



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Employer Information

Employer name: Albertsons 183, Jackson
Type of business: Grocery Store
Job location: Albertsons, Jackson
City: JACKSON
State: WY
Zip: 83001
Website:

Why choose us?

CHI has had many successful seasons with Albertsons. Past season students have always really enjoyed this job and Jackson, WY. It is a great place to visit for hiking, sight-seeing and outdoor activities. So, you'll have a great place to work and a great area in which to play.

Cultural exchange activities

Close by is Yellowstone and Grand Teton National Parks.

Position

Job title: Grocery Clerks, Sales, Cashiers, Stocking

Job description and required skills: ADVANCED ENGLISH ONLY! Must be willing to work independently in all departments; including deli, bakery, freight, produce, butcher, cashier, courtesy clerk. Duties include, but not limited to: greet customers, bag groceries, assist in cleaning restrooms/trash, retrieve carts from parking lot, handle fresh meat and poultry and handle cash register and American currency. Also lift up to 30lbs/13kg, bend & stand for long periods of time. Please do not apply if you have any physical limitations that would limit your ability to do the job. We need hard working, honest people with great attitudes, to provide excellent customer service.

English level required: advanced

Hourly wage (before taxes): \$10.00

Position ID: 33607



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Position Information

Tips:	no
Bonus:	no
Estimated hours per day:	6-8
Number of days per week:	4-5
Possibility of students getting more than estimated hours:	no
If so, is overtime paid at the rate of 1.5 hourly, after 40 hours of work per week?	no
Earliest start date:	05/10/2017
Latest start date:	05/31/2017
Earliest end date:	08/30/2017
Latest end date:	09/15/2017
Is the employer willing to hire couples?	yes
Is the employer willing to hire group of friends?	yes
Are meals included?	no
Is a drug test required?	yes
Is Skype interview required?	no
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 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:	We do not allow second jobs that conflict with our schedules. We make our schedules on a weekly basis and workers need to be available for their shift with no conflicts.
How soon after arrival will participants begin working?	Within 3 days.
Specific instructions for arrival to employer:	Please see Welcome Letter.
Is training required?	yes
Conditions of training:	Training is provided.
Is there possibility to change positions?	no
Are students required to wear a uniform?	yes
Does employer provide uniform?	yes
Cost of uniform:	0
Is uniform refundable?	no



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Do students need to purchase specific clothes or footwear?

yes

If so, details for clothing:

Bring black comfortable shoes, no heels or opened-toe shoes. Bring khaki (tan) slacks. No jeans. Hair must be pulled back at all times and clean. No visible tattoos. Ear piercing only & no more than two piercings per ear.

Additional information:

There are no set schedules and schedules will vary on a weekly basis, so having a 2nd may be difficult. Jackson, WY is a mountainous small town with limited nightlife. Anyone who does not like this environment or who has altitude problems should not accept this position. Only accept this position if you can commit to the end date you indicate on this job offer. Your employer is depending on you to stay to that date and no early departures will be accepted. The employer guarantees a minimum of 32 hours a week.

Housing Information

Housing name:

Albertsons, Jackson, WY

Housing address:

1179 Meadow Lark

City:

Jackson, WY 83002

307-733-5950

Fax:

Contact:

Bonnie Stalenski

Email:

bonnie.stalenski@albertsons.com

Website:

Housing assisted by:

Employer

Is student required to sign a separate housing contract?

yes

Type of housing:

Apartment

Number of people to a room:

2

Bedrooms:

1,2,3

Bath:

1 or 2

Estimated cost of housing per week:

\$105.00 per student

Is housing cost deducted from paycheck?

yes

Is housing deposit required?

yes

Deposit amount:

\$250

Housing deposit due date:

On arrival

Instructions for deposit payment:

Paid upon arrival or taken out of paycheck.

Is housing deposit refundable?

yes

Conditions for deposit refund:

Deposit of \$200 will be refunded if apartment is clean and without damage and if the employment contract is fulfilled. You also MUST have a move-out walkthrough with your manager in order to qualify to receive your deposit refund; without doing the walkthrough with a manager you will not receive a refund.

