



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: Blazing Saddles Bike Rentals
Type of Business: Bike Rentals
Job location: 2715 HYDE ST
Location type: Metropolitan area
City: SAN FRANCISCO
State: CA
Zip: 94109
Website: blazingsaddles.com

Why choose us?

This is a fun and active job! We do have overtime available and you will have plenty of opportunity to not only meet local people, but visitors from all over the world!

Cultural exchange activities

We plan employee events throughout the season. You will be located near many historical and cultural spots, such as Pier 39, Fisherman's Wharf, Ghirardelli Square, the Golden Gate Bridge, the Maritime Museum and more! Through your work training, you will learn about the history and culture of the San Francisco area.

Position

Job title: Customer Service - Early Arrivals

Job prerequisites: Employer requires Skype interview. Advanced English. Must know how to ride a bike & be athletic.

Job description: Assist customers with bike rental procedures. Educate customers on product, complete paperwork, take payment, explain bike procedures. Give directions, answer questions and close the sale. Excellent communication skills required, and are comfortable speaking loudly to large groups of people. Upbeat, outgoing personality. Able to work under pressure, multi-task, and switch priorities. Able to work independently as well as in a group. Must have ability to stand for entire shift. This is a VERY physical, fast-paced job, must have stamina to last a 10 hour shift standing, walking, riding and lifting bikes. On some days, we rent out upwards of 1500 bikes per day. You must be very customer service focused and prepared for physical activity. Must be able to ride a bike. **Employer requires Skype interview.

English level required: Advanced

Hourly wage (before taxes): 15.50

Wage comments:

Position ID: 5050

Position Information

Tips: no

Bonus: Yes

Bonus comments: NEED DETAILS

Estimated hours per day: 8-10

Number of days per week: 4-5

Overtime: Slight

Overtime details:



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Earliest start date: 5/1/2018
Latest start date: 5/31/2018
Earliest end date: 8/20/2018
Latest end date: 9/10/2018

Is the employer willing to hire couples? Yes

Is the employer willing to hire group of friends? Yes

Meals? No

Meals details: N/A

Is a drug test required? No

Drug test comments:

Is employer interview required? Yes

Employer interview details: Employer requires Skype interview.

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: It will be very difficult to obtain a 2nd job since your work schedule will vary weekly depending upon your employer's schedule.

When will work begin? Within 2 or 3 days of arrival.

Arrival Instructions:

Is training required? Yes

Conditions of training: On job training is provided.

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 shirt.

Do students need to purchase specific clothes or footwear? Yes

If so, details for clothing: Must bring closed-toe athletic shoes and shorts or athletic pants that are in good condition.

Grooming: Grooming standards are very strict. Must wear freshly laundered clothes every shift. Must be freshly showered and use deodorant prior to every shift. No face or neck tattoos, and any tattoos that could be seen as offensive must be covered (this will be at your employer's discretion). Employees are allowed one small stud in nose or eyebrow, as well as ear piercings. No other piercings will be allowed.

Important points of job: Must be good at riding a bike. This is a very fast paced, physically hard job. Requires a lot of stamina to work a 10 hr shift.

Additional position information:



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Job Description

Housing Information

Housing name: Hotel North Beach

Housing address: 935 KEARNY ST

City: San Francisco

Phone: (415) 986-9911

Fax:

Contact: Front Desk

Email: HNB@HotelNorthBeach.com

Website:

Housing assisted by: Must Arrange Own

Is student required to sign a separate housing contract? Yes

If so, contract details: You may have to sign a lease agreement for your housing.

Type of housing: Hotel

Number of people to a room: 2

Bedrooms: 1

Bath: 1

Cost Type: Week

Cost Amount: \$400.00

Cost Details: Ranges from 400-500 per week

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:

Is the housing mandatory? No

Can students find alternative housing during their stay? Yes

Method of transportation from housing to work site: Public

Transportation details:

Additional housing features:

Comments: This is just one housing option. Please see attached document for further housing options. You must start arranging your own housing 4 -6 months in advance. Housing is EXTREMELY expensive in San Francisco, anywhere from \$700-\$900 per student per month.



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Job Description

Location Area Information

Location type: Metropolitan area

Location of work site best described as: Busy bike shops located in tourist areas of town

Location details: San Francisco has been a well-known tourist destination for decades. The city is abundant with restaurants, tours, museums, shops, and historical attractions. There are an endless array of activities to choose from such as a tour of the legendary penitentiary of Alcatraz, sample Dungeness crab in a local bistro, drive through a gargantuan Redwood tree, or ride the cable cars for a panoramic view of the city. San Francisco can be cool and foggy during the summer. Wear layers. Population: 825,863

Average daily temperature: Summer: High 70 F(21 C); Low 58 F (14 C)

Community or regional website: www.sanfrancisco.travel

Nearest cities: ---

Distance to nearest cities: ---

What to wear: Summer: Layered clothing and a jacket.

