



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Employer Information

Employer name: Drury Hotels - Texas
Type of business: Hotel
Job location: Drury Inn - San Antonio near La Cantera, 141
City: SAN ANTONIO
State: TX
Zip: 78249
Website: www.druryhotels.com

Why choose us?

Drury Hotels Company, LLC is a 100% family owned and operated hotel company with over 130 hotels in 21 + states. We pride ourselves on being able to offer our guests a memorable experience by providing extras that are not extra and all of our employees are empowered to do whatever it takes to make our guests happy. You will be surrounded by managers and associates who truly have a passion for providing great guest service in a fun environment.

Cultural exchange activities

San Antonio was named for Saint Anthony of Padua, whose feast day is on June 13, by a 1691 Spanish expedition in the area. It is notable for Spanish colonial missions, the Alamo, the River Walk, the Tower of the Americas, the Alamo Bowl, and Marriage Island. Commercial entertainment includes SeaWorld and Six Flags Fiesta Texas theme parks. The city is home to the five-time NBA champion San Antonio Spurs and hosts the annual San Antonio Stock Show & Rodeo, one of the largest such events in the country.

Position

Job title: Drury Inn, SA near La Cantera 141 - Housekeeping, Laundry

Job description and required skills: High int. English. Housekeepers: Clean guest rooms, change linens, dust, clean toilet, tub/shower, sinks & mirror. Vacuum, wash bathroom floors on hands/knees, dust. Laundry: Fast paced position. Removing & sorting laundry, loading washers & dryers; folding & counting linen; placing linens. Public Houseperson: Maintain public areas, remove trash. Vacuum/spot clean carpets. Floor Houseperson: Remove trash & linen from the housekeepers carts, restocks linen rooms. Take out large amount of trash. Clean trash room. Removes marks off of walls. All jobs: Must walk/stand during entire shift, lift up to 35lbs/15kg, reach, stretch. See attachment.

English level required: intermediate

Hourly wage (before taxes): \$10.27

Position ID: 33449



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Position Information

Bonus:	no
Estimated hours per day:	6-8
Number of days per week:	4-6
Possibility of students getting more than estimated hours:	no
If so, is overtime paid at the rate of 1.5 hourly, after 40 hours of work per week?	no
Earliest start date:	05/01/2016
Latest start date:	06/30/2016
Earliest end date:	08/15/2016
Latest end date:	10/30/2016
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?	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:	Drury is your primary job. A second job must work around Drury's schedule and cannot affect your work performance or attendance.
How soon after arrival will participants begin working?	To be determined by employer.
Is training required?	yes
Conditions of training:	On the job.
Is there possibility to change positions?	no
Are students required to wear a uniform?	yes
Does employer provide uniform?	yes
Cost of uniform:	\$16.00 for pants
Is uniform refundable?	no



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Do students need to purchase specific clothes or footwear?

yes

If so, details for clothing:

Students will need a brown, blue or black belts, white socks and comfortable tennis shoes. Pants can also be purchased at Wal-Mart and should be Dickie Brand navy work pants. Shirts are provided. 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:

Students will also be restocking housekeeping carts daily with cleaning supplies and linen. Students should be open to working other duties as assigned by the supervisor, which could include working as a laundry attendant, houseperson or in the breakfast area (washing dishes, cleaning tables/floors/counters, cooking).

