



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Employer Information

Employer name: Blazing Saddles Bike Rentals and Tours
Type of business: Bike Rentals
Job location: Blazing Saddles Bike Rentals and Tours
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 - late arrivals

Job description and required skills: 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, able to speak 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.

English level required: advanced

Hourly wage (before taxes): 14.00

Position ID: 33075



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Position Information

Bonus:	no
Estimated hours per day:	8-10
Number of days per week:	4-5
Possibility of students getting more than estimated hours:	average
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:	07/01/2017
Earliest end date:	09/01/2017
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
Meals details (discount, cost, # of meals):	N/A
Is a drug test required?	no
Is Skype interview required?	yes
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.
How soon after arrival will participants begin working?	Within 2 or 3 days of arrival.
Is training required?	yes
Conditions of training:	On job 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



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Do students need to purchase specific clothes or footwear?

yes

If so, details for clothing:

Must bring close toed athletic shoes and shorts or athletic pants that are in good condition. Employer provides shirt. 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.

Additional information:

You must be very customer service focused and prepared for physical activity. If you are not comfortable speaking loudly and in front of large groups of people, you will not enjoy this job. This is a VERY physical job, must have stamina to last a 10 hour shift standing, walking, riding and lifting bikes. Some shifts may be less than 10 hours, but please be prepared to work four 10 hour shifts per week, since that is what a typical work week looks like. Must be able to ride a bike. **Employer requires Skype interview.

Housing Information

Housing name:

Must Arrange Own

Housing address:

City:

San Francisco, CA

Website:

Housing assisted by:

Must Arrange Own

Is student required to sign a separate housing contract?

no

Is housing cost deducted from paycheck?

no

Is housing deposit refundable?

no

Utilities included:

no



CULTURAL HOMESTAY INTERNATIONAL
CHI BRINGS PEOPLE TOGETHER SINCE 1980!
JOB DESCRIPTION
USA WORK & TRAVEL PROGRAM



Utilities estimated cost per month:	0
Is the housing mandatory?	no
Can students find alternative housing during their stay?	no
Method of transportation from housing to work site:	Must arrange own
Transportation details:	A monthly public transportation pass in San Francisco costs approximately \$75. You must verify it includes the type of transportation you will need to get to and from work (for example BART, bus or trolley).
Additional housing features:	Students must arrange their own housing; so only adventuresome and independent individuals should consider these positions. Housing is very expensive in San Francisco; it can range from \$500.-\$800. a month per student; not including their housing deposit, transportation to and from work, food and possible utility costs. We want all the students to have clear expectations regarding working and living in San Francisco before applying for these positions; we only want well informed, prepared individuals; this will ensure your success.
Location of work site best described as:	Metropolitan
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
What to wear:	Layered clothing and a jacket.
Available public transportation:	BART, bus, trolley
Public transportation access:	Throughout the city
Accessible amenities (by walking or public transportation):	
Food market:	yes
Shopping mall:	yes
Post office:	yes
Bank:	yes
Movie theater:	yes
Restaurants:	yes
Fitness center:	yes
Laundry:	yes
Internet café:	yes
Public library:	yes
Comments:	

Please see attached document. To help make housing affordable it is best if the students arrive together so they can share equally the housing costs. if a student arrives two weeks earlier than the other students, they must cover that rent themselves - very unaffordable for 1 student.



Suggested Travel Information

Nearest international airport:	San Fransisco International Airport (SFO)
Nearest airport:	San Francisco International Airport (SFO)
Transportation from airport to employer and / or housing:	BART, www.bart.gov ; shuttle
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
Cost per night:	Varies
Transportation to overnight accomodation:	BART and taxi from BART Station
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?	no
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:	You must wait 10 business days after validating in SEVIS before you apply for your card at the 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,

I will be your Program Coordinator during your Work & Travel program. My name is **STEPHANIE SMITH**. We are here to help you prepare for your exciting summer in **SAN FRANCISCO, CA** working for **Blazing Saddles Tours**! 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 contact me, or my Employment Services Manager; **MARY WOLFE** (chimaryw@chinet.org) or our Administrative Assistant **LINDSEY BUCKLE** (chilindsey@chinet.org) .

Please add me on Facebook: [Add me as a Friend!](#)

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

Have a safe trip!

Sincerely,

Stephanie Smith, Western Region Program Coordinator
chistephanie@chinet.org | 714.862.8986
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 Program Coordinator, Stephanie Smith at chistephanie@chinet.org 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:

See attachment.

4. DIRECTIONS FROM THE AIRPORT TO YOUR HOUSING

Arrival in San Francisco International Airport: Take 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 Air Train 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.

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:**

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 in San Francisco
spring/summer 2017
Blazing Saddles Bike Rentals and Tours**

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
www.hotelnorthbeach.com

Commute: approx. 1.5 miles from Blazing Saddles (13 minutes via bus)

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

The Sweden House – (415) 345-9331
570 O'Farrell Street, San Francisco, CA 94102
email: info@swedenhousehotel.com
website: www.swedenhousehotel.com

Commute: : approx. 1.7 miles from Blazing Saddles (25 minutes via bus)

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 check-in – both refundable

Room include: small refrigerator, microwave, television, cable TV, free Wi-Fi, sink in each room, various sized rooms for single or double occupancy. Must shared bathrooms – no private baths.

Liguria Hotel – (415) 377-4131
371 Columbus Avenue, San Francisco, CA 94117
email: liguriahotel@hotmail.com
website: www.there losource.com/liguria

Commute: approx. 1 mile from Blazing Saddles (7 minutes via bus)

Rate: starting at \$160 / week or \$ 625 /month for up to 2 students max

Small hotel with only 28 rooms. Fills up quickly. Small rooms with a sink. Shared bathrooms.

Pontiac Hotel - (415) 863-7775 or 1-800-504-1005

509 Minna St, San Francisco CA 94103

website: www.pontiahotel.com

Commute: approx. 2.2 miles from Blazing Saddles (25 minutes via bus)

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.

AAE S.F. European Hostel – (304) 268-8981

761 Minna St., San Francisco, CA 94103

website: <http://www.amsterdamhostel.org> (they are owned by Amsterdam Hostel)

Commute: approx. 2.2 miles from Blazing Saddles (30 minutes via bus)

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

Dorm rooms or private rooms available. Shared bathrooms; full service kitchen for your convenience.

The Amsterdam Hostel – (415) 673-3277

749 Taylor Street, San Francisco, CA 94108

email: amsterdamsf@aol.com

website: <http://hostelsf.com>

Commute: approx. 1.7 miles from Blazing Saddles (19 minutes via street car)

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

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

Trinity Management – (415) 433-3333

Email: aptinfo@trinitymanagement.com

Website: www.trinitymanagement.com.

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

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.***

This document is for reference only.