the kitchen or bar for accuracy before serving to patron.
Deliver food and beverage items to table and ensure the patrons are satisfied.
Observes diners to respond to any additional requests and to determine when meal has been completed.
Ask patron if they require anything else., example desert, after meal drinks or need takeout boxes.
Present bill for review and accept payment via room charge, cash, debit or credit card.

Page 2 of 2

**Westgate Vacation Villas & Town Center / Drafts Sports Bar & Grill
Restaurant Support Staff/Server**

Marketplace/Deli Cashier duties:

Greet patrons entering the Marketplace.

Assist patrons locating item and with general resort information.

Prepare coffee, and attend deli area. (Make coffee drinks, sandwiches, and other deli area duties)

Set up and organize marketplace items in according sections of the marketplace.

Use POS computerized system to scan and collect payment via room charge, cash, credit or debit card.

Other duties:

Bussing tables and setting up for next guest.

Cleaning under restaurant tables and cleaning restaurant chairs.

Rolling Silverware.

Other duties as assigned within front of the house restaurant environment.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

CERTIFICATES, LICENSES, REGISTRATIONS

Florida ABC Alcohol License

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

Stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.

The employee frequently is required to taste or smell.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Able to carry heavy trays to table with Food and Beverage items.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.