Utilities included:

yes



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If so, utilities details:	Utilities include electric, water and trash.
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 is approximately 2 blocks from your employer.
Additional housing features:	The apartments are furnished with beds, couches, etc. There is a complete kitchen with some pots, pans and utensils. You may want to bring an extra blanket. You will need to bring your own toiletries and linens.
Location of work site best described as:	Remote/Rural
Location details:	<p>Jackson Hole is the gateway to Yellowstone and Grand Teton National Parks and is known best for its stunning scenery, clear streams, world-class skiing, abundant wildlife, warm hospitality, elk antler arches, western boardwalks, and more shops and restaurants than a visitor can experience in just one trip.</p> <p>The Town of Jackson was named in 1894. Some of the early buildings remain and can be found throughout the area of the Town Square. The Town of Jackson elected the first all-woman city council in 1920. In 2009, the Town of Jackson was designated as a Preserve America Community. This designation recognizes that, as a community, we protect and celebrate our heritage, use historic assets for economic development and encourage people to experience and appreciate local historic resources. Mountain town, population 10,000. Days can be hot and nights & mornings can be chilly.</p>
Average daily temperature:	Summer: High 82F (28C); Low 47F (8C)
Community or regional website:	www.townofjackson.com
Nearest cities:	Idaho Falls, ID
Distance to nearest cities:	approx. 90 miles (145K)
What to wear:	Summer: Light clothing, shorts, t-shirts, light jacket
Available public transportation:	www.startbus.com
Public transportation access:	Around town and area
Accessible amenities (by walking or public transportation):	
Food market:	yes
Shopping mall:	no
Post office:	yes
Bank:	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:	Salt Lake City, Utah
Nearest airport:	Jackson Wyoming
Transportation from airport to employer and / or housing:	All Trans Bus Service (Mountain State Express)
Nearest bus station (to the airport):	At the airport
Bus information (web site):	www.mountainstatesexpress.com
Nearest train information (to the airport):	N/A
Train information (web site):	N/A
If participant arrives after hours suggested, overnight accomodation:	www.Travelocity.com or www.hostels.com
Cost per night:	Varies
Transportation to overnight accomodation:	Taxi
Transportations cost:	Varies
Specific instructions:	Please see Welcome Letter.

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:	Your employer will provide you with transportation to Idaho Falls to apply.
Where is the closest Social Security office?	Idaho Falls, ID
How far is the Social Security office from the work place?	90 miles (145K)
Specific instructions:	Please see the Welcome Letter.



INTERMOUNTAIN WEST DIVISION

It is my pleasure to welcome you to Albertsons!

Albertsons is one of the world's largest food and drug retailers. Our company operates approximately 2,500 stores under 14 different banners in 48 states across the U.S.A. and employs more than 200,000 associates. Every Albertsons associate plays a vital role in helping us to achieve our vision of being the "Number One Place to Shop, The Number One Place to Work and The Number One Place to Invest". We are excited about your decision to join our team in Jackson, Wyoming and believe your personal contributions will help us reach our vision while enriching your own career and helping you achieve your personal goals.

Travel- The easiest route to Jackson is through Salt Lake City, Utah. You may book a flight all the way to Jackson or you may choose to take a shuttle bus from Salt Lake to Jackson. The shuttle busses are cheaper but take longer. Shuttle bus arrangements can be made by contacting Alltrans at (307) 733-1719 or Salt Lake Express at www.saltlakeexpress.com . The shuttle cost is approximately \$70.00. If you travel through Denver you will need a connecting flight to Jackson, there is no bus or train service from Denver to Jackson. Upon arrival in Jackson please take a taxi or a shuttle bus to the Albertsons store located at 105 Buffalo Way, Jackson, WY (1-307-733-5950). If you arrive prior to 6:00 P.M. you will be given specific information regarding accommodations, your first day of employment and scheduled for a drug screen. If you arrive after 6:00 P.M. you will need to make hotel reservations and contact the store the following morning. The Days Inn (307-733-0033) has affordable rates for Albertsons employees. Should you have questions prior to your arrival, please contact:

Bonnie Stalenski, Store Director, Jackson, WY at bonnie.stalenski@albertsons.com or 1-307-733-5950.

-or-

Mary Wolfe, Employment Service Manager, Cultural Homestay International at chimary@chinet.org or 1-844-854-0468.

Social Security Number- A government issued Social Security number is required to work in the United States. You can apply for your Social Security number in most large cities but the process is quicker once you have been in the United States for 10 days. Albertsons will provide you with transportation to apply for your Social Security number.

VERY IMPORTANT- Your Social Security Card will be mailed to you, please MAKE SURE you have the card mailed to;

Albertsons
P.O. Box 1843
Jackson, WY 83001

DO NOT list Albertsons street address of 105 Buffalo Way. If someone tells you that a street address is required on the application please make sure you list the P.O. Box also and show them this letter if necessary.

