



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Employer Information

Employer name: Dairy Queen, ND
Type of business: Fast Food - ice cream and burgers
Job location: Dairy Queen, ND
City: BEULAH
State: ND
Zip: 58523
Website:

Why choose us?

We are a just a few miles away from Lake Sacajawea, the largest man-made lake in North Dakota. During the colder months, we have ice-fishing, snowmobiling, and sledding. During the summer, we always close on the Fourth of July, and we make a trip to the lake that day with all the students.

Cultural exchange activities

There are frequent shopping trips to the mall in Bismarck and plenty of local sporting events to go to in Beulah. We try to make a trip to Yellowstone National Park once during the season. We also have the students come to our home for dinner from time to time.

Position

Job title: Cooks and Counter Help - late arrivals

Job description and required skills: Cooks: Hi-Int/Adv English. Must be able to read menu in English; prepare and cook food items according to recipes and quality standards; stock food items as needed; clean and maintain kitchen and food prep equipment. Must be able to stand for your entire shift and be able to lift 40-50lbs/18-22kg. Counter Help: Adv Eng. This is very fast paced job. Operate cash registers, handle American currency, wait on customers; stocking, cleaning, and working with the public. Must be able to stand for long periods of time. Must have a strong work ethic, great attitude and like working with people. Only apply if you like to work and have team spirit.

English level required: advanced

Hourly wage (before taxes): \$9.00

Position ID: 33984



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Position Information

Tips:	no
Bonus:	no
Estimated hours per day:	6-8
Number of days per week:	5-6
Possibility of students getting more than estimated hours:	slight
If so, is overtime paid at the rate of 1.5 hourly, after 40 hours of work per week?	yes
Earliest start date:	06/01/2017
Latest start date:	06/15/2017
Earliest end date:	09/15/2017
Latest end date:	09/30/2017
Is the employer willing to hire couples?	no
Is the employer willing to hire group of friends?	yes
Are meals included?	no
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:	The employer might be able to assist you with locating a 2nd job as well.
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?	yes
Are students required to wear a uniform?	yes
Does employer provide uniform?	no
Cost of uniform:	\$5/hat and \$10/shirt
Is uniform refundable?	no



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Do students need to purchase specific clothes or footwear?

yes

If so, details for clothing:

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. Black/Khaki pants are required. Black jeans and yoga pants are permitted if they are a solid color.

Additional information:

Must be dependable, hard working, friendly and be a very trustworthy and honest individual. A smile needs to be displayed at all times! You must agree to stay until your agreed upon end date - no leaving early!

Housing Information

Housing name: Dairy Queen
Housing address: 1300 Hwy 49
City: Beulah, ND 58523
701-873-2555
Fax:
Contact: Losson Leonard
Email: leonard_dq@yahoo.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: 2
Bath: 1
Estimated cost of housing per week: \$75
Is housing cost deducted from paycheck? no
Is housing deposit required? no
Deposit amount: \$0
Is housing deposit refundable? no
Utilities included: yes



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If so, utilities details:	Electricity, water, cable TV, internet are provided and included in weekly rent cost.
Utilities estimated cost per month:	\$0
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:	Apartment is a 3 minute walk from work site.
Additional housing features:	Fully furnished 2 bedroom/1 bathroom apartment with kitchen, washer/dryer, internet, linens/kitchen utensils included.
Location of work site best described as:	Remote/Rural
Location details:	As you crest the last hill on Highway 49 you drop into a storybook place that is often said to be the best kept secret in North Dakota. Referred to as the "Energy Capital of North Dakota" Beulah is definitely unique. Drop in to the local the coffee shop and visit with locals who always have a smile and friendly greeting. Enjoy the view of gentle hills and valleys that are rich in grain and cattle. Dovetailed with fertile farmland, grazing cattle, and the beautiful wildlife are the area's massive power plants. Their giant smokestacks are visible for miles around. Population: 3,121
Average daily temperature:	Summer: High 85F (29C); Low 40F (4C)
Community or regional website:	www.beulahnd.org
Nearest cities:	Bismarck/population 67,034
Distance to nearest cities:	80 miles (129K)
What to wear:	Summer: Light clothing, shorts, t-shirts, light jacket
Available public transportation:	www.westrivertransit.com
Public transportation access:	Around town
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:	no
Laundry:	no
Internet café:	no
Public library:	yes
Comments:	



Suggested Travel Information

Nearest international airport:	Minneapolis-St. Paul International Airport (MSP)
Nearest airport:	Bismarck Municipal Airport (BIS)
Transportation from airport to employer and / or housing:	Greyhound from MSP to BIS airport; employer to pick up in Bismarck
Nearest bus station (to the airport):	950 Hawthorne Ave, 612-371-3325
Bus information (web site):	www.greyhound.com
Nearest train information (to the airport):	NA
Train information (web site):	NA
If participant arrives after hours suggested, overnight accomodation:	Railway Station Hostel; www.hihostels.com
Cost per night:	Varies
Transportation to overnight accomodation:	Taxi 9000, phone 701-223-9000
Transportations cost:	Varies
Specific instructions:	Please notify employer at least 2 weeks prior to travel so they can arrange pick up in Bismarck.