Housing Information

Housing name: Must Arrange Own

Housing address:

City: San Antonio, 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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Is the housing mandatory?	no
Can students find alternative housing during their stay?	no
Location of work site best described as:	Metropolitan
Location details:	<p>San Antonio is famous for its Riverwalk, the Alamo, five-time NBA Champion Spurs basketball team, the Tower of the Americas, and being home to SeaWorld and Six Flags Fiesta Texas theme parks. The jewel of the city is the Paseo del Rio, or River Walk, which meanders through the downtown area, is lined with numerous shops, bars, and restaurants as well as the Arneson River Theater. This attraction is transformed into an impressive festival of lights during the Christmas and New Year holiday period.</p> <p>The downtown area also features HemisFair Park (home of the Tower of the Americas and the Institute of Texan Cultures, La Villita, El Mercado, and the city's most widely recognized landmark, the Alamo.</p> <p>Other places of interest include Brackenridge Park (home of the San Antonio Zoo), the San Antonio Missions National Historic Park, the Witte Museum, and the McNay Art Museum.</p> <p>Every April, San Antonio hosts Fiesta San Antonio, a 10-day celebration of the city's diverse cultures and of the heroes of the Battle of the Alamo and the Battle of San Jacinto, featuring over one hundred events held throughout the city. Visitors can also experience something of the cowboy culture every February at the San Antonio Stock Show & Rodeo; year round, they can also see the 40 foot tall cowboy boots at North Star Mall.</p>
Average daily temperature:	Summer: High 95F (35C); Low 70F (21C)
Community or regional website:	www.visitsanantonio.com
Nearest cities:	NA
Distance to nearest cities:	NA
What to wear:	Summer: Shorts; short sleeve shirts; tennis shoes, sandals, light jacket, light slacks.
Available public transportation:	VIA Metropolitan transit (www.viainfo.net)
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



CHI is working on possible housing options for the students for summer 2017. We should have it ready to send to student by end of January 2017.



Suggested Travel Information

Nearest international airport:	San Antonio International Airport (SAT)
Transportation from airport to employer and / or housing:	Taxi, shuttle, metro
Nearest bus station (to the airport):	Greyhound
Bus information (web site):	www.greyhound.com
Nearest train information (to the airport):	Amtrak
Train information (web site):	www.amtrak.com
If participant arrives after hours suggested, overnight accomodation:	www.hihostels.com
Cost per night:	Varies
Transportation to overnight accomodation:	Taxi, shuttle, Metro
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 Antonio, TX
How far is the Social Security office from the work place?	14.9 miles (24K)
Specific instructions:	You must validate yourself in SEVIS within 3 days of arriving in the USA! Either log into www.sevis.org or call CHI at 1-800-432-4643 to validate. Then after 10 business days you can go to Social Security to apply for your Social Security card. Be sure to get a receipt, it is the only proof that you have applied. The social security office is located at: 411 Richland Hills Drive, San Antonio, TX, 78245; Telephone: 1-800-772-1213; Hours: Mon & Tue 9am-4pm, Wed 9am-12pm, Thu & Fri 9am-4pm, except Federal holidays.

Drury Hotels Job Description Housekeepers, Laundry, Floor and Public Houseperson

By choosing this position, you may be placed in one of these positions or may switch between several positions in order to maintain a 32 hour per week work week.

Housekeepers: Very physically demanding. Prepare to stand, walk and push 50lb/22kg cart. Clean guest rooms, change linens, dust, clean toilet, tub/shower, sinks and mirror. Vacuum and spot clean carpeted floors, wash bathroom floors on hands/knees. Wipe vanity drawers, clean windows, vacuum drapes. Restock housekeeping carts. Other duties as assigned by supervisor. Must be on hands and knees wiping down bathroom floor. Must clean a stay-over room in 15 minutes and a checkout room in 30 minutes. Every room a housekeepers cleans is inspected by a supervisor, must have room score of 15 points or less.

Laundry: Fast paced position. Removing & sorting laundry from laundry chute, housekeeping carts, or guest rooms; operating the washer (using the automated chemical systems); loading washers & dryers; folding & counting linen; placing linens. Must be available flexible shifts, AM, Mid and PM shift. Based on number of linen being washed, must fold x number of baskets a day. You have 2 1/2 minutes to unload and load the washers and dryers.

