



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Employer Information

Employer name:	Best Western Plus - Ruidoso Inn
Type of business:	Hotel
Job location:	Best Western Plus - Ruidoso Inn, Pine Springs
City:	Ruidoso Downs
State:	NM
Zip:	88346
Website:	www.bestwesternplusruidoso.com

Why choose us?

Great location to work. You will have an opportunity to acquire multiple skills in hospitality industry and work with a highly motivated team.

Cultural exchange activities

There is also the Museum of the West is nearby, as well as White Sands and Old Town Lincoln, which is a preserved old Western Town - made famous by Billy the Kid! We will try to arrange to take the students to Carlsbad Caverns during their program here.

Position

Job title:	Housekeeping, Laundry - Pine Springs
Job description and required skills:	Intermediate/high intermediate English. Duties will include, but not limited to: cleaning rooms and common areas, including bathrooms, toilets and showers, changing linens, laundry, dusting, vacuuming and emptying trash, etc. Very physically demanding. Be prepared to stand, bend, and push a 50lb/22kg cart all day. Requires attention to detail, punctuality, and a great service attitude & team spirit. Please do not apply if you are sensitive to any kind of chemicals or lotions or have physical limitations that would keep you from doing your job.
English level required:	intermediate
Hourly wage (before taxes):	\$8-8.50
Position ID:	33929



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Position Information

Tips:	no
Bonus:	yes
Bonus conditions:	Upon work performance and completing entire work period.
Estimated hours per day:	7-8
Number of days per week:	5
Possibility of students getting more than estimated hours:	yes
If so, is overtime paid at the rate of 1.5 hourly, after 40 hours of work per week?	yes
Earliest start date:	05/15/2017
Latest start date:	06/01/2017
Earliest end date:	09/06/2017
Latest end date:	10/01/2017
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:	Best Western is your top priority though. A 2nd job can not interfere with your schedule or job performance at Best Western.
How soon after arrival will participants begin working?	Within a day or two of arrival.
Specific instructions for arrival to employer:	Please see Welcome Letter.
Is training required?	yes
Conditions of training:	Training will be provided.
Is there possibility to change positions?	no
Are students required to wear a uniform?	no
Does employer provide uniform?	no
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: Employer provides shirt. You must wear khaki pants and neutral colored closed toed shoes. Hair must be pulled back at all times and clean. No visible tattoos. Ear piercing only & no more than two piercings per ear. Good hygiene must be maintained, including daily showering, use of deodorant and laundered clothes.

Additional information:
Must be dependable, hard working, friendly and be a very trustworthy and honest individual. Please do not expect the same days off as your coworkers.

Housing Information

Housing name: Best Western - Ruidoso

Housing address: 24848 US 70

City: Mescalero, NM 88340

Phone:

Fax:

Contact: Holly Bailey

Email: holly.bwpinesprings@gmail.com

Website:

Housing assisted by: Employer

Is student required to sign a separate housing contract? yes

If so, contract details: Attached is a 4-page Housing Agreement that each student must sign and return to CHI. Your employer will keep a copy of the Agreement as well in your file.

Type of housing: House

Number of people to a room: 2

Bedrooms: 4

Bath: 3

Estimated cost of housing per week: \$250 per student per month

Is housing cost deducted from paycheck? no

Is housing deposit required? yes

Deposit amount: \$200.00

Housing deposit due date: at arrival

Instructions for deposit payment: Student must pay the security deposit before they receive their key to the housing. They must also pay their first months rent as well at the same time.

Is housing deposit refundable? yes

Conditions for deposit refund: Employer will refund the security deposit if the home and property is left clean and in the same condition when you moved in with no damages. You will only receive the deposit if you complete a "moving out walk-through" with Holly. She will inspect everything and ensure the condition of the belongings & the home with you. If you leave the home earlier than your scheduled end date, you must give proper notice for moving as well.



