



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Employer Information

Employer name: Drury Hotels - Missouri
Type of business: Hotel
Job location: Drury Inn - Union Station, 57
City: SAINT LOUIS
State: MO
Zip: 63103
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

St. Louis, Missouri: From its origins as a trading post perched on the threshold of uncharted territory, St. Louis grew to blend disparate influences -- French, German, Ragtime, Rust Belt, Midwest and Southern. All tours begin at the Gateway Arch. Designed in 1966 by architect Eero Saarinen to commemorate Thomas Jefferson's vision of westward expansion, the Arch is synonymous with the city. First-rate museums, an extensive botanical garden, and a strong musical heritage give visitors plenty of reason to say "meet me in St. Louis." Located near Six Flags Great America and near Forest Park which is home to many historical buildings, monuments and wildlife.

Read more: www.frommers.com/destinations/stlouis/0189010001.html#ixzz26GqyeVel

Independence, MO location just minutes from Kansas City, MO: Independence Center Mall, Harry S Truman National Historic Site - 7 miles NW, Truman Library - 8 miles NW, Arrowhead Stadium (home of the Kansas City Chiefs Football Team)- 10 miles west, Kauffman Stadium (home of the Kansas City Royals Baseball Team)- 10 miles west, Ameristar Casino - 12 miles NW, Kansas City Zoo - 12 miles west, Starlight Theatre - 13 miles west, Worlds of Fun Theme Park - 14 miles NW, Isle of Capri Casino - 14 miles NW, Rockhurst University - 14 miles west, UMKC - University of Missouri Kansas City - 15 miles west, Harrah's Casino - 15 miles NW, Crown Center - 15 miles west, Legoland Discovery Center Kansas City - 15 miles west, Sprint Center - 15 miles west, College Basketball Experience - 15 miles west, National Collegiate Basketball Hall of Fame - 15 miles west, Berg Event Space - 15 miles west, Uptown Theater - 16 miles west, Kemper Arena - 17 miles west, DeVry University Kansas City - 17 miles SW, Avila University - 18 miles SW, Argosy Casino Kansas City - 19 miles NW, Odessa Outlet Mall - 19 miles east, Town Center Plaza - 20 miles SW, New Theatre Restaurant - 21 miles west

San Antonio, TX --

San Antonio (Spanish for "Saint Anthony"), is the seventh most populated city in the United States of America and the second most populated city in the state of Texas.

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, Union Station 57 - Housekeeping, Laundry, F&B, F&P Houseperson
Job description and required skills: Will be cross-trained in all departments. Housekeeper: Very physically demanding. Prepare to stand, walk & push 50lb/22kg cart. Clean guestrooms, change linens, dust, clean toilet, tub/shower, sinks & mirror. Vacuum, wash bathroom



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floors on hands/knees, dust. Food & Beverage: serve, clean counters, tables, floors, carpets, prepare additional hot food items, pour coffee, restock & keep clean, interact with guests. After breakfast restock, clean counters, floors & tables. Houseperson: Maintain public areas, remove trash, clean floors, elevator, front desk area, exercise room, pool area & restrooms. Other duties as assigned by supervisor.

English level required: intermediate
Hourly wage (before taxes): \$10.27
Position ID: 33409



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Position Information

Bonus:	no
Estimated hours per day:	6-8
Number of days per week:	5-6
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:	05/01/2017
Latest start date:	06/30/2017
Earliest end date:	08/15/2017
Latest end date:	10/30/2017
Is the employer willing to hire couples?	yes
Is the employer willing to hire group of friends?	yes
Are meals included?	no
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

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:	\$30.00 for pants deducted pchk
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 black belts, white socks and black non slip shoes. Must bring black and white socks. Pants can be purchased through work, \$30 deducted from 2 paychecks. 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. For housekeeping every room is inspected by a supervisor, must have room score of 15 points or less. Must clean a stay over room in 15 minutes & a checkout room in 30 minutes. 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. You have 2 1/2 minutes to unload and load the washers and dryers.

Housing Information

Housing name: The Gentry's Landing

Housing address: 400 North 4th Street

City: St. Louis, MO 63102

Phone: 888-399-6457

Fax: 314-231-6542

Contact: Steven J. Swartz

Email: sswartz@gentryslanding.com

Website: www.gentryslanding.com

Housing assisted by: CHI

Is student required to sign a separate housing contract? yes

If so, contract details: Please see attached letter from Steve Swartz, Assistant Facilities Manager

Type of housing: Apartment

Number of people to a room: 2

Bedrooms: studio-2 bedroom apartments

Estimated cost of housing per week: \$25.50 - \$69.75 depending on size of apartment and based on 5 students

Is housing cost deducted from paycheck? no

Is housing deposit required? yes

Deposit amount: \$200.00

Housing deposit due date: On arrival

Instructions for deposit payment: If students live at this location, they must contact Steve Swartz as soon as possible. He has limited availability and will need the deposit to hold the apartment in order to guarantee housing.