Public Houseperson: Maintain public areas, lobby, meeting rooms, breakfast area, public restrooms, & grounds. Remove trash, vacuum/mop, clean elevators, windows, front desk area, exercise room, pool deck & meeting rooms; clean/sanitize toilets, sinks, vanity, floors, walls, doors, fill dispensers; clean parking garage, sidewalks, dumpster area. Takes requested items to guest rooms, delivers role a way beds. Vacuum/spot clean carpets.

Floor Houseperson: Works with the housekeepers removing dirty trash and linen from the housekeepers carts. Vacuum, spot clean & shampoo carpets. Restocks linen rooms. Takes out large amount of trash. Cleans trash room. Removes marks off of walls. All positions require ability to walk/stand during entire shift, lift up to 35 lbs/15 kg, reach, stretch. Other duties as assigned by supervisor.



WELCOME LETTER
Cultural Homestay International

Drury Inn San Antonio/ La Cantera

15806 W. Interstate 10

San Antonio, TX 78249

[Drury Inn San Antonio La Cantera Website](#)

Employer Contact Information:

Tracy Thomas

Email: dis.salc.141.gm@druryhotels.com

Phone: 210-696-0800

Hello Participants,

I will be your Program Coordinator during your Work & Travel program. My name is **Kathy Mears**. We are here to help you prepare for your exciting season in **SAN ANTONIO, TEXAS** working for **DRURY INN San Antonio/La Cantera!** 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!**

If you have any question, please don't hesitate to me, or my Employment Services Manager; **MARY WOLFE** (chimaryw@chinet.org) or our Administrative Assistant **LINDSEY BUCKLE** (chilindsey@chinet.org).

Please join this Facebook Group: [San Antonio Facebook Group](#) and [My Facebook Page](#)

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

Have a safe trip!

Kathy Mears, Program Coordinator

chikathleen@chinet.org | 832-566-5228

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 **DRURY PLAZA SAN ANTONIO NORTH** is **TRACY THOMAS**; you must contact **TRACY** and **CHI** and let us know your flight information and when **EXACTLY** you will be arriving!

Please email **TRACY** immediately at dis.salc.141.gm@druryhotels.com . **Please also email your Program Coordinator, Kathy at chikathleen@chinet.org with your exact arrival information and to confirm receipt of this letter!**

Students will need a brown, blue or black belts, white socks and comfortable tennis shoes. Pants can also be purchased at Wal-Mart and should be Dickie Brand navy work pants. Shirts are provided. 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:

See attachment (San Antonio North Housing Options). Please contact the other students in the San Antonio Area to make housing affordable and room together. You can use the Facebook group to do so.

Since each location is quite a distance, you all may be able to choose housing right in the middle of the 3 San Antonio Drury Locations. Please communicate with each other as soon as possible to arrange your housing.

4. DIRECTIONS FROM THE AIRPORT TO YOUR HOUSING

It is *recommended* that you fly into San Antonio International Airport. From here you can choose to use the following:

To get downtown from the airport: Take a taxi to your housing/hotel or apartment.

- Go to the Lower Roadway (Arrivals/Baggage Level in Terminal A and B), across the marked crosswalk to the outer curb.
- VIA's stop will be located on the far West end of Terminal B, clearly marked.
- You will catch VIA bus route 5, which operates everyday, and can get to beautiful downtown San Antonio in about 30 minutes for only \$1.20.

Once in the downtown area, VIA's streetcar service offers stops to or near most hotels, restaurants, the convention center and many visitors hot spots.

For added convenience, VIA offers \$4 Day Pass for purchase on online and in advance of your trip. A Day Pass is good for unlimited rides on all regular bus and streetcar service for the one day indicated on the pass. The Day Pass will be activated the first time boarding the bus or streetcar. For more details, visit www.viainfo.net or call 1.866.362.2020.

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!**

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:**

RM 701 7TH FLOOR, 727 E CESAR CHAVEZ
SAN ANTONIO, TX 78206
phone: : 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!**

We look forward to meeting you!!

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