



# CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

## JOB DESCRIPTION

### USA WORK & TRAVEL PROGRAM



### *Employer Information*

**Employer name:** Downtown Aquarium, Houston  
**Type of business:** Theme Park, Restaurant  
**Job location:** Downtown Aquarium - Houston  
**City:** HOUSTON  
**State:** TX  
**Zip:** 77002  
**Website:** [www.downtownaquarium.com](http://www.downtownaquarium.com)

### *Why choose us?*

Downtown Houston is close to the theater district, the metro rail for easy access and bus lines. Downtown Aquarium is part of Landry's, which has many great employee benefits including discounts on meals and retail.

### *Cultural exchange activities*

Houston is America's fourth-largest city. It is a cosmopolitan destination, filled with world-class dining, arts, shopping and nightlife. Take a stroll through the historic Heights, spend the day exploring the Museum District or head down to Space Center Houston. We give City Pass booklets to all students, arrange an outing to the Kemah Boardwalk or the Pleasure Pier. Offer time to explore surrounding cities.

### *Position*

**Job title:** Concessions, Food Service

**Job description and required skills:** Advanced English. Working with guests, operating concession stands and working with American currency. Must handle guest services and satisfaction with a positive attitude, understanding and compassion in a friendly and helpful way. Must like dealing with people and be friendly and have an outgoing personality. Requires attention to detail, punctuality, and a great service attitude & team spirit. Follow all safety policies, interact positively with the guests and other crew members. You will be standing the entire shift. Employer guarantees 32 hours minimum per week.

**English level required:** advanced

**Hourly wage (before taxes):** \$9.00

**Position ID:** 33123



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Tips:	no
Bonus:	no
Estimated hours per day:	6-8
Number of days per week:	4-6
Possibility of students getting more than estimated hours:	good
If so, is overtime paid at the rate of 1.5 hourly, after 40 hours of work per week?	yes
Earliest start date:	05/16/2017
Latest start date:	06/06/2017
Earliest end date:	08/27/2017
Latest end date:	09/09/2017
Is the employer willing to hire couples?	yes
Is the employer willing to hire group of friends?	yes
Are meals included?	yes
Meals details (discount, cost, # of meals):	50% off meals if student enrolls in employee discount program
Is a drug test required?	yes
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:	This job must be your first priority. A second job cannot interfere with your scheduled hours.
How soon after arrival will participants begin working?	Students must attend new hire orientation held on Wednesdays to start work.
Specific instructions for arrival to employer:	Please see Welcome Letter. New hire orientation is held each Wednesday of the week at 3pm local time. You must attend this orientation. If you arrive on a Thursday or Friday or the weekend you must wait until the following Wednesday to attend the new hire orientation - NO EXCEPTIONS!
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:	t-shirts provided
Is uniform refundable?	no



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

yes

**If so, details for clothing:**

Employer provides t-shirts. Students must bring black slip-resistant shoes and khaki shorts or pants. Students are responsible for purchasing their clothing at a local store, like Walmart (\$30-50), or use a coupon they give you to buy shoes at Payless Shoes. 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:**

You may be handling pork in this position. Could be cross-trained in another areas. Students will be escorted to a facility for their drug test. They cannot start work until this is completed. \*\* Orientations are held on Wednesdays only, so please arrive in time to attend one of these orientation. \*\*