Is housing deposit refundable? yes

Conditions for deposit refund: Deposit is refundable if the apartment is left clean and undamaged. The deposit will be given back within 30 days of moving out.

Utilities included: no



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If so, utilities details:	If students do not have a social security card, an additional fee of \$98 for smaller apartments and \$148 for 2 bedroom apartments per month will be added in. Once social security numbers are received, utilities can be put in the student's names(Steve will assist with this) and payment will then be made directly to the utility company.
Is the housing mandatory?	no
Can students find alternative housing during their stay?	yes
Method of transportation from housing to work site:	Public transportation
Transportation details:	Arrival date for housing will need to be discussed with Steve. Also, some locations are within walking distance of the housing and some will require you to take public transportation to get to work. Transportation costs \$1.35 for a one way bus ticket.
Additional housing features:	These are unfurnished apartments. They do not have beds, furniture, utensils or towels so these items will need to be purchased. You will also need to purchase air mattresses and blankets to sleep on. Please see attached letter for more details.
Location of work site best described as:	Metropolitan
Location details:	St. Louis, Missouri - the Gateway to the West - sits at the crossroads of the United States on the Mississippi River. Welcoming travelers and tourists with its magnificent Gateway Arch, St. Louis' rich cultural mix reflects its French and German heritage and Native American roots. Today's St. Louis is a cosmopolitan city with fabulous restaurants, active nightlife and major sports teams that make St. Louis one of the Midwest's most interesting and livable cities.
Average daily temperature:	Summer: High 95F (35C); Low 70F (21C)
Community or regional website:	www.explorestlouis.com
Nearest cities:	St. Louis/318,069
Distance to nearest cities:	5 miles
What to wear:	Summer: Shorts, short sleeve shirts, tennis shoes, sandals, light jacket, light slacks.
Available public transportation:	www.metrostlouis.org
Public transportation access:	Bus stops are located 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



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Housing must be arranged PRIOR to arrival!



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Suggested Travel Information

Nearest international airport:	St. Louis Lambert International Airport
Nearest airport:	St. Louis Lambert International Airport
Transportation from airport to employer and / or housing:	Metrolink, taxi, bus
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 ; Huckleberry Finn Youth Hostel www.huckfinnhotel.com
Transportation to overnight accomodation:	Metrolink, taxi, bus
Transportations cost:	\$5.00 for bus or Metrolink - \$60.00 for Taxi
Specific instructions:	30 minute ride from airport.

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?	St. Louis
How far is the Social Security office from the work place?	1 mile (1.6K)
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: 717 North 16th Street, Suite 100, St. Louis, MO 63103; 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, F&B, Floor & 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.

Food & Beverage: Serve guests, clean counters, tables, floors, carpets, prepare additional hot food items, pour coffee, restock & keep clean, interact with guests. After breakfast restock, clean counters, floors & tables.

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 | Union Station

201 S. 20th St.

St. Louis, MO 63103

[Click here for: Drury Inn at Union Station](#)

[Website](#)

Employer Contact Information:

John Ogrzewalla

Email: di.us.57.gm@druryhotels.com

Phone: 314-231-3900

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 spring in **ST. LOUIS, MISSOURI** working for **DRURY INN CONVENTION CENTER!** 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 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 add me on Facebook: [Add me as a Friend!](#)

Please join this Facebook Group: [St Louis Area CHI Work and Travel FB 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

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
- \$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 INN AT UNION STATION** is **John Ogrzewalla**; you must contact **John** and **CHI** and let us know your flight information and when EXACTLY you will be arriving! Please email **John** immediately at di.us.57.gm@druryhotels.com . **Please also email your Program Coordinator, STEPHANIE at CHISTEPHANIE@CHINET.ORG with your exact arrival information and to confirm receipt of this letter!**

Drury requires 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. You must shower every day, have a neat and professional appearance and use deodorant.

3. HOUSING:

It is listed in your Job Description - Gentry's Landing.

4. DIRECTIONS FROM THE AIRPORT TO YOUR HOUSING

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

Light Rail

MetroLink is the St. Louis metropolitan region's light rail system and is operated by Metro as part of a fully integrated regional transportation system. MetroLink has 37 stations and stretches 46

miles. It serves several municipalities in St. Louis County, Missouri, St. Clair and Monroe Counties in Illinois, and the City of St. Louis.

Passenger pickup for Metrolink:

Terminal: 1 Exit Door 1, upper level east of the American Airlines Credit Union

[Metrolink Station Terminal 1](#)

Terminal: 2 South of Terminal, accessible through the parking garage on all levels.

[Metrolink Station Terminal 2](#)

Metrolink timetables and information: www.metrostlouis.org or www.google.com/transit

Metro Transit information for help planning your route, schedule times, transfers and walking directions: (314) 231-2345.

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!**

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:**

St Louis Social Security Office
717 N 16th Street, suite 100
St Louis, MO - 63103
phone: 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