



## 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, Chicago

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

**Job location:** 830 N MICHIGAN AVE

**Location type:** Metropolitan area

**City:** Chicago

**State:** IL

**Zip:** 60611

**Website:** www.ghirardelli.com

#### Why choose us?

Located in downtown Chicago, IL, you will be within walking distance to shopping, entertainment, Lake Michigan, and Navy Pier! Chicago Cubs and White Sox; professional baseball or Chicago Bulls basketball games are a train ride away. You have the opportunity to work in a fun, fast-paced environment, and provide customers with world-class chocolate and Ice cream!

#### Cultural exchange activities

There are many world-class museums such as the Art Institute, The Field Museum, and Shedd Aquarium; endless shopping, 29 km lakefront trail along Lake Michigan and Chicago Cubs baseball games at historic Wrigley Field! Ride the Ferris wheel at Navy Pier, or take in a show at The Chicago Theatre. Chicago is the architectural capital of the world and a large cultural hub! There's plenty to see and do!

#### Position

**Job title:** Busser, Cashier, Greeter, Dishwasher, Chocolateer - Drug Test May 20

**Job prerequisites:** All students will need to do the drug test on 5/20. Once results come back with negative, they will start orientation within 3 days of that date.

**Job description:** Advanced English. MUST be friendly, have excellent customer service skills. Must be able to perform all duties, including standing for 8 hours; employer will assign position based on need. Scoop ice cream, prepare food and drinks, clean, take out trash several times daily, mop floor, bus tables, pre-pack chocolate, stock merchandise, lift heavy cases 10-20 lbs, unload trucks 3 times a week. Have a strong knowledge of chocolate merchandise, wear the "Sundae Suit". Knowledge/handling of US Currency. Check in with the employer upon arrival in Chicago. You only have 48 hours to get a mandatory drug test.

**English level required:** Advanced

**Hourly wage (before taxes):** 12.00

**Wage comments:**

**Position ID:** 11133

#### Position Information

**Tips:** No

**Bonus:** No

**Bonus comments:**

**Estimated hours per day:** 7-8

**Number of days per week:** 4-5

**Overtime:** Slight

**Overtime details:**



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**Earliest start date:** 5/20/2019

**Latest start date:** 5/20/2019

**Earliest end date:** 8/31/2019

**Latest end date:** 9/7/2019

**Is the employer willing to hire couples?** No

**Is the employer willing to hire group of friends?** Yes

**Meals?** No

**Meals details:** 1 free Ice cream creation per shift.

**Is a drug test required?** Yes

**Drug test comments:** YOU MUST contact your employer upon arriving in Chicago. You will only have 48 hours to take a mandatory drug test.

**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** No

**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:** There will be NO REGULAR SCHEDULE. This job must be your first priority and the shifts will vary. You cannot rely on getting off work at the same time every day.

**When will work begin?** Within a day or two of arrival

**Arrival Instructions:** YOU MUST contact your employer upon arriving in Chicago. You only have 48 hours to take a mandatory drug test. Also, arrive at orientation in your complete uniform. The student is responsible for purchasing a white, button-down shirt, black slacks (NO JEANS) and black, restaurant issue "slip-resistant" shoes; they MUST say, "SLIP-RESISTANT" on the bottom of the shoe or they will not be accepted. You are responsible for purchasing these yourself. See the uniform information attachment for pictures.

**Is training required?** Yes

**Conditions of training:** Training will be provided.

**Is there possibility to change positions?** No

**Uniform required?** Yes

**Does employer provide uniform?** No

**Cost of uniform:** \$30-40

**Is uniform refundable?** No

**Uniform provided details:**

**Do students need to purchase specific clothes or footwear?** Yes

**If so, details for clothing:** The student is responsible for purchasing white, button-down shirt, black slacks(NO JEANS) and black, restaurant issue "slip-resistant" shoes; they MUST say, "SLIP-RESISTANT" on the bottom of the shoe or they will not be accepted. Everything must be purchased before starting the job. (The cost of this is approximately \$30-\$40)

**Grooming:** The students should always well-groomed with a clean, well-ironed uniform with specified, "SLIP-RESISTANT" shoes a must. Hair must be pulled back at all times and clean. Ear piercing only & no more than two piercings per ear. Good hygiene must be maintained, including



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### Job Description

daily showering, use of deodorant and laundered clothes.

