



# CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

## JOB DESCRIPTION

### USA WORK & TRAVEL PROGRAM



### *Employer Information*

<b>Employer name:</b>	Ghirardelli Chocolate Company, San Diego
<b>Type of business:</b>	Ice Cream/Chocolate Shop, Retail
<b>Job location:</b>	Ghirardelli Chocolate Company, San Diego
<b>City:</b>	SAN DIEGO
<b>State:</b>	CA
<b>Zip:</b>	92101
<b>Website:</b>	<a href="http://www.ghirardelli.lindt.com">www.ghirardelli.lindt.com</a>

### *Why choose us?*

Ghirardelli is an awesome employer. You will have an opportunity to meet people from all over the U.S. and the world.

### *Cultural exchange activities*

The best part of visiting San Diego is the vast variety and diversity of things to see and do. Learn about San Diego's historic beginnings in Old Town, or head to sea for a whale-watching tour aboard a historic vessel. Explore the best bird watching spots in East County and learn about over 480 species observed around the county. You can even take a tour around Southern California's best wineries. If sports holds your interest you can watch professional football or baseball with the local teams, San Diego Chargers or San Diego Padres. Of course, there are many activities for you around San Diego: water sports like fishing, sailing, surfing, kayaking or land sports like biking, hiking, horse back riding, golfing, plus many others.

Then, there are these famous local attractions: SeaWorld San Diego, San Diego Zoo & Zoo Safari Park, Legoland California Waterpark & SeaLife Aquarium, USS Midway Museum, Old Town San Diego or Balboa park.

### *Position*

<b>Job title:</b>	Chocolatier 5-18 orientation - San Diego
<b>Job description and required skills:</b>	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.
<b>English level required:</b>	advanced
<b>Hourly wage (before taxes):</b>	\$10.00
<b>Position ID:</b>	33590



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## Position Information

Tips:	no
Bonus:	no
Estimated hours per day:	5-7
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:	05/18/2017
Latest start date:	05/18/2017
Earliest end date:	08/30/2017
Latest end date:	09/09/2017
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?	yes
Is Skype interview required?	yes
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](mailto: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.**

<b>Additional comments regarding second job:</b>	You are permitted to have a 2nd job although it must not interfere with your schedule and performance at Ghirardelli AND you must get approval from the manager AND you may not work at 2nd job at night or on the weekends.
<b>How soon after arrival will participants begin working?</b>	Within a few days - must pass the drug test first & attend New Hire Orientation.
<b>Specific instructions for arrival to employer:</b>	You will need to arrive in San Diego at least a few days prior to your Thurs 5/18 orientation so you can complete the drug test. Please attend your orientation on Thurs, May 18, on time. If you miss Thursday's orientation, you will not be scheduled to work until the following week. YOU MUST arrive at orientation in your complete uniform; including correct shoes, in order to be put on the schedule to work that weekend. See attachment for pictures. Go to Ghirardelli after you have checked into your housing to inform the manager you have arrived and will be at training.
<b>Is training required?</b>	yes
<b>Conditions of training:</b>	Training is 6 days; must pass certification test for each station.
<b>Is there possibility to change positions?</b>	no
<b>Are students required to wear a uniform?</b>	yes
<b>Does employer provide uniform?</b>	yes
<b>Cost of uniform:</b>	0
<b>Is uniform refundable?</b>	no



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

yes

**If so, details for clothing:**

Employer supplies an apron & hat. You must bring a button down or sleeved white shirt (bussers and fountain employees can only wear short sleeves), khaki pants (no jeans). You can buy affordable khaki pants at Walmart or Ross. You will order work shoes through your employer and will have the cost deducted from your paycheck. Ear piercing only & no more than 1 piercing per ear and no bigger than a dime. No visible tattoos. Dress needs to be very conservative. PLEASE REFER TO ATTACHED PICTURES SO YOU HAVE THE APPROPRIATE SHIRT, SHOES, SLACKS; IF YOU DONT, YOU WONT BE ABLE TO WORK UNTIL YOU DO. ALSO YOU MUST HAVE A CLEAN UNIFORM AND SHOWER DAILY

**Additional information:**

Arrive a few days before May 18 to complete your drug test and attend Orientation on May 18. All students will be scheduled 4-5 days a week; with a 5-7 hour shift. 2nd jobs need prior approval from Ghirardelli & CHI. Must order work shoes from Shoes for Crews upon arrival. Cost to be deducted from first paycheck. Employer requires skype interview.

## Housing Information

**Housing name:**

Ghirardelli Chocolate Company, San Diego

**Housing address:**

643 5th Ave

**City:**

San Diego, CA 92101

**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 required?**

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>	Ocean
<b>Location details:</b>	San Diego is California's second largest city. Where blue skies keep watch on 70 miles of beaches and a gentle Mediterranean climate begs for a day of everything and nothing. Bordered by Mexico, the Pacific Ocean, the Anza-Borrego Desert and the Laguna Mountains.  San Diego offers every kind of activity imaginable; from world-renowned attractions, unlimited outdoor recreation, a thriving arts and culture community, sightseeing tours and award-winning restaurants, you're sure to find a host of things to entertain and inspire. Population: 1,338 million
<b>Average daily temperature:</b>	Summer: High 90F (32C); Low 63F (17C)
<b>Community or regional website:</b>	<a href="http://www.sandiego.org">www.sandiego.org</a>
<b>Nearest cities:</b>	Los Angeles / pop. 3,819,702
<b>Distance to nearest cities:</b>	90 miles (145K)
<b>What to wear:</b>	Summer: Light clothing, shorts, t-shirts, sunscreen.
<b>Available public transportation:</b>	<a href="http://www.sdmts.com">www.sdmts.com</a>
<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