Items to bring or make plans to purchase upon arrival:

For Work-

Shoes - Dark shine-able shoes required

Belt - Black

Pants - Tan or Khaki (no denim or Levi pants)

Albertsons will provide you with shirts, hat, apron and name tag. It may be cool in the evening so I suggest a sweatshirt to wear over your uniform. The sweatshirt needs to be solid black also.

Outside the Store-

Summer temperatures in Jackson may be colder than you are used to, daytime temperatures average 37F to 85F and evening temperatures may drop to 31C. You will need a jacket and perhaps gloves as well.

For your apartment-

The apartments are furnished with beds, couches and some pots, pans and utensils. You may want to bring an extra blanket. You will need to bring your own toiletries and linens.

There is a \$250.00 security deposit required for the apartment. The \$250.00 deposit will be collected when you receive your first paycheck. The \$250.00 will be refunded when you leave provided the apartment is clean, there is no damage and you have fulfilled your contracted employment dates. If you have a preferred roommate please let me know. The apartments are only 2 blocks away so they are within walking distance of the store. The town of Jackson also provides free bus service around town.

Positions- There are several positions available in the store. Each applicant will be interviewed and Albertsons will place each associate in a position that we feel is best for you and the store. When placing associates we will consider the current needs of the store, your past employment history, school studies, English speaking skills and your interests. You have the opportunity to get an additional job while you are in Jackson if you choose. Please remember that Albertsons employment is your first priority. Albertsons will not schedule around your second job, we require your second employer to schedule around your Albertsons schedule. If you fail to fulfill your contract of employment with Albertsons you will forfeit your \$250.00 security deposit.

Albertsons is dedicated to supporting your transition into the culture and the community. I believe you will find the Jackson area to be one of unmatched scenic beauty. Jackson Hole is a valley encompassed by mountains and is a popular tourism destination because of its proximity to Yellowstone and Grand Teton National Parks. It is known for its outdoor activities, wildlife, museums, galleries, shops and its western character. Summer in Jackson offers many opportunities to enjoy the outdoors including hiking, camping, photography, scenic and white water rafting, mountain biking and more.

I look forward to your arrival and sincerely hope this is a memorable and learning experience for you.

Bonnie Stalenski



WELCOME LETTER Cultural Homestay International

Albertsons

105 Buffalo Way Jackson, WY 83001
<http://www.albertsons.com>

Employer contact information

Bonnie Stalenski
Email: bonnie.stalenski@albertsons.com
Phone: (307) 733-5950

Hello Participants,

I will be your Program Coordinator during your Work & Travel program. My name is **Kristi Brinkerhoff**. We are here to help you prepare for your exciting season in **Jackson, WY**, working for **Albertsons**! This packet contains very important information regarding your travels, so please be sure to READ IT IN FULL, and print a copy to bring with you to the United States.

* If you have not yet purchased a plane ticket, you should do so as soon as possible. **Let CHI and your employer know your flight information!**

***IF YOU WERE DENIED YOUR VISA AND ARE RECEIVING THIS EMAIL RESPOND TO THE SENDER AND LET THEM KNOW YOU ARE NOT COMING!**

If you have any question, please don't hesitate to contact myself at chikristib@chinet.org, or my Employment Services Manager; **Mary Wolfe** (chimaryw@chinet.org) or our Team Assistant **Lindsey Buckle** (chilindsey@chinet.org).

For general questions and emergencies, you may always contact CHI's Main Office at 1(800) 432-4643.

Have a safe trip!

Sincerely,

Kristi Brinkerhoff, Program Coordinator
Cultural Homestay International
Facebook: [LIKE us on CHI Western Region](#)

1. BEFORE DEPARTURE

Read your CHI Student Handbook. You should have received this from your agency.

Bring:

- Documents: Passport, J-1 Visa, DS 2019, sponsorship letter, job offer
- \$1000 US available (transportation from airport, housing deposits, food, etc.)
- Carry On (a change of clothes, medicines, copy of this letter) Always keep your important paperwork with you while traveling. Do NOT pack it!
- Contact your employer by email to notify him/her of your specific arrival time.
- 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 hostel to stay overnight.
- **Log into www.sevis.org as soon as you know your flights so you can enter your flight information!**

2. CONTACT YOUR EMPLOYER

The contact person at Albertsons is Bonnie Stalenski; you must contact Bonnie and CHI and let us know your flight information and when EXACTLY you will be arriving!