Available public transportation: BART, bus, trolley, Uber, etc

Public transportation access: Throughout the city

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

Suggested Travel Information

Nearest international airport: San Francisco International Airport (SFO)

Nearest airport: San Francisco International Airport (SFO)

Transportation from airport to employer and / or housing: BART, UBER or taxi

Nearest bus station (to the airport): At the airport

Bus information (web site): www.bart.gov; www.511.org - telephone

Nearest train information (to the airport): BART- www.bart.gov

Train information (web site): www.bart.gov

If participant arrives after hours suggested, overnight accomodation: www.hostels.com; www.travelocity.com

accomodation:

Cost per night: Varies

Transportation to overnight accomodation: Varies

Transportations cost: Varies

Travel Instructions: Please see Welcome Letter.



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Job Description

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:

Where is the closest Social Security office? San Francisco, CA

How far is the Social Security office from the work place? 1.8 miles

Specific instructions: Upon arrival in America, please validate on your student profile in our database. Then wait approx. 4 to 10 days after validating and check your status is set to "S" on your profile. THEN you can apply for your card at Social Security Office located at: 560 Kearny St., San Francisco, CA 94108; Phone: 1-800-772-1213; Hours: Mon & Tue 9am - 4pm, Wed 9am - 12pm, Thu & Fri 9am - 4pm, except Federal holidays. YOU MUST GIVE YOUR EMPLOYER A RECEIPT TO VERIFY THAT YOU APPLIED FOR SOCIAL SECURITY.



WELCOME LETTER
Cultural Homestay International

**Blazing Saddles Bike
Rentals and Tours**

2715 Hyde St, San Francisco, CA 94109
Website: www.blazingsaddles.com

Employer contact information

Annelaine Clauss
Email: annelaine@blazingsaddles.com
Phone: (415) 202-8888

Hello Participants,

My name is Mary Wolfe and I am the Regional Manager here at CHI. You will also have a Program Coordinator to assist you during your Work & Travel program. Her name will be announced soon. We are here to help you prepare for your exciting season in San Francisco working for **Blazing Saddles!** 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 already have your visa and 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 PLEASE LET US KNOW YOU ARE NOT COMING!**

If you have any questions, please don't hesitate to contact me at chimaryw@chinet.org or my Regional Manager Assistant **Lindsey Buckle** (chilindsey@chinet.org) or your Program Coordinator.

For emergencies, you may always contact CHI's Main Office at **1(800) 432-4643**. Have a safe trip!

Sincerely,

Mary Wolfe, Western Regional Manager
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!
- Medical ID Card (emailed separately from United Healthcare)
- 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 **Blazing Saddles Bike Rentals and Tours** is **Annelaine Clauss**; you must contact **Annelaine** and **CHI** and let us know your flight information and when EXACTLY you will be arriving!

Please email **Annelaine** immediately at annelaine@blazingsaddles.com. **Please also email your CHI Program Coordinator (listed on first page)** with your exact arrival information and to confirm receipt of this letter!

Blazing Saddles Bike Rentals and Tours will provide your work shirts, you are responsible for your pants (clean, new or newer athletic) and closed toed, athletic 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:

You will be responsible for finding housing in San Francisco. Housing can be very expensive in the city, which is why it is important for you to start early!

We have attached a housing document for you, which gives you an overview of housing in the city, resources, and housing leads. There are always more options, so while this helps start you on your search, feel free to search for housing beyond what is in the document!

The attached housing options document is for reference purposes only.

Sometimes students choose to rent one big house together, share an apartment together, or share a room together. Make sure when you are looking for housing that you keep the address of your employer in mind. Ideally, being within walking distance of your employer is best, or hopefully no more than a 20-30 minute commute.

Search for rooms/hostels that accept at least two people, or furnished apartments to share with several other students. Make sure you talk to the other students about any housing rules you would like established before moving in together so there is no miscommunication. For example, cleaning schedules or how you will share housing bills.

CHI is not recommending any online businesses such as Craigslist. If you find any housing options online, please be very cautious. DO NOT sign a legal agreement or send money, as there are many people that will try to scam you. Please see the attached document on how to avoid scams. If you have any questions or doubts notify your program coordinator (PC), and I will try to help with any housing you have found online.

If you have any questions or need assistance, please don't hesitate to ask.
HAPPY HOUSE HUNTING!

