



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Employer Information

Employer name:	Boudin Bakery
Type of business:	Bakery/Cafe
Job location:	Boudin Bakery 510 - Fisherman's Wharf
City:	SAN FRANCISCO
State:	CA
Zip:	94133
Website:	www.boudinbakery.com

Why choose us?

Boudin Bakery is a famous icon restaurant/store located in the heart of Fisherman's Wharf! It is a fun, fast-paced environment. During the winter, there are many Christmas cultural activities at the workplace, Christmas caroling, Santa Claus comes every week, photos and secret Santa. During the summer, they also have various cultural activities in the workplace.

Cultural exchange activities

You will be near the famous San Francisco Wharf area, Pier 39 and the Embarcadero. There is no shortage of fun things to do! San Francisco is a very culture rich city, providing interaction and exchange with people from all over the world. Besides the numerous museums, famous landmarks, there are wonderful neighborhoods to explore, shopping and outdoor activities as well.

Position

Job title:	Cashier, Busser, Kitchen Staff, Dishwasher - Fisherman's Wharf
Job description and required skills:	Cashier: operate cash registers, handle American currency, wait on customers; stocking, cleaning, etc. Busser: Assist servers with all food service, clear dirty tables & re-set, help clean restaurant each night. Dishwasher: clean, wash, & stock restaurant supplies, maintain clean work area. Wash pots & pans by hand in hot water, use dishwashing machine for glasses, dishes, & cutlery. Must be able to work in fast paced environment, follow directions & read safety manual. Additional tasks or duties as requested will include removing trash, etc. Must like working with the public. You will be cross trained on all positions as needed.
English level required:	advanced
Hourly wage (before taxes):	\$13.00
Position ID:	33710



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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:	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:	06/20/2017
Earliest end date:	08/20/2017
Latest end date:	10/15/2017
Is the employer willing to hire couples?	no
Is the employer willing to hire group of friends?	yes
Are meals included?	no
Meals details (discount, cost, # of meals):	50% off meals when scheduled
Is a drug test required?	no
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:	Yes, but a 2nd job must not interview with your schedule at Boudin Bakery. You must inform CHI & Boudin BEFORE you accept a 2nd job and start working.
How soon after arrival will participants begin working?	Within a few days - must apply for ss card BEFORE attending orientation
Specific instructions for arrival to employer:	You must validate immediately & apply for ss card BEFORE attending orientation. Orientations are held typically on Wednesdays or Fridays. You must bring your application receipt with you to orientation. Come to orientation in proper uniform including shoes. Please bring your documents with you (passport, DS 2019, visa, etc).
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?	yes
Does employer provide uniform?	yes
Cost of uniform:	Free shirt and apron.
Is uniform refundable?	no



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Do students need to purchase specific clothes or footwear?

yes

If so, details for clothing:

Must bring loose fitting khaki pants that cover the ankle; no embellishment (no cargo pants) and black slip resistant close toed shoes like tennis shoes (no Vans, Toms, Keds, or Converse). 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 uniforms.

Additional information:

You may be handling pork products. You must be dependable, hard working, friendly and be a very trustworthy and honest individual. Must be quick on your feet. This is very physical, hard work so you must be able to lift heavy items, bend, stoop, reach items on high shelves and be able to stand for 8 hours. Must have great customer service and language skills. 32 hrs minimum per week guaranteed. Shifts may vary including mornings, afternoons & evenings - you may be walking in the city late at night. Work schedule vary - be flexible. ** Housing is very difficult to secure in San Fran. Do not delay and arrange your housing early! **

Housing Information

Housing name:

Boudin Bakery - 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



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Is the housing mandatory?	no
Can students find alternative housing during their stay?	no
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 70F (21C); Low 58F (14C)
Community or regional website:	www.sanfrancisco.travel
What to wear:	Summer: Layered clothing and a jacket for mornings and evenings.
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

HOUSING IS VERY EXPENSIVE AND HARD TO FIND! DO NOT DELAY IS SECURING YOUR HOUSING! CHI has put together some housing Options for you that prior students have stayed at. Please see the attached pdf file.



Suggested Travel Information

Nearest international airport:	SFO
Nearest airport:	SFO
Transportation from airport to employer and / or housing:	BART, www.bart.gov ; shuttle
Nearest bus station (to the airport):	BART
Bus information (web site):	bart.org
Nearest train information (to the airport):	BART
Train information (web site):	bart.org
If participant arrives after hours suggested, overnight accomodation:	Local hostel or motel
Cost per night:	Range \$75 to \$250
Transportation to overnight accomodation:	Taxi, bus, BART, train or shuttle
Transportations cost:	Varies
Specific instructions:	Please go to your housing that you arranged for yourself. Please contact your CHI Program Coordinator letting her know you arrived safely in San Francisco. Review your 6-part Welcome Letter from your Program Coordinator.