#### Important points of job:

**Additional position information:** Chicago is a large urban setting, there are many places to live they should choose housing near public transportation. Please arrive at orientation in your complete uniform; including correct shoes, in order to be put on the schedule to work that weekend. See job information attachment for pictures. YOU MUST contact your employer upon arriving in Chicago. You only have 48 hours to take a mandatory drug test. Contact your employer after you have checked into your housing to inform them you have arrived. If arrival is on weekend, the 48 hrs begins on the following work day (Monday).

Students must arrange their own housing; so only adventuresome and independent individuals should consider these positions. Housing can be expensive in Chicago. We want all the students to have clear expectations regarding working and living in Chicago before applying for these positions; we only want well informed, prepared individuals; this will ensure your success.

#### Housing Information

**Housing name:** Holiday Jones Hostel Chicago

**Housing address:** 1659 W DIVISION ST

**City:** Chicago

**Phone:** (312) 804-3335

**Fax:**

**Contact:** Front Desk Reception

**Email:** info@holidayjones.com

**Website:** http://holidayjones.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:** 1+

**Bedrooms:** 1+

**Bath:** 1+

**Cost Type:** Day

**Cost Amount:** \$45.00

**Cost Details:** 30-60

**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:** Yes



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**If so, utilities details:** Electric, water, cable, Wi Fi and coin laundry.

**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:** Own

**Transportation details:** Walking 45-60 minutes

Biking 15-25 minutes

Public Transportation 20-40 mins \$2.00-\$2.25 per bus fare or \$100 monthly pass bus/ "L train"

**Additional housing features:** FREE LUGGAGE STORAGE  
FREE WI-FI AND COMPUTERS  
FREE BREAKFAST (coffee, tea, bagels, hot and cold cereal)  
FREE PARKING AVAILABLE  
FREE LOCKERS IN SHARED ROOMS  
DAILY HOUSEKEEPING IN SHARED AREAS  
FREE LINENS AND TOWELS PROVIDED  
ON-SITE LAUNDRY  
24-HOUR ACCESS AND RECEPTION  
SECURITY KEY CARDS FOR EACH ROOM  
CHEF'S KITCHEN  
GOURMET COFFEE SHOP AND CATACOMB LOUNGE  
AMAZING LOCATION AND STAFF  
DISCOUNTED TICKETS AND TOURS  
BICYCLE STATION NEARBY

**Comments:** Rates will vary based on room type you choose. Private rooms are available, dormitory rooms of different sizes ranging from 1-6 people per room, with en suite bathrooms or shared bathrooms. Space is limited. Please be prepared to book in advance.



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#### Location Area Information

**Location type:** Metropolitan area

**Location of work site best described as:** Center of an extremely busy and tourist-heavy metropolitan area.

**Location details:** From the towering skyscrapers of the Loop to the city's colorful mosaic of unique neighborhoods, Chicago buzzes with energy and excitement. If you are looking for things to do in Chicago, look no further. Shop on The Magnificent Mile and stare into the wonder of the Cloud Gate at Millennium Park. In Chicago, dining is an activity in itself, with over 4,700 restaurants that line the culinary landscape and that boast celebrity chefs with endless accolades. No matter what your interests, you will find world-class dining, shopping and entertainment here in the largest and most-visited city in the Midwest. population: 2.719 million