## *Housing Information*

**Housing name:**

Downtown Aquarium - Houston Must arrange own

**Housing address:**

**City:**

Houston, TX

**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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<b>Is the housing mandatory?</b>	no
<b>Can students find alternative housing during their stay?</b>	no
<b>Location of work site best described as:</b>	Metropolitan
<b>Location details:</b>	Known around the world for NASA Space Center in the Clear Lake area and Texas Medical Center, Houston is also the proud home of a dizzying array of performing arts groups, professional sports teams, shopping destinations and great restaurants. Relaxing is easy, with great golf courses, beautiful parks, sumptuous spas, inspiring museums and spectacular shopping. Population: 2.1 million
<b>Average daily temperature:</b>	Summer: High 94F (34C); Low 78F (26C)
<b>Community or regional website:</b>	<a href="http://www.visithoustontexas.com">www.visithoustontexas.com</a>
<b>Nearest cities:</b>	N/A
<b>Distance to nearest cities:</b>	N/A
<b>What to wear:</b>	Summer: Light clothing, shorts, t-shirts, sunscreen
<b>Available public transportation:</b>	Metro bus and rail
<b>Public transportation access:</b>	Throughout the city
<b>Accessible amenities (by walking or public transportation):</b>	
<b>Food market:</b>	yes
<b>Shopping mall:</b>	yes
<b>Post office:</b>	yes
<b>Bank:</b>	yes
<b>Movie theater:</b>	yes
<b>Restaurants:</b>	yes
<b>Fitness center:</b>	yes
<b>Laundry:</b>	yes
<b>Internet café:</b>	yes
<b>Public library:</b>	yes

Please see the attached Housing Options document



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*Suggested Travel Information*

<b>Nearest international airport:</b>	Houston International (IAH)
<b>Nearest airport:</b>	William P Hobby Airport (HOU)
<b>Transportation from airport to employer and / or housing:</b>	Taxi
<b>Nearest bus station (to the airport):</b>	At the airport
<b>Bus information (web site):</b>	N/A
<b>Nearest train information (to the airport):</b>	N/A
<b>Train information (web site):</b>	N/A
<b>If participant arrives after hours suggested, overnight accomodation:</b>	Please see Welcome Letter.
<b>Cost per night:</b>	Varies
<b>Transportation to overnight accomodation:</b>	Varies
<b>Transportations cost:</b>	Varies
<b>Specific instructions:</b>	Please see Welcome Letter. New hire orientation is held each Wednesday of the week at 3pm local time. You must attend this orientation. If you arrive on a Thursday or Friday or the weekend you must wait until the following Wednesday to attend the new hire orientation - NO EXCEPTIONS.

*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>	Houston
<b>How far is the Social Security office from the work place?</b>	16.5 miles (26K)
<b>Specific instructions:</b>	You must first validate yourself in SEVIS before applying for your card. Either log into <a href="http://www.sevis.org">www.sevis.org</a> or call CHI at 1-800-432-4643 when you arrive. Then after 10 business days, call CHI again to check your status and confirm that you can go to Social Security. The office is located at: 8989 Lakes at 610 Drive, Houston TX 77054; Phone: 1-800-772-1213; hours: Mon & Tue 9am - 4pm, Wed 9am - 12pm, Thu & Fri 9am - 4pm, except Federal holidays. Be sure to get a receipt, this is the only proof that you have applied!

# Why Choose this job at Downtown Aquarium

**Discount Meals at any Landry's Inc locations including Downtown Aquarium Houston.**

**Employer sponsored cultural activities and events. Past events and activities have been:**

1. Houston Astros Baseball Game
2. Kemah Boardwalk Amusement Park
3. Double Decker Bus City Tour
4. Pleasure Pier Amusement Park End of Year Party, Galveston, TX.

**You will be given an CityPass with free entry and museums and amusement parks. Admission includes.** [http://www.citypass.com/houston?mv\\_source=downtownaquarium](http://www.citypass.com/houston?mv_source=downtownaquarium)

1. Space Center Houston
2. Downtown Aquarium
3. Houston Museum of Natural Science
4. Houston Zoo or Museum of Fine Arts, Houston
5. Kemah Boardwalk or Children's Museum of Houston

**Downtown Aquarium Houston is located Downtown Houston Theater District.**  
<https://www.downtownhouston.org/district/theater/>

You'll also find Bayou Place just around the corner which includes Sundance Cinemas, Revention Music Center, Hardrock Cafe and a variety of other restaurants. Family-favorite, Landry's Downtown Aquarium, is also located within a few blocks of each of the major theaters. THE THEATER DISTRICT is an impressive cultural and entertainment center. The district features nine world renowned performing arts organizations, and many smaller ones, in four venues – Jones Hall, Wortham Theater Center, Alley Theatre and Hobby Center for the Performing Arts.