Please email Bonnie immediately at bonnie.stalenski@albertsons.com. **Please also email your Program Coordinator, Kristi at chikristib@chinet.org with your exact arrival information and to confirm receipt of this letter!**

Bonnie will provide your works shirts, you are responsible for bringing slacks/pants Khaki or tan in color and black closed toe shoes. You will be working with the public so it is important for you to look neat and friendly! No open toe shoes or sandals!

3. HOUSING:

HOUSING ON-SITE: Your housing will be supplied at a nominal cost by your employer. Please see your job description for more details regarding your housing including rent and deposit information.

4. DIRECTIONS FROM THE AIRPORT TO YOUR HOUSING

The closest International Airport to your employer at Albertsons is Salt Lake City International Airport. You can also fly directly into the Jackson Airport.

Here are some transportation companies you can contact if you fly into Salt Lake City International Airport:

1. **Mountain State Express** 1-800-652-9510 www.mountainstatesexpress.com

Approx. Fare: \$75 one-way

2. **Salt Lake Express** 1-800-356-9796 <http://saltlakeexpress.com/> Approx. Fare:

\$77/one-way

You will need to contact Bonnie at least 2 weeks in advance of your arrival to let her know your travel details. If you arrive prior to 6:00 P.M. you will be given specific information regarding accommodations, your first day of employment and scheduled for a drug screen. If you arrive after 6:00 P.M. you will need to make hotel reservations and contact the store the following morning.

Here are a few hotel options that students have used in the past that are near Albertsons:

1. **Days Inn** (307) 733-0033 350 www.daysinn.com/ US-89 Jackson, WY 83001 Call for Albertsons Employee rate
2. **Motel 6 Jackson** (307) 733-1620 www.motel6.com/ South 600 US-89 Jackson, WY 83001 Approx. \$156 per night
3. **Pony Express** (307) 733-3835 www.ponyexpressmotel.com/ 1075 W. Broadway Jackson, WY 83001 Approx. \$137 per night

5. SEVIS

Before you arrive in USA- Log in to www.sevis.org and enter your flight information as soon as you purchase your flight ticket.

After you arrive in USA - Log into the SEVIS system within THREE days of your arrival to the United States!

Any delay can affect your Social Security Card application, which then affects WHEN YOU CAN START WORKING! VALIDATE YOUR SEVIS STATUS IMMEDIATELY!

- a. Log in to www.sevis.org upon arrival in the USA. If you can't log in then you need to call us.
- b. Call CHI at 1(800) 432-4643 if you can't log on to complete the SEVIS validation process.
- c. Refer to your Student Handbook if you need specific instructions about how to log in. (Most public libraries have internet access – speak with library staff about your temporary stay in the US.)
- d. **Log back in after 3 days to make sure your visa status has been validated – this is a requirement BEFORE applying for a social security number!**

Although federal program regulations state participants cannot be held in a job against their will, CHI's program policy requires participants to communicate directly with both their employer AND CHI to give a one week notice in writing which indicates when they plan to leave their job placement and their reason for leaving. Should the participant "no call/no show" at the work placement, this action will be considered a violation of the program sponsor's (CHI) rules, and may result in a participant's negative program status. Participants must consult with CHI before taking any action to leave their job.

6. APPLYING FOR A SOCIAL SECURITY NUMBER

- **Validate your Visas in SEVIS.**

- **Then wait approximately 10 days and visit the closest social security office at:**

SOCIAL SECURITY OFFICE
2196 Channing Way Idaho Falls, ID 83404
1-866-253-0489

Social Security Office Hours: MON: 09:00 AM - 04:00 PM; TUES: 09:00 AM - 04:00 PM; WED:
09:00 AM - 12:00 PM; THUR: 09:00 AM - 04:00 PM; FRI: 09:00 AM - 04:00 PM SAT & SUN &
Federal Holidays: CLOSED

To ensure that your social security card is delivered to you please use the following address:

Albertsons
PO Box 1843
Jackson, WY 83001

**PLEASE REMEMBER TO GET A RECEIPT AT THE SOCIAL SECURITY OFFICE. IT'S YOUR ONLY
PROOF THAT YOU APPLIED!**

We look forward to meeting you!!

For general questions and emergencies, you may always contact CHI's Main Office at
1-800-432-4643.