### *Suggested Travel Information*

<b>Nearest international airport:</b>	San Diego International Airport (SAN)
<b>Nearest airport:</b>	San Diego International Airport (SAN)
<b>Transportation from airport to employer and / or housing:</b>	Taxi, Shuttle or bus
<b>Nearest bus station (to the airport):</b>	At the airport
<b>Bus information (web site):</b>	www.mts.org
<b>Nearest train information (to the airport):</b>	na
<b>Train information (web site):</b>	na
<b>If participant arrives after hours suggested, overnight accomodation:</b>	na
<b>Cost per night:</b>	na
<b>Transportation to overnight accomodation:</b>	na
<b>Transportations cost:</b>	na
<b>Specific instructions:</b>	Housing has been arranged so you must commit to selecting this housing and sharing with 4 other students to make it affordable. You cannot seek your own housing. The arranged housing is mandatory.

### *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>	San Diego
<b>How far is the Social Security office from the work place?</b>	less than 1 mile (<1.6K)
<b>Specific instructions:</b>	You must wait 10 business days after validating in SEVIS before you apply for your card at the Social Security Office located at: 109 Wes Ash St San Diego, CA 92101; Phone: 1-800-772-1213; Hours: Monday-Friday, 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**

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**Ghirardelli San Diego**  
643 5th Avenue  
San Diego , CA 92101  
[www.ghirardelli.com](http://www.ghirardelli.com)

**Employer Contact Information:**  
Ulisse Vicinanza  
Email: [uvicinanza@ghirardelli.com](mailto:uvicinanza@ghirardelli.com)  
Phone: 619-234-2449

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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 **SAN DIEGO, CALIFORNIA** working for **GHIRARDELLI CHOCOLATE COMPANY!** 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](mailto:chimaryw@chinet.org))** or our Administrative Assistant **LINDSEY BUCKLE ([chilindsey@chinet.org](mailto:chilindsey@chinet.org))** .

Please add me on Facebook: [Add me as a Friend!](#)

Please join our San Diego CHI J1 Facebook Group: [San Diego CHI J1 Student 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](mailto: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
- 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](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 **GHIRARDELLI** is **ULISSE**. You must contact **Ulisse** and **CHI** and let us know your flight information and when EXACTLY you will be arriving!

Please email **Ulisse** immediately at [uvicinanza@ghirardelli.com](mailto:uvicinanza@ghirardelli.com) **Please also email your Program Coordinator, STEPHANIE at [CHISTEPHANIE@CHINET.ORG](mailto:CHISTEPHANIE@CHINET.ORG) with your exact arrival information and to confirm receipt of this letter!**

## **3. UNIFORM INFORMATION:**

Employer supplies an apron & hat. You must bring a button down or sleeved white shirt (bussers and fountain employees can only wear short sleeves), khaki pants (no jeans). You can buy affordable khaki pants at Walmart or Ross. You will order work shoes through your employer and will have the cost deducted from your paycheck. Ear piercing only & no more than 1 piercing per ear and no bigger than a dime. No visible tattoos. Dress needs to be very conservative. PLEASE REFER TO ATTACHED PICTURES SO YOU HAVE THE APPROPRIATE SHIRT, SHOES, SLACKS; IF YOU DON'T, YOU WON'T BE ABLE TO WORK UNTIL YOU DO. ALSO YOU MUST HAVE A CLEAN UNIFORM AND SHOWER DAILY

#### **4. HOUSING:**

Please e-mail [chistephanie@chinet.org](mailto:chistephanie@chinet.org) in regard to housing. You will be included in a room list with other students with similar start and end dates. If you have friends you would like to share a room with please let me know via e-mail.

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

San Diego International Airport:

If you fly in to San Diego Airport, you can take a cab or bus to get to down town San Diego. The airport is approximately 5 miles from your housing location so the cab fare should be no more than 20\$ max one-way.

You can also ride bus route #992. It runs every 15 mins from 5am to 11:30 pm. The cost of a one way trip to your housing it would be approximately 3\$.

Los Angeles International Airport:

you can take a shuttle from the airport to Union Station for approximately 8\$ and then take the Amtrak Surfliner to San Diego. A one-way ticket costs approximately 30\$ to the downtown San Diego station.

Here is the link to instructions on getting from LAX to Union Station:

<http://www.mrl.ucsb.edu/~yopopov/directions/lax-us.html>

#### **6. 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!**

### **7. 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:** 1333 Front St, San Diego, CA 92101

**Phone:**(855) 820-0097

Social Security Office Hours: MON: 09:00 AM - 03:00 PM; TUES: 09:00 AM - 03:00 PM; WED: 09:00 AM - 12:00 PM; THUR: 09:00 AM - 03:00 PM; FRI: 09:00 AM - 03:00 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