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:	They will help transport you to Bismarck since there is no public transporation.
Where is the closest Social Security office?	Bismarck, ND
How far is the Social Security office from the work place?	80 miles (129K)
Specific instructions:	You must wait 10 business days after validating with SEVIS before going to the Social Security Office to apply. The address for the Social Security office in Bismarck is: 1680 E Capitol Avenue, Bismarck, ND, 58501; phone: 1-877-319-6044, hours are Monday-Friday, 9 am - 3:00 pm, except Federal holidays. Remember to get a receipt, it is the only proof that you have applied!

American Study Guide for Cashiers

American Coins



1.



2.



3.



4.



5.



6.

1. **Penny ~ One Cent Coin ~ .01**
2. **Nickel ~ Five Cent Coin ~ .05**
3. **Dime ~ Ten Cent Coin ~ .10**
4. **Quarter ~ Twenty - Five Cent Coin ~ .25**
5. **Half Dollar ~ Fifty Cent Coin ~ .50 (Rarely Used Coin)**
6. **One Dollar ~ One Dollar Coin ~ 1.00 (Rarely Used Coin)**

American Notes



\$1.00 Note (Common)



\$2.00 Note (Not Common)



\$5.00 Note (Common)



\$10.00 Note (Common)



\$20.00 Note (Common)



\$50.00 Note (Common)



\$100.00 Note (Common)



WELCOME LETTER
Cultural Homestay International

Dairy Queen

1300 Hwy 49, Beulah, ND 58523
www.dairyqueen.com

Employer contact information

Losson Leonard
Email: Leonard_dq@yahoo.com
Phone: (701) 891-1433

Hello Participants,

I will be your Program Coordinator during your Work & Travel program. My name is **Shawn Sherbahn**. We are here to help you prepare for your exciting season in **Beulah, ND**, working for **Dairy Queen**! 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. Please 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 me at chishawn@chinet.org or my manager, Mary Wolfe, at chimaryw@chinet.org or our Western Region ESM assistant, Lindsey Buckle, at chilindsey@chinet.org.

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

Sincerely,

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

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!**

CONTACT YOUR EMPLOYER

The contact person at Dairy Queen is Losson Leonard; you must contact Losson and CHI and let us know your flight information and when EXACTLY you will be arriving!

Please email Losson immediately at leonard_dq@yahoo.com. Please also email your Program Coordinator, Shawn, at chishawn@chinet.org with your exact arrival information and to confirm receipt of this letter!

You will need to purchase your uniform when you arrive. The cost of the uniform is \$15 total (\$5 hat & \$10 shirt). You are responsible for bringing black pants and closed toe shoes with you. You will be working with the public so it is important for you to look neat and friendly! No open toe shoes or sandals!

HOUSING:

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.

DIRECTIONS FROM THE AIRPORT TO YOUR HOUSING

The closest International Airport to Beulah is Minneapolis – St. Paul International Airport. The closest local airport is Bismarck Municipal Airport.

Your employer has offered to pick you up in Bismarck, North Dakota. You will need to contact Losson at least 2 weeks before your arrival to schedule a pick up.

You can contact Greyhound Bus Services at 612-371-3325 or visit their website at www.greyhound.com to schedule your bus ride from Minneapolis – St. Paul to Bismarck. The bus fare is approximately \$50 one-way if you purchase in advance.

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!

- Log in to www.sevis.org upon arrival in the USA. If you can't log in then you need to call us.
- Call CHI at 1(800) 432-4643 if you can't log on to complete the SEVIS validation process.
- 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.)
- 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.

APPLYING FOR A SOCIAL SECURITY NUMBER

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

1680 E CAPITOL AVE, SUITE 100; BISMARCK, ND 58501
Phone: 1-877-319-6044

Social Security Office Hours: MON: 09:00 AM - 03:00 PM TUES: 09:00 AM - 03:00 PM WED:
09:00 AM - 12:00 PM; THUR: 09:00 AM - 03:00 PM FRI: 09:00 AM - 03:00 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 & emergencies, you may always contact CHI's Main Office at
1-800-432-4643.