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:	You will get paid bi-weekly.
Where is the closest Social Security office?	San Francisco, CA
How far is the Social Security office from the work place?	2 miles (3.2K)
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.



WELCOME LETTER Cultural Homestay International

Boudin Bakery Cafe

160 JEFFERSON ST
SAN FRANCISCO, CA 94133
[Boudin Bakery Cafe Website](#)

Employer Contact Information:

Doug Abbott
Email: dabbott@boudinbakery.com
Phone: 415-928-1849

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 **Boudin Bakery Cafe**! 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.

It is important that you realize you will be working at a Boudin Bakery location **assigned by your manager**. Your Job Offer lists a specific location, however, you may be assigned to any of the following locations:

Boudin Bakery- Fisherman's Wharf
Chowder Hut
Boudin Bakery @ Pier 39

* 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, chstephanie@chinet.org, 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!](#)

Please Join this Facebook Group: [Boudin Bakery Cafe Facebook Group](#)

For 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
- Printed out Medical ID card
- \$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 **Boudin Bakery Cafe** is **Doug Abbott**; you must contact **Doug Abbott** and **CHI** and let us know your flight information and when EXACTLY you will be arriving!

Please email **Doug Abbott** immediately at dabbott@boudinbakery.com **Please also email your Program Coordinator, STEPHANIE at CHISTEPHANIE@CHINET.ORG with your exact arrival information and to confirm receipt of this letter!**

3. UNIFORM INFORMATION:

Must bring loose fitting khaki pants that cover the ankle; no embellishment (no cargo pants) & black slip resistant close toed shoes - tennis shoes (no Vans, Toms, Keds, or Converse). 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 & laundered

uniforms.

4.HOUSING:

YOU MUST PROVIDE PROOF OF HOUSING BEFORE YOU ARRIVE IN THE UNITED STATES.

HOUSING IN SAN FRANCISCO IS VERY DIFFICULT TO FIND, PLEASE BEGIN NOW. FAILING TO BOOK YOUR HOUSING QUICKLY MAY RESULT IN A SHORTENED PROGRAM.

The attached housing options document is for reference purposes only. You can also use <http://www.craigslist.org> if you would like to explore more options. Here is a link to search temporary housing on Craigslist: <http://sfbay.craigslist.org/search/sha>

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. This is important because some of your shifts may begin extremely early in the morning, or end late at night.

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, smoking in the apartment 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. 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!

5. DIRECTIONS FROM THE AIRPORT TO YOUR EMPLOYER

San Francisco International Airport:

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.

6. 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!**

7. APPLYING FOR A SOCIAL SECURITY NUMBER

- **Validate in SEVIS.**
- **Then wait until your status is “S” and visit the closest social security office at:**

SOCIAL SECURITY
560 KEARNY STREET
SAN FRANCISCO, CA 94108
[1-800-772-1213](tel:1-800-772-1213)

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 and you will need it to attend orientation! Without this receipt, you will not be admitted into orientation.

In order to attend your Orientation session (held on Wednesdays or Fridays), you must bring your receipt showing you applied for your social security card!

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

Boudin Bakery, San Francisco

Summer 2017

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

This is temporary housing only.
Must be booked on www.booking.com or www.hotels.com.

Commute: approx. 1.3 miles from Boudin Bakery (22 min. walk, 14 min. via bus, 7 min. via bike). 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: One room for 4 people is \$179/night. That equals \$44 per night per person or \$308 per week per person.

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.

Liguria Hotel – (415) 377-4131
371 Columbus Avenue, San Francisco, CA 94117
Website: www.therelescope.com/liguria

You must call the above listed number in order to make a reservation. Ask to speak with Adil.

Commute: approx. 1 mile from Boudin Bakery (17 min. walk, 14 min. via bus, 4 min. via bike)
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: <http://www.minnahotel.com>

Commute: approx. 2.4 miles from Boudin Bakery (46 min. walk, 33 min. via bus, 21 min. via bike)
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://sfhostel.aeworldhotels.com/>

Commute: approx. 2.5 miles from Boudin Bakery (54 min. walk, 24 min. bike, 37 min. 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 Boudin Bakery (29 min. walk, 11 min. bike, 22 min. bus)

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.

Boudin Bakery Uniform

