



# CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

## JOB DESCRIPTION

### USA WORK & TRAVEL PROGRAM



### Employer Information

<b>Employer name:</b>	Denali Visions 3000
<b>Type of business:</b>	Restaurant
<b>Job location:</b>	Denali Prospectors Pizzeria
<b>City:</b>	Denali National Park
<b>State:</b>	AK
<b>Zip:</b>	99755
<b>Website:</b>	<a href="http://www.denaliparksalmonbake.com">www.denaliparksalmonbake.com</a>

### Why choose us?

We are an independently owned local business right outside Denali National Park that focuses on ensuring our employees have a great Alaskan experience. Denali Visions 3000 encompasses four restaurants a hotel. Our employees have a great opportunity to get a second job if desired, participate in local activities hosted by our neighboring tour companies at a discounted rate and meet new friends from around the world. In Denali Visions 3000 restaurants we emphasis on its high quality menu items, a large selection of spirits & craft beers, nightly entertainment and outstanding customer service.

### Cultural exchange activities

Our HR team will hosts trips to Fairbanks, movie night, craft night, guided hikes into the park, and employee BBQ's & softball. The Denali Park Salmon Bake hosts a J1 dance party every Wednesday night. The neighboring tour companies offer discounted tours & expeditions to all local employees. Some tours are rafting trips down the Nenana River, atv rides, flight seeing tours of Denali, husky homestead dog sled demonstrations and tour etc.

### Position

<b>Job title:</b>	Prospectors Pizzeria - Prep Cook - Early May
<b>Job description and required skills:</b>	Must have High-Intermediate/Advanced English to read instructions & recipes. Responsible for the preparation of raw foods into an approved recipe format in preparation for cooking. Must be detail oriented & able to follow instructions. You will be assisting the Cook, preparing food items for cooking; stocking food items as needed; cleaning & maintaining kitchen & food prep equipment; maintaining proper sanitation controls of products; preparing sauces, vegetables, meat (pork), fish and poultry items properly. You must be able to stand for your entire shift and be able to lift up to 50lbs/23kg. Previous pizza experience a plus.
<b>English level required:</b>	intermediate
<b>Hourly wage (before taxes):</b>	\$10.00
<b>Position ID:</b>	33813



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Tips:	no
Bonus:	yes
Bonus conditions:	You will be paid a bonus of \$.50 per hour worked if you maintain a high level of standard throughout the season and stay until your agreed upon end date.
Estimated hours per day:	6-8 (32hrs/wk)
Number of days per week:	5
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:	05/01/2017
Latest start date:	05/05/2017
Earliest end date:	09/05/2017
Latest end date:	09/10/2017
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):	Employee Meal Plan available at a subsidized price
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
<b>Second jobs require you to contact CHI at <a href="mailto:chiwt@chinet.org">chiwt@chinet.org</a> 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.</b>	
<b>You can work with a new secondary employer ONLY AFTER you have received written authorization from CHI.</b>	
Additional comments regarding second job:	If they perform well in their first job we will offer a 2nd job to them.
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.
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:	\$20
Is uniform refundable?	yes



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**Do students need to purchase specific clothes or footwear?**

yes

**If so, details for clothing:**

You must bring non-slip, close toe & heel shoes, chef pants or black slacks. 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:**

We are looking for hard working, detail oriented, fast-paced, quick learning, fun-loving individuals who want to spend their summer in Denali, Alaska. This establishment is a non-smoking business. Only non-smokers, please. Must be willing to do additional tasks as assigned by your managers. Employer guarantees a minimum of 32 hours a week.

