



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Employer Information

Employer name: Ghirardelli Chocolate Company, Hollywood
Type of business: Ice Cream/Chocolate Shop, Retail
Job location: Ghirardelli Chocolate Company, Hollywood
City: HOLLYWOOD
State: CA
Zip: 90028
Website: www.ghirardelli.com

Why choose us?

Ghirardelli operates a fun, upbeat, traditional retail and soda fountain in a Disney atmosphere. This location is in the popular Hollywood, California location.

Cultural exchange activities

Close to beaches, shopping, and amusement parks. We are on Hollywood Blvd, so our sidewalk is full of the famous Hollywood Stars!

Position

Job title: Chocolatier - early arrival

Job description and required skills: Advanced English. Do not accept if you cannot perform any/all of the following (inc standing for 7 hrs):
CHOCOLATIER-STOCKER: Pre-packing chocolate, stocking merchandise, cleaning projects, lifting heavy cases (fem: 10-35lbs/4-15kg, males: 50-75lbs/22-34kg) and unloading trucks 3 times a week; wear Sundae Suit. RETAIL
SALES/GREETER: Great communication/customer service skills and a strong knowledge of chocolate merchandise.
FOUNTAIN/BUSSERS: Preparing ice cream sundaes, coffee drinks, cleaning projects, taking out trash, mopping floor, bussing tables. CASHIERS: Great customer service skills; American currency.

English level required: advanced

Hourly wage (before taxes): \$11.00

Position ID: 33728



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Tips:	no
Bonus:	no
Estimated hours per day:	6-8
Number of days per week:	4-5
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:	05/22/2017
Latest start date:	06/10/2017
Earliest end date:	08/30/2017
Latest end date:	09/22/2017
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):	One free sundae per shift
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:	You MUST get approval for a 2nd job from your employer. You must also inform your Program Coordinator. If you don't your program could be in jeopardy. Please talk to your Program Coordinator for more information about obtaining second jobs.
How soon after arrival will participants begin working?	Within a few days - must pass the drug test first
Specific instructions for arrival to employer:	Please see Welcome Letter. Once you pass the drug test, you will attend Orientation.
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:	0
Is uniform refundable?	no



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Do students need to purchase specific clothes or footwear?

yes

If so, details for clothing:

You must bring a few button down long sleeved white shirts; khaki loose fitting long pants past the ankle (no jeans), a black belt for your pants, black non-skid closed toed shoes (like tennis shoes) - NO high heels. Dress needs to be very conservative. PLEASE REFER TO ATTACHED PICTURES SO YOU HAVE THE APPROPRIATE SHIRT, SHOES & SLACKS; IF YOU DO NOT, YOU WILL NOT BE ABLE TO WORK UNTIL YOU DO. ALSO, YOU MUST HAVE A CLEAN UNIFORM EVERYDAY AND BE FRESHLY SHOWERED AND USE DEODORANT EVERYDAY. Employer supplies an apron, hat, name tag and bow tie. Hair must be pulled back at all times.

Additional information:

This is a very physical and fast paced job; must be a hard worker with a great personality. Do not delay in finding housing; work with your CHI Program Coordinator to find housing. Housing in LA is expensive and can be hard to find sometimes. Employer guarantees a minimum of 32 hrs. per week.

Housing Information

Housing name:

Ghirardelli Chocolate Company, Hollywood - Must Arrange Own

Housing address:

City:

Hollywood, CA 90028

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:	Hollywood is a neighborhood in the city of Los Angeles, California. It attracts millions of visitors each year who travel there to pay homage to their favorite stars and perhaps even catch a glimpse of a few famous personalities. Visit Hollywood Boulevard, take a guided tour of Hollywood, or see the Hollywood walk of fame. Population: 123,435
Average daily temperature:	Summer: High 79F(26C); Low 58F(14C)
Community or regional website:	www.discoverlosangeles.com
Nearest cities:	Los Angeles, CA; population: 3,792,621
Distance to nearest cities:	8 miles (13K)
What to wear:	Summer: Light clothing, shorts, t-shirts, light jacket
Available public transportation:	www.metro.net
Public transportation access:	All over 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

Please see attached housing document.