**Downtown Aquarium is this magnificent six-acre entertainment and dining complex is a 500,000-gallon aquatic wonderland, home to over 200 species of aquatic life from around the globe. With a full-service restaurant, an upscale bar, a fully equipped ballroom, aquatic & geographic exhibits, shopping and a variety of amusements, Downtown Aquarium has it all!**

<http://www.aquariumrestaurants.com/downtownaquariumhouston/exhibits.asp>





**WELCOME LETTER**  
**Cultural Homestay International**

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**Downtown Aquarium**

401 Bagby Street.  
Houston, TX 77002  
[www.aquariumrestaurants.com](http://www.aquariumrestaurants.com)

**Employer Contact Information:**

Wade Broussard  
Email: [wbroussard@ldry.com](mailto:wbroussard@ldry.com)  
Phone: 713-223-3474

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Hello Participants,

My name is Kathy Mears and I am your CHI Program Coordinator during your Work & Travel Program. I am here to help you prepare for your exciting season in **Houston, Texas**, working for **Downtown Aquarium!** 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](http://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!**

**New hire orientation is only held on Wednesdays only at 3:00 PM. You must attend orientation.** If you arrive Thursday, Friday or the weekend you must wait until the following Wednesday.

If you have any question, please don't hesitate to contact me at [chikathleen@chnet.org](mailto:chikathleen@chnet.org) or my manager, Mary Wolfe, at [chimaryw@chinet.org](mailto:chimaryw@chinet.org) or our Western Region team assistant, Lindsey Buckle, at [chilindsey@chinet.org](mailto:chilindsey@chinet.org).

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

Have a safe trip!

Sincerely,

Kathleen Mears  
Work & Travel Program Coordinator  
[chikathleen@chinet.org](mailto:chikathleen@chinet.org) | 832-566-5228  
[Facebook: LIKE US](#)



## **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!
- 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 at **Downtown Aquarium Houston is Wade Broussard**; you must contact **Wade** and let him know your flight information and when EXACTLY you will be arriving!

Please email **Wade** at [wbroussard@ldry.com](mailto:wbroussard@ldry.com). Please also email your Program Coordinator, **Kathy**, at [chikathleen@chinet.org](mailto:chikathleen@chinet.org) with your exact arrival information and to confirm receipt of this letter!

Downtown Aquarium provides t-shirts. Students must bring black slip-resistant shoes and khaki shorts or pants. Students are responsible for purchasing their clothing at a local store, like Walmart (\$30-50), or use a coupon they give you to buy shoes at Payless Shoes. 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.

## **3. HOUSING:**

Arrange own.

See attachment

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

Easiest \*\* Share a Taxi from the airport to your Housing.

Arrival at Houston International Airport (IAH): You can get a taxi to your housing. The cost will be about \$30.00. If you arrive late at night, you can go to The Howard Johnson Hotel located at 2221 Greens Road, Houston, TX 77032. Their telephone number is 1-855-873-6566.

Arrival at William P. Hobby Airport (HOU): You can get a taxi to your housing. The cost will be about \$30.00. If you arrive late, you can go to The Travelodge Hotel located at 8800 Airport Boulevard, Houston, TX 77061. Their telephone number is 1-866-966-3042.

[http://www.transitunlimited.org/LAX City Bus Center](http://www.transitunlimited.org/LAX_City_Bus_Center)

Google Maps will give you step by step directions. [www.maps.google.com](http://www.maps.google.com)

## **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) 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:**

Address: 8989 Lakes at 610 Drive, Houston TX 77054

Phone: [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!**

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**We look forward to meeting you!!**

For general questions and emergencies, you may always contact CHI Main Office at  
1-800-432-4643