## Housing Information

**Housing name:** Denali Park Salmon Bake

**Housing address:** 238.5 George Parks Hwy

**City:** Denali, AK 99755  
9079477390

**Fax:**

**Contact:** Kina Perez

**Email:** hr@dv3corp.com

**Website:** www.denaliparksalmonbake.com

**Housing assisted by:** Employer

**Is student required to sign a separate housing contract?** yes

**Type of housing:** Dormitory

**Number of people to a room:** 2

**Bedrooms:** 2

**Bath:** 1

**Estimated cost of housing per week:** \$336/month

**Is housing cost deducted from paycheck?** yes

**Is housing deposit required?** yes

**Deposit amount:** \$200

**Housing deposit due date:** Arrival

**Is housing deposit refundable?** yes

**Conditions for deposit refund:** Must leave the room in the manner they received it.

**Utilities included:** yes



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<b>If so, utilities details:</b>	Electricity, Water, Garbage, Internet, TV.
<b>Is the housing mandatory?</b>	yes
<b>Can students find alternative housing during their stay?</b>	no
<b>Method of transportation from housing to work site:</b>	Employer provides
<b>Transportation details:</b>	Shuttle service provided.
<b>Additional housing features:</b>	Employees live in dormitory style housing with access to hot showers, bathrooms, internet, rec room, transportation to work and continental breakfast included.
<b>Location of work site best described as:</b>	National Park
<b>Location details:</b>	<p>Denali National Park and Preserve surrounds Mt. McKinley (the largest mountain in North America) with over 5 million acres of wilderness. The Park is a natural home for dozens of wildlife species including Dall Sheep, Grizzly Bear, Black Bear, Wolf, Fox, Beaver, Moose, and Caribou.</p> <p>The Park is located 120 miles south of Fairbanks and 240 miles north of Anchorage on the George Parks Highway. There are very few towns or facilities between these two major cities, and therefore, the Park area is somewhat isolated.</p> <p>Lodges, restaurants, gift shops, gas stations, convenience stores, and various other visitor-related services can be found spread out within a few miles of the Park entrance road. But with 5,000 visitors and 1,000 employees in the Park area each day.</p> <p>Local activities include hiking and camping in and around the Park, wildlife viewing, flight-seeing, jet boating, fishing, golfing, photography, river rafting, and the Park Service shuttle bus tours.</p>
<b>Average daily temperature:</b>	Summer: High 72F (22C); Low 45F (7C)
<b>Community or regional website:</b>	Do a Google search - tons of websites
<b>Nearest cities:</b>	Fairbanks
<b>Distance to nearest cities:</b>	121 miles (195K) / population: 32,312
<b>What to wear:</b>	Summer: Light and warm clothing, shorts, t-shirts, jacket
<b>Available public transportation:</b>	---
<b>Public transportation access:</b>	Tour buses
<b>Accessible amenities (by walking or public transportation):</b>	
<b>Food market:</b>	yes
<b>Shopping mall:</b>	no
<b>Post office:</b>	yes
<b>Bank:</b>	yes
<b>Movie theater:</b>	no
<b>Restaurants:</b>	yes
<b>Fitness center:</b>	no
<b>Laundry:</b>	yes
<b>Internet café:</b>	no
<b>Public library:</b>	no



From airport take train or shuttle to Denali Park & a local shuttle will get you to housing.





## Suggested Travel Information

<b>Nearest international airport:</b>	Anchorage International Airport (ANC)
<b>Transportation from airport to employer and / or housing:</b>	Third party shuttle or train
<b>Bus information (web site):</b>	alaskashuttle.com
<b>Train information (web site):</b>	alaskarailroad.com
<b>If participant arrives after hours suggested, overnight accomodation:</b>	Bent Prop Hostel
<b>Cost per night:</b>	\$30 (estimated)
<b>Specific instructions:</b>	Please see the Arrival Instructions Letter.

## Social Security Information

<b>Does the company require students to have Social Security number before arriving to the work place?</b>	no
<b>Does the company provide Social Security application assistance?</b>	no
<b>Where is the closest Social Security office?</b>	Anchorage or Fairbanks
<b>Specific instructions:</b>	Employer requires you to apply for your Social Security card in Anchorage or Fairbanks when you land. Anchorage Social Security Office: ROOM A11, 222 W 8TH AVE, ANCHORAGE, AK 99513 - 5.5 miles (8.9K) from Anchorage International Airport). Fairbanks Social Security Office: RM 138, 101 12TH AVENUE, FAIRBANKS, AK 99701 - 5.8 miles (9.3K) from Fairbanks International Airport. Both Social Security Offices Hours: Mon-Tues 9am-3pm; Wed 9am-12pm; Thurs-Fri 9am-3pm. Do not travel to your employer without your Social Security receipt that you applied. You must validate yourself in SEVIS immediately upon arrival in the USA. Please see the Arrival Instructions Letter for more information.