**Average daily temperature:** Summer: Highs 85 F/30C; Lows 60F/15C

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

**Nearest cities:** Chicago / population: 2,720,000

**Distance to nearest cities:**

**What to wear:** Summer: Shorts; Pants; short sleeve shirts; tennis shoes, sandals, light jacket, light slacks.

**Available public transportation:** Train or bus

**Public transportation access:** [www.transitchicago.com](http://www.transitchicago.com)

#### 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:** Chicago O'Hare (ORD)
- Nearest airport:** Chicago O'Hare (ORD)
- Transportation from airport to employer and / or housing:** CTA/Blue Line (transitchicago.com)
- Nearest bus station (to the airport):** CTA (transitchicago.com)
- Bus information (web site):** www.transitchicago.com
- Nearest train information (to the airport):** CTA/Blue Line (transitchicago.com)
- Train information (web site):** www.transitchicago.com
- If participant arrives after hours suggested, overnight accomodation:** Must arrange own housing, limited to WITHIN city limits only.
- Cost per night:** Varies, but must be INSIDE city limits
- Transportation to overnight accomodation:** www.transitchicago.com
- Transportations cost:** \$2.25 for bus or \$2.50 for 'L' train, taxi or rideshare varies
- Travel Instructions:** Contact your employer upon arrival in Chicago and after you have checked into your housing. Drug test is to be within 48 hours of arrival no later. Bring passport and all CHI forms to the Drug testing office. Processing may take 3-7 days. You must sign a contingency waiver to begin working right away.

#### 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:** See Welcome Letter
- Where is the closest Social Security office?** Chicago, IL
- How far is the Social Security office from the work place?** 1.3 miles
- Specific instructions:** You must wait 10 business days after validating in SEVIS before you apply for your card at the Social Security Office located at: Suite 300, 77 West Jackson Blvd, Chicago, IL 60604; Phone: 1-800-772-1213; Hours: Mon & Tue: 9am-3pm, Wed: 9am-12pm, Thu & Fri: 9am-3pm, except Federal holidays. YOU MUST GIVE YOUR EMPLOYER A RECEIPT TO VERIFY THAT YOU APPLIED FOR SOCIAL SECURITY.

# Uniform Pictures



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

Khaki Pants

Black Shoes





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 Jodi Blank. I am the Regional Manager for the Midwest 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,

*Jodi Blank*

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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.
- 

## 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.

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## 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.

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## 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.

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## 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.)
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## 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
- 

## 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.

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## 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.

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## 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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## Cost of Living in Chicago

Chicago is home to three of the top ten areas in the USA with the highest cost of living, according to the Council for Community and Economic Research. It is the third largest city in the US and is the architectural capital of the world. While rent and listing costs may be high, it falls well below other cities like New York and San Francisco. Chicago is also one of the only cities in the world where you can hop on a train at **any hour of the day or night** and get from a world-class international airport, directly to the heart of the city for \$5.00! O'Hare International Airport is still the most-connected airport in the United States and it is always a train ride away.

Though the labor market may be poised to grow this year, Americans will likely still struggle with low wage growth, potentially placing even more strain on those people living in Chicago and other high cost cities.

The *average* cost of living is as follows (in USD plus tax):

Monthly rent for 85 m2 (900 Sqft) furnished accommodation in DOWNTOWN or adjacent areas.	\$2,017.00
Monthly rent for 85 m2 (900 Sqft) furnished accommodation in OUTLYING neighborhoods with train / bus access.	\$1,493.00
Utilities 1 month (heating, electricity, gas) for 2 people in 85m2 flat	\$191.00
Monthly rent for a 45 m2 (480 Sqft) furnished studio in DOWNTOWN or adjacent areas	\$1,549.00
Monthly rent for a 45 m2 (480 Sqft) furnished studio in OUTLYING neighborhoods with train / bus access.	\$989.00
Utilities 1 month (heating, electricity, gas) for 1 person in 45 m2 (480 Sqft) studio	\$111.00
Internet 8 Mbps (1 month)	\$45.00
Subway / CTA	\$2.50 (\$5.00 incoming from O'Hare only)
Bus	\$2.25
One Month CTA/Bus Pass	\$105.00
Food	\$10.00 - \$15.00 per Day
Taxi trip on a business day, basic tariff, 8 km. (5 miles)	\$20.00
Uber / Lyft (Rideshare App) - 5 miles	\$10.00 - \$15.00

Disclaimer: By signing this form, I understand the cost of living in Chicago and the surrounding boroughs will be very expensive.

\_\_\_\_\_ Signature

\_\_\_\_\_ Date