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Suggested Travel Information

Nearest international airport:	Los Angeles International Airport (LAX)
Nearest airport:	Bob Hope Airport (BUR)
Transportation from airport to employer and / or housing:	www.metro.net
Nearest bus station (to the airport):	www.metro.net
Bus information (web site):	www.metro.net
Nearest train information (to the airport):	www.metro.net
Train information (web site):	www.metro.net
If participant arrives after hours suggested, overnight accomodation:	www.hostels.com; www.travelocity.com
Cost per night:	Varies
Transportation to overnight accomodation:	Metro bus, taxi
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?	Hollywood, CA
How far is the Social Security office from the work place?	1.5 miles (2.4K)
Specific instructions:	You must wait 10 business days after validating in SEVIS before you apply for your card at the Social Security Office located at: 1122 N Vine St., Hollywood, CA 90038; Phone: 1-800-772-1213; Hours: Mon & Tue 9am - 4pm, Wed 9am - 12pm, Thu & Fri 9am - 4pm, except Federal holidays. YOU MUST GIVE YOUR EMPLOYER A RECEIPT TO VERIFY THAT YOU APPLIED FOR SOCIAL SECURITY.



WELCOME LETTER
Cultural Homestay International

Ghirardelli Hollywood

6834 Hollywood Blvd.
Hollywood, CA 90028
www.ghirardelli.com

Employer Contact Information:

Scott Perry
Email: sperry@ghirardelli.com
Phone: (323) 466-0399

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 summer in **HOLLYWOOD, CALIFORNIA** working for **GHIRARDELLI**! 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) .

For general questions and 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
Cultural Homestay International

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 **Ghirardelli Chocolate Company, Hollywood** is **SCOTT PERRY**; you must contact **SCOTT** and **CHI** and let us know your flight information and when EXACTLY you will be arriving! Please email **SCOTT** immediately at SPERRY@GHIRARDELLI.COM . **Please also email your Program Coordinator, STEPHANIE at CHISTEPHANIE@CHINET.ORG with your exact arrival information and to confirm receipt of this letter!**

UNIFORM: GHIRARDELLI CHOCOLATE COMPANY will provide your apron, tie, hat and name tag. You are responsible for your khaki colored slacks/pants, closed toe shoes black non slip athletic shoes (no open toe shoes or sandals), and a white button down long-sleeved shirt. You will be working with the public so it is important for you to look neat, clean and friendly! Shower every day and use deodorant.

3. HOUSING:

****See attachment**

The attached housing options document is for reference purposes only. You can also use <http://www.craigslist.org> if you would like to explore more options.

Sometimes students choose to rent one big house together, share an apartment together, or share a room together. Make sure when you are looking for housing that you keep the address of your employer in mind. Ideally, being within walking distance of your employer is best, or hopefully no more than a 20-30 minute commute.

Search for rooms that accept two people, or furnished apartments to share with other students. Make sure you talk to the other students about any housing rules you would like established before moving in together so there is no miscommunication. For example, smoking in the apartment or how you will share housing bills.

CHI is not recommending any online businesses such as Craigslist. If you find any housing options online, please be very cautious. DO NOT sign a legal agreement or send money, as there are many people that will try to scam you. If you have any questions or doubts notify me, your program coordinator (PC), and I will try to help with any housing you have found online.

If you have any questions or need assistance, please don't hesitate to ask.
HAPPY HOUSE HUNTING!

4. DIRECTIONS FROM THE AIRPORT TO YOUR HOUSING

Easiest ** Share an Uber from LAX to your Housing : Download the Uber App to phone or iPod (www.uber.com)

From your terminal take the LAX Bus Shuttle C . Buses depart from the LAX Transit Center/MTA City Bus Center (this is connected to terminals)

<http://www.toandfromtheairport.com/losangeles.html>

[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

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:**

4000 Wilshire Blvd, Los Angeles, CA 90010
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

Ghirardelli Job Details; Hollywood (Los Angeles)

- Once you arrive in Los Angeles, inform your employer so you can get your drug test completed quickly. After taking the drug test your employer will schedule your Orientation date with you. Everyone needs to arrive at orientation in full "correct" uniform; including shoes in order to be placed on the schedule.
- Everyone needs to have a cell phone so the employer can reach you, should they need you to work. You will need to provide the number to GCM by the 2nd week of work.
- There is a 32 hour per week minimum guarantee; each student will be scheduled 4 to 5 days a week.
- You will be given a schedule, but must work all weekends and evenings for Ghirardelli.
- You CAN NOT request same days off with friend(s). You also CANNOT request the same schedule as your friend(s).
- You must be prepared to sustain yourself completely for up to a month; depending on when you arrive you may not receive a paycheck for 3 to 4 weeks. You can not ask to borrow money from the employer or fellow workers.
- Students must arrange their own housing; so only adventuresome and independent individuals should consider these positions. Housing is very expensive in Los Angeles; it can range from \$400.-\$850. a month per student; not including their housing deposit, transportation to and from work, food and possible utility costs. We want all the students to have clear expectations regarding working and living in Los Angeles before applying for these positions; we only want well informed, prepared individuals; this will ensure your success. To help make housing affordable, students should arrive and live together for the entire season.
- Students must commit to arriving and living together for the entire season in order to accept this job.
- Any second jobs need prior approval from a Ghirardelli manager and CHI before accepting, and it cannot be for weekends or evenings, unless it is your scheduled day off.
- Do not bring any valuables or purchased items into work. They do not have storage for your personal items and are not responsible if personal items are missing or stolen.
- Students must be able and willing to perform all duties including; bussing tables, unloading the truck each week (or more often) and wearing the "Sundae Suit". Ghirardelli needs workers with great attitudes; that like to work as a team. By you accepting this job; you are stating that you can perform all tasks without any physical limitations or prior injuries and that you completely understand all aspects of this job and that you are committing to this position for the full duration stated on your Job Offer.
- Students must work all holidays including Independence Day and Labor day weekend (Friday through Monday) and all special events.