## WELCOME LETTER Cultural Homestay International

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### Denali Park Salmon Bake

238.5 George Parks Hwy Denali, Alaska 99755  
www.denaliparksalmonbake.com

### Employer contact information

Leanne Davis  
Email: [hr@dv3corp.com](mailto:hr@dv3corp.com)  
Phone: 907-277-7727

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Hello Participants,

My name is Michelle Riaz, and I am your Program Coordinator from Cultural Homestay International. You can reach me at [chimicheller@chinet.org](mailto:chimicheller@chinet.org). I will be helping you prepare for your exciting summer in **Denali Park, Alaska** working for the **Denali Park Salmon Bake**. 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 WERE DENIED YOUR VISA AND ARE RECEIVING THIS EMAIL RESPOND TO THE SENDER AND LET THEM KNOW YOU ARE NOT COMING!**

### **This letter will describe the following:**

1. Things to review before departure
2. How to contact your employer
3. Where you will be living
4. How to get to your housing from the airport  
(*will also be emailed to you w/ housing info*)
5. Validating your status in SEVIS
6. Where to apply for a Social Security number

**Keep in mind, the I-94 is an electronic document that needs to be printed and taken to social security with you.**

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

Sincerely,

Michelle Riaz

978-504-2016

Cultural Homestay International

Employment Services Manager

New England Region

**Friend Me! <https://www.facebook.com/chimicheller>**

## 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 have 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](http://www.sevis.org) as soon as you know your flights so you can enter your flight information!**

## 2. **CONTACT YOUR EMPLOYER**

The contact person is **Leanne Davis** you must contact **Leanne** and **CHI** and let us know your flight information and when EXACTLY you will be arriving! Please email **Leanne** immediately at [hr@dv3corp.com](mailto:hr@dv3corp.com) .

You must first check into your housing. Meet with your housing manager, and bring your luggage to your room. DO NOT ARRIVE AT YOUR JOB WITH YOUR LUGGAGE OR YOU WILL BE SENT TO HOUSING

## 3. **Housing:**

\$200 Deposit due upon arrival in a check or money order. Employer is willing to take deposit out of your first two paychecks. Rent is deducted bi weekly from paychecks in the amount of \$168.

You will be living in dormitory style (2 per room) housing. It is very simple atco style rooms. Please do not expect the Ritz Carlton- expect suitable accommodations in the interior of Alaska. Heat, electricity, wifi, transportation and a simple continental breakfast is included in your rent. Bathrooms are on premise located in an adjacent building. Remember you are in the interior of Alaska. You are not there for the housing. You are there to work and experience one of the most beautiful places on earth.

**Bring shower slippers, towels, a sleeping bag or blanket (not provided). I recommend bringing a flashlight, bugspray, combination lock and warm clothes upon arrival.**

## 4. **DIRECTIONS FROM THE AIRPORT TO YOUR HOUSING**

Arrival at Anchorage International Airport (ANC)- You will need to apply for your social security card prior to heading to Denali. Bent Prop Hostel, Arctic Adventure Hostel or Ninth Ave Hostel or the Ramada Inn are some options.

Take the **Alaska Railroad** or the shuttle to Denali. If you are interested in taking the train please contact Leanne at [hr@dv3corp.com](mailto:hr@dv3corp.com) for a 50% off discount for local employees. Must contact her in advance with credit card information.



For shuttle transport from Anchorage to Denali please contact **Yukon Trails**  
<http://www.alaskashuttle.com/> \$75 plus baggage fees applied. Mention that you are a seasonal employee for a discount.

Or you can take the **Denali Park Connection** if you arrive after May 30<sup>th</sup>, 2017.  
<http://www.alaskacoach.com/> Please let them know you are an employee and they will offer you a discounted rate.

**I recommend purchasing laundry detergent, pharmaceuticals and snacks in Anchorage prior to heading to Denali. It will save you money.**

**IMPORTANT:**

**Please remember if you will not be able to make it to your housing during reasonable hours- 8:00am to 5:00pm, you may need to stay overnight and travel the following day.**

**5. SEVIS**

**Before you arrive in USA-** Log in to [www.sevis.org](http://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](http://www.sevis.org). If you can't log in then you need to call us.
- b. IMMEDIATELY call CHI to complete the SEVIS validation process: 1(800) 432-4643.
- c. Refer to your Student Handbook for log-in instruction. There are serious consequences if you do not validate your visa, beginning with a cancellation of your visa, so please do it as soon as possible.
- d. **Log back in to Servis 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.**
- **Visit the closest social security office is:**

222 W 8th Avenue; Anchorage, AK 99513

Phone: 1-866-772-3081;

Hours: Mon & Tue 9am to 4pm, Wed 9am to 12pm, Thu & Fri 9am to 4pm, except Federal holidays.

**PLEASE REMEMBER TO GET A RECEIPT AT THE SOCIAL SECURITY OFFICE. IT'S YOUR ONLY PROOF THAT YOU APPLIED!**

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**7. CHI Policy Notice**

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.