



## 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:** Red Roof Assets, LLC

**Type of Business:** Hotel & Resort

**Job location:** 2801 S KINGS HWY

**Location type:** Beach town

**City:** Myrtle Beach

**State:** SC

**Zip:** 29577

**Website:**

#### Why choose us?

Myrtle Beach is a top domestic tourist destination for Americans. With nearly 14 million visitors a year, 60 miles of warm & sandy beaches, an active nightlife, good restaurants, shopping, fishing, swimming, kayaking & more. Your work location is located 2 miles from the beach, you will not work on the beach itself.

#### Cultural exchange activities

Myrtle Beach hosts a lot of events such as concerts, sports, and we plan to provide barbecues and sports activities.

#### Position

**Job title:** Housekeeping, Laundry, Houseman

**Job prerequisites:** Have you ever working in a hotel doing physical labor? Are you willing and able to perform every task listed in the job description? Must be willing to perform all duties and be flexible.

**Job description:** You will prepare rooms for guest: Cleaning rooms, bathrooms, and living areas, strip the bed of dirty linens, make beds with clean linens, dust, vacuum, clean refrigerators, clean microwaves, wipe down nightstands, phones, dressers and televisions. Bathrooms will include removing all soiled terry and replace with clean fresh towels, clean toilet bowls, clean around outside of toilets and behind toilets, wipe down vanities and cleaning sinks, clean mirrors, replenish soaps, shampoos, ice buckets, tissues. Cleaning tubs by scrubbing bottom and sides and wiping all walls of tub surround. Removing soiled shower curtains and replace with clean shower curtains. Clean bathroom floors. In living area of the suites, you will be required to pull out sleeper sofas and change sheets, clean under and behind the sofas, clean small tables and chairs, clean counter top areas. Remove all trash from the rooms. Be sure the air conditioners are on the correct settings. Be sure the refrigerators are on correct settings. Inventory of hangers, irons, ironing boards and hair dryers. Required to bring all dirty linen and trash to 1st floor throughout the day and everything at the end of shift to the laundry rooms. Any other duties requested. You must be in good physical condition for this position. You will be repeatedly bending, kneeling, squatting. Strong possibility of performing Breakfast Attendant duties. Duties include but are not limited to: serving breakfast, cleaning tables, help customers, preparing food, taking it away etc.

**English level required:** Advanced

**Hourly wage (before taxes):** 10.00

**Wage comments:**

**Position ID:** 11261

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Tips: Yes

Bonus: No

Bonus comments: No bonus.

Estimated hours per day: Up to 8

Number of days per week: 5-6

Overtime: Slight

Overtime details: Overtime is not guaranteed.

Earliest start date: 5/15/2020

Latest start date: 6/6/2020

Earliest end date: 8/15/2020

Latest end date: 9/15/2020

Is the employer willing to hire couples? No

Is the employer willing to hire group of friends? No

Meals? No

Meals details: Meals are not provided.

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: Second jobs cannot interfere with this job. You will work Red Roof's schedule and not ask for certain shifts. No exceptions.

When will work begin? The day after you arrive, they will have orientation.

Arrival Instructions: If more than a few participants arrive at one time, employer will split the group and have more than one orientation.

Is training required? Yes

Conditions of training: Training is paid at the same wage. Length of training depends on how quickly you learn and are able to perform required duties at or above a satisfactory level.

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: Shirt and name tag are provided by employer. You must have closed-toed, non-skid shoes. Long shorts are okay but they must be knee length and not tight fitting. You cannot wear leggings, flip flops, sandals, tank tops, tube tops, camisole tops. All clothes must be clean,



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have no holes, be in good condition and look professional. No exceptions. Even when you are not working, you must follow strict guidelines as guests will see you throughout their stay.

#### Grooming:

**Important points of job:** All positions are hard, physical work and can be demanding if you haven't done this type of work in the past. Paychecks will either be direct deposit to a pay card or into a checking account bank in the US only. You will be expected to meet the housekeeping time and quality goals. Check out room's goal is 25 minutes, per room. Stay over goal is 10 minutes a room.

**Additional position information:** Have you ever working in a hotel doing physical labor? Are you willing and able to perform every task listed in the job description? Must be willing to perform all duties and be flexible.

### Housing Information

**Housing name:** 2020 - Red Roof MB - Employer Provided

**Housing address:** 2801 S KINGS HWY

**City:** Myrtle Beach

**Phone:** (843) 626-4444

**Fax:**

**Contact:** David Helman

**Email:** i0232@redroof.com

**Website:**

**Housing assisted by:** Employer

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

**If so, contract details:** Participants may be asked to sign a housing agreement.

**Type of housing:** Hotel

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

**Bedrooms:** 1

**Bath:** 1

**Cost Type:** Month

**Cost Amount:** \$0.00

**Cost Details** Participants must keep their rooms clean at all times. This is mandatory. There will be weekly walk through to check the conditions of your rooms. If there are any damages, everyone in the room is responsible. Job and housing go hand in hand. If you lose your job, you lose your housing. You can only stay in the hotel while you are working.