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Utilities included:

yes



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If so, utilities details:	Utilities covered include water, sewer, garbage, electric and propane. If you want TV and Wifi, there is an additional charge. If the cooling or heating bill is excessive (refer to the Housing Agreement), students must cover the extra charges.
Utilities estimated cost per month:	Varies
Is the housing mandatory?	no
Can students find alternative housing during their stay?	yes
Method of transportation from housing to work site:	Employer provides
Transportation details:	Housing is between 1.5-3 miles away from employer. Employer will provide transportation to job if necessary.
Additional housing features:	Furnished, all linens and utensils provided.
Location of work site best described as:	National Park
Location details:	Experience the ultimate Playground of the Southwest! Visit the Ruidoso Downs Racetrack and experience year-round hiking and mountain biking trails in Lincoln National Forest. Don't miss a show at Spencer Theater, Inn of the Mountain Gods or from some of the local troupes. Festivals abound year-round with the Ruidoso Art Festival, Festival of Lights, Golden Aspen Motorcycle Rally and Mountain of Blues Festival. Perfectly situated, our mountain resort has everything including horseback riding, golfing, shopping, dining and art. Enjoy Flying J Wranglers, Funtrackers Funpark or fishing in the Rio Ruidoso! Population: 8,055
Average daily temperature:	Summer: High 81F (27C); Low 51F (10C)
Community or regional website:	www.ruidosonow.com
Nearest cities:	El Paso, TX, population: 827,718
Distance to nearest cities:	130 miles (209K)
What to wear:	Summer: Light clothing, shorts, t-shirts, light jacket
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
Comments:	

There are two housing options: One is on site in your employers living quarters and the other is in walking distance at the house of another employee. Your employer will assign you to your housing. Your landlord will be living in the home at the same time as you are there. Please see the attached Housing Agreement that you must sign.



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Suggested Travel Information

Nearest international airport:	El Paso International Airport (134 miles)
Transportation from airport to employer and / or housing:	Employer can pick you up from El Paso International Airport
Bus information (web site):	www.greyhound.com
If participant arrives after hours suggested, overnight accomodation:	www.hostels.com ; www.travelocity.com
Cost per night:	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?	no
Where is the closest Social Security office?	Roswell, NM
How far is the Social Security office from the work place?	71 miles (114K)
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: Room 122, 500 N Richardson, Roswell, NM 88201; Phone: 1-866-563-9470; 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.



WELCOME LETTER
Cultural Homestay International

Best Western Plus

111 Pine Springs Drive
Ruidoso, New Mexico 88345
97 Camelot Drive
Ruidoso, New Mexico 88345
www.bestwestern.com, www.ruidosonow.com

Employer Contact Information:

Holly Bailey
Email: holly.bwpinesprings@gmail.com
Phone: 575-257-3600

Hello Participants,

I will be your Program Coordinator during your Work & Travel program. My name is **Lindsey Buckle**. I am here to help you prepare for your exciting season in **Ruidoso, New Mexico** working for **Best Western!** 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. **Log into www.Sevis.Org and enter your Flight information as soon as you purchase your ticket.**

***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 myself, or my Employment Services Manager; **Mary Wolfe (chimaryw@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,

Lindsey Buckle, ESM Assistant, Program Coordinator
chilindsey@chinet.org
CHI Cultural Homestay International

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 **Best Western** is **Holly Bailey**. You must contact **Holly** and **CHI** and let us know your flight information and when EXACTLY you will be arriving!

Please email **Holly** immediately at holly.bwpinesprings@gmail.com. **Please also email me at chilindsey@chinet.org with your exact arrival information and to confirm receipt of this letter!**

3. HOUSING:

Monthly rent is: \$ 250.00 per student per month. The deposit is \$200.00. When you arrive you will need to pay: a total of \$450.00 before you get a key to your housing.

Rent must be paid by the 6th of every month or before. A late fee of \$25 will be added each day rent is still not paid. You will be required to sign a "Housing Agreement" before you arrive.

All utilities are covered (water, sewer, garbage, electric) except TV and WiFi.

Housing is between 1.5-3 miles away from employer. Employer will provide transportation to job if necessary. Furnished, all linens and utensils provided. The house belongs to a Best Western employee. Two students to a bedroom. Rent will be divided by the amount of students living in the house.

Deposit, if applicable, will be fully refunded if proper notice is given, and the house is left in well-maintained, clean and undamaged condition. You must schedule a final walk through with Holly Bailey before leaving so she can check off the condition of the house and items in the home. It is your responsibility to make sure this is completed before you leave. Please understand that leaving before a walkthrough has been done could mean you will not receive your security deposit refund.

4. DIRECTIONS FROM THE AIRPORT TO YOUR HOUSING

Arrival at Albuquerque International Sunport (ABQ): Call employer in advance so they can arrange to pick you up at the airport. You must contact your employer at least 2 weeks prior to traveling and let them know your date of arrival as well as your expected time of arrival.

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!**

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:**

Address: 500 N Richardson, Roswell, NM 88201

Phone: [1-866-563-9470](tel:1-866-563-9470)

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

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 Main Office at 1-800-432-4643