4. DIRECTIONS FROM THE AIRPORT TO YOUR HOUSING

Arrival in San Francisco International Airport: Take Uber, taxi, BART or a Super Shuttle to your housing from the airport. The Super Shuttle rate is approximately \$20 for 1 person and \$15 for each additional person in a group.

If you take BART, take the AirTrain to the BART Station from your terminal. Purchase a ticket from a machine nearby. Be prepared to add \$12-\$15 on your card to get to a destination. You will need to have a credit card or cash with you to purchase. Take the Yellow Line BART train **Pittsburg/Bay Point - SFIA/Millbrae** into the city and exit at the stop closest to your housing.

For more information on BART at the airport, you can visit the website here:
http://www.bart.gov/guide/airport/outbound_sfo

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-on, 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:**

560 Kearny Street; San Francisco CA 94108

[1-800-772-1213](tel:1-800-772-1213)

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.

Housing Options, San Francisco Summer 2018

IMPORTANT: Make your reservations early; as soon as possible. Prices do change and places fill up quickly for the summer! Most of these places will take reservations online or you can email them directly. Most will require a credit card to make your reservation.



Hotel North Beach: (415) 986-9911
935 Kearney Street, San Francisco, CA 94133
email: hnb@hotelnorthbeach.com
Manager: M-F 10-4 Janice
www.hotelnorthbeach.com

150 hotel renovated guest rooms. All our rooms are Shared Bath guestrooms. This means a sink in each room; restrooms & showers are down the hall.
Rates: Start at \$400/week (including taxes), each additional person is \$10 per week for 2 queen bed room. Up to 4 students in this type of room.

Includes: 24 Hour concierge service, cable TV, complimentary Wi-Fi, direct dial telephone, voicemail, complimentary incoming calls, business services available (fax, copies, etc.), refrigerator/microwave (in most of the rooms) – make sure you ask for these!, iron and board; rollaway bed - upon request, maid service and laundry room on site

Month-to-month rates available after weekly stays and documentation provided.

Pontiac Hotel - (415) 863-7775 or 1-800-504-1005
509 Minna St, San Francisco CA 94103
website: www.pontiahotel.com

Rates: Starting at \$66/night for 1 full size bed & 1 twin bed / \$10 per extra person in rooms. Rates do not include taxes. Up to 2 students in a room.

Rooms include: bed(s), free Wi-Fi, TV, vanity and dresser. Each floor has shared showers and restrooms. Rates include European style continental breakfast.

20 night limit - can go back and forth between two hotels.

The Sweden House – (415) 3459331 - phone does not seem accurate
570 O'Farrell Street, San Francisco, CA 94102
email: info@swedenhousehotel.com
website: <http://sweden-house-hotel-san-francisco.hotel-ds.com/en/#rooms>

Rates: start at \$285/week – large double room (not including tax) Call to find out their monthly rates \$25 reservation deposit required plus a \$25 key deposit upon checkin – both refundable Room include: small refrigerator, microwave, television, cable TV, free WiFi, sink in each room, various sized rooms for single or double occupancy. Must shared bathrooms – no private baths.

AAE S.F. European Hostel – (304) 268-8981 - does not accept calls
761 Minna St., San Francisco, CA 94103 ** other locations listed as well
website: <http://www.amsterdamhostel.org> (they are owned by Amsterdam Hostel)

Rates: starting at \$25/night (not including taxes)

Dorm rooms or private rooms available. Shared bathrooms; full service kitchen for your convenience. Multiple Locations in San Francisco. Use this website to search for the best price and availability.

The Amsterdam Hostel – (415) 673-3277
749 Taylor Street, San Francisco, CA 94108
email: amsterdamsf@gmail.com
website: <http://hostelsf.com>

Rates start at \$30 (including taxes) per night per person.

Includes: Wi-Fi internet access, linens & towels, daily housekeeping, cable TV, en suite bathrooms

**Long-term options by approval of the manager, depending on availability.

California Hotel

Many students have stayed here in the past!

Airbnb

Students have found housing options using this online resource as well.

Trinity Management – (415) 433-3333
Email: aptinfo@trinitymanagement.com
Website: www.trinitymanagement.com.

They manage many furnished and short term apartments in San Francisco.

Facebook Group: Bay Area Rooms and Apartments
<https://www.facebook.com/groups/390478684333910/>

Usually list craigslist or unlisted postings - many locals use this site to find housing. You can also find sublets (temporary rentals). Many people also look out for scams and scams are deleted very quickly.

At all locations rates are subject to change and availability is on a first come, first serve basis, so please book your reservations in advance.

****Please note CHI is not recommending any businesses and can't be responsible for any choices done by the students.
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