**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

**If so, utilities details:** Air conditioning MUST be on in your room everyday. Please do not windows or doors open to let the air conditioning out of your room. If you are chilly, please put on a sweater.



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**Utilities estimated cost per month:** 0

**Is the housing mandatory?** Yes

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

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

**Transportation details:** Housing and employer are on the same property.

**Additional housing features:** Electric, Water, Garbage, Internet, Phone for local calls, TV. \*\*\* Employer reserves the right to move you to another room to accommodate a guest for their length of stay, when needed. No loud music or parties. You cannot have any guests in your room overnight without the managers permission. No exceptions.

**Comments:** Deluxe double room with two full size beds, microwave, refrigerator, 25" television, full bath with shower, small work area with desk and data port. Double suites are two rooms. One room has two full beds and bathroom. The other room has a pull out sleeper sofa with a bathroom, microwave, refrigerator, 25" television, full bath with shower, small work area with desk and data port.

### Location Area Information

**Location type:** Beach town

**Location of work site best described as:** Myrtle Beach is a top destination for Americans. With nearly 14 million visitors a year, 60 miles of warm & sandy beaches, an active nightlife, good restaurants, shopping, fishing, swimming & more. Your work location is 2 blocks from the beach, you will not work on the beach itself. Broadway at the Beach is 5.5 miles away, Market Common is 2 miles.

**Location details:** Hotel Resort

**Average daily temperature:** 60 F and up; very humid

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

**Nearest cities:** Charleston, SC - 100 miles

**Distance to nearest cities:** Wilmington, NC - 75 miles

**What to wear:** Clothes you can layer; seasons will change.

**Available public transportation:** Limited

**Public transportation access:** Limited

### 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:** Atlanta (ATL) Charlotte (CLT)
- Nearest airport:** Myrtle Beach International Airport (MYR)
- Transportation from airport to employer and / or housing:** Taxi, if after hours.
- Nearest bus station (to the airport):** Greyhound Bus
- Bus information (web site):** [www.greyhound.com](http://www.greyhound.com)
- Nearest train information (to the airport):** Amtrak
- Train information (web site):** [www.amtrak.com](http://www.amtrak.com) - Florence, SC - 82 miles
- If participant arrives after hours suggested, overnight accomodation:** Go to Red Roof Inn; open 24 hours.
- Cost per night:** \$100 per night if not on sight
- Transportation to overnight accomodation:** Please contact your employer in advance, they might be able to pick you up from the airport.
- Transportations cost:** Taxi \$50+
- Travel Instructions:** Please send your arrival information to your employer. Arriving 8 am - 5 pm only, your employer will come to get you. After hours, you must take a taxi to Red Roof Inn.

#### 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?** Yes
- If so, details:** Please attend local ISOP meetings at 9:00 am sharp at Seacoast Vineyard Church: 504 27th Ave N, Myrtle Beach, SC 29577 to apply for Social Security number & bank account. If not, you will spend a day applying at their office in Myrtle Beach: Mon., Tues, Thurs & Friday – 9 am – 4 pm, Wed. – 9 am – 12 pm.
- Where is the closest Social Security office?** 611 Burroughs and Chapin Blvd, #301, Myrtle Beach, SC, 29577
- How far is the Social Security office from the work place?** 4.2 miles
- Specific instructions:** Read your student handbook & take ALL documents with you. If you don't, you will have to travel back to Social Security on another day, at your expense. \$\$\$



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 Stasy Lugova, Southeastern Region – Program Coordinator, for Cultural Homestay International (CHI). I will be happy to answer any questions you might have and I 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.

Warm Travel Wishes,

Stasy Lugova

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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 cannot 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 [wt.chinet.org](http://wt.chinet.org) to enter your flight information, as soon as you book your ticket.

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## **Student and Exchange Visitor Information System: [wt.chinet.org](http://wt.chinet.org)**

To access [wt.chinet.org](http://wt.chinet.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 [wt.chinet.org](http://wt.chinet.org) to enter your flight information, as soon as you book your ticket.
- You are required to access [wt.chinet.org](http://wt.chinet.org) within three days of arrival into the United States.
- You are required to access [wt.chinet.org](http://wt.chinet.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
- Sponsor Letter
- J-1 Job Offer

### **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 [wt.chinet.org](http://wt.chinet.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 employer's 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 doctor's 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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