Student Signature

Date

Uniform Pictures



Sundae Suit



160th Anniversary Uniform

White Shirt
(short or long sleeves)

Ghirardelli Blue Apron

Khaki Pants

Black Shoes



Ghirardelli Cloth Fountain Hat
(Fountain & Bus only)



Ghirardelli Blue & Gold Bowtie



Housing Options in Hollywood, CA for Ghirardelli Hollywood location

IMPORTANT: Make your reservations early; as soon as possible. Prices do change and places fill up quickly for the summer! Most of these places will take reservations online or you can email them directly. Most will require a credit card to make your reservation.

USA Hostels - Hollywood: +1-323-462-3777
1624 Schrader Blvd, Los Angeles Hollywood, CA 90028
email: hollywood@usahostels.com
<http://www.usahostels.com/locations/hollywood/>
Commute: approx. 0.5 mile from Ghirardelli Hollywood



One 6 bed dorm room, mixed gender, shared bathroom
Rates: \$45/person/day, maximum 2 week stay
Includes: Complimentary Wi-Fi, free breakfast every morning, day storage of luggage after check out, twice weekly barbeques, free washing powder for use in the laundry rooms, bed linens and towels on request, free backpack sized lockers, fully equipped guest kitchen, lounge

Orange Drive Hostel – +1 323 850 0350
7038 Hollywood Blvd, Los Angeles, CA 90028
email: info@orangedrivehostel.com
website: <http://orangedrivehostel.com/>
Commute: approx. 0.3 mile from Ghirardelli Hollywood

Rates: \$40-46/person/day, 2 week maximum stay
\$50 reservation deposit required, plus refundable key deposit

Free daily breakfast of all-you-can-make waffles, pancakes, oatmeal and free coffee, assorted teas and hot chocolate served all day. (Sorry, we do not provide milk) Free WiFi, Free lockers (bring your own lock), Free day storage of luggage before check-in and after check-out, ATM, Laundry facilities, Free laundry detergent, Towels for hire (towels included with en suite rooms), Fully equipped guest kitchen, Common room w/HD flat screen TV and free Movies, (No TVs in rooms), Parking available – \$5.00 Per Night, Patio BBQ, No Curfew, Discount shuttle service to/from airport- **SupperShuttle**

Banana Bungalow Hostel - Hollywood – + 1-323-469-2500
5920 Hollywood Boulevard, Hollywood, CA 90028
email: hollywood1@bananabungalows.com
website: www.bananabungalows.com
Commute: approx. 1.2 miles from Ghirardelli Hollywood

Rate: \$30-35 per person, per night for 6 person dorm room with shared bathroom. Most rooms come with shared kitchen as well.

Free Internet and wireless, free breakfast, Free Parking Near Rooms, on a Limited and First Come Basis, Ample Street Parking as well, Free Coffee and Tea all day, Free Barbeques and Gatherings, Private Bath in Every Room and Dorm, Cheap Private Rooms, Kitchens in most Dorms and Rooms, Satellite TV w/ 100's of channels in all Rooms & most Dorms, Free Lockers in Every Dorm, Free Linens, Free Luggage Storage, Free Courtesy Phone, call anywhere in US for free, Fun Lounge with Dancing, Guest DJ's and Karaoke, Sidewalk Cafe Style Courtyard, Tiki Garden with Sunbathing, Music and Refreshments, Billiards, Basketball, Ping Pong, Foosball and Games, Big Screen Movie Rooms w/ 60" TVs & Surround Sound

At all locations rates are subject to change and availability is on a first come, first serve basis, so please book your reservations in advance.

****Please note CHI is not recommending any businesses and can't be responsible for any choices done by the students.***

This document is for reference only.