



# CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

## JOB DESCRIPTION

### USA WORK & TRAVEL PROGRAM



### *Employer Information*

**Employer name:** Ghirardelli Chocolate Company, San Francisco  
**Type of business:** Ice Cream/Chocolate Shop, Retail  
**Job location:** Ghirardelli Chocolate Company, San Francisco  
**City:** SAN FRANCISCO  
**State:** CA  
**Zip:** 94109  
**Website:** [www.Ghirardelli.com](http://www.Ghirardelli.com)

### *Why choose us?*

Ghirardelli is an awesome employer and San Francisco is so much fun! You will have an opportunity to meet people from all over the U.S. and the world. You may even have the opportunity to work at AT&T Park, home of 2012 and 2014 World Series Champion San Francisco Giants! This is truly a unique and multi-cultural experience that you will never forget.

### *Cultural exchange activities*

You are within walking distance of the famous San Francisco Wharf area, Pier 39 and the Embarcadero. There is no shortage of fun things to do! Your work is near famed Fort Mason. There are great events and awesome food trucks that are available every Friday during the summer months. From the wine country in the North bay to Stanford University on the Peninsula to Berkeley University in the East bay there are limitless things to see and do in the San Francisco Bay area!

### *Position*

**Job title:** Chocolatier 6-01 orientation

**Job description and required skills:** Advanced English. MUST be friendly, great attitude, and excellent customer service skills. Must be able and willing to perform ALL duties, including standing 8 hours, scooping ice cream, preparing food and drinks, greeting, cashier, cleaning, taking out trash several times daily, mopping floor, bussing tables, pre-packing chocolate, stocking merchandise, lifting heavy cases 10-30lbs/4-13kg and unloading trucks. Employer will assign duties as needed. Must have a strong knowledge of chocolate merchandise and knowledge & handling of US Currency. May be asked to wear the "Sundae Suit". Must pass a drug test.

**English level required:** advanced

**Hourly wage (before taxes):** \$12.50

**Position ID:** 34169



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## Position Information

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:	06/01/2017
Latest start date:	06/01/2017
Earliest end date:	09/08/2017
Latest end date:	09/30/2017
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):	1 free ice cream product per shift; plus unlimited beverages while at work.
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:	You MUST get approval for a 2nd job from your employer, Cynthia Contreras. You must also inform your Program Coordinator. If you don't your program could be terminated. Please talk to your Program Coordinator for more information about obtaining second jobs.
How soon after arrival will participants begin working?	Within a week - must obtain drug test results first.
Specific instructions for arrival to employer:	You will need to arrive BEFORE Thursday June 1, so you can arrange housing and attend orientation (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 orientation. They will take you to your drug test. The drug test can take up to a week for results and you can't be scheduled to work until they receive the results.
Is training required?	yes
Conditions of training:	On job training is 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:**

Student must bring a few button down short or long sleeved white shirt (bussers and fountain employees can only wear short sleeves) 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.

**Additional information:**

This is a very physical and fast paced job; must be a hard worker with a great personality. All students will be scheduled 4-5 days a week; with a 6-8 hour shift, which includes a half hour unpaid lunch break. Second jobs are extremely difficult to obtain; so only select this job if you can sustain yourself only working for Ghirardelli. Housing in San Francisco is very expensive, \$600-\$850 per month per student. You must arrange your own housing. Please see housing options attachment for more details. Must share local phone number with employer to reach you when there is an open shift needing filled.

## Housing Information

**Housing name:**

Ghirardelli

**Housing address:**

**City:**

San Francisco, CA 94120

**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>Utilities estimated cost per month:</b>	0
<b>Is the housing mandatory?</b>	no
<b>Can students find alternative housing during their stay?</b>	yes
<b>Method of transportation from housing to work site:</b>	Must arrange own
<b>Transportation details:</b>	A monthly public transportation pass in San Francisco costs approximately \$75. You must verify it includes the type of transportation you will need to get to and from work (for example BART, bus or trolley).
<b>Additional housing features:</b>	Students must arrange their own housing; so only adventuresome and independent individuals should consider these positions. Housing is very expensive in San Francisco; 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 San Francisco before applying for these positions; we only want well informed, prepared individuals; this will ensure your success.
<b>Location of work site best described as:</b>	Metropolitan
<b>Location details:</b>	San Francisco has been a well-known tourist destination for decades. The city is abundant with restaurants, tours, museums, shops, and historical attractions. There are an endless array of activities to choose from such as a tour of the legendary penitentiary of Alcatraz, sample Dungeness crab in a local bistro, drive through a gargantuan Redwood tree, or ride the cable cars for a panoramic view of the city. San Francisco can be cool and foggy during the summer. Wear layers. Population: 825,863
<b>Average daily temperature:</b>	Summer: High 70F (21C); Low 58F (14C)
<b>Community or regional website:</b>	<a href="http://www.sanfrancisco.travel">www.sanfrancisco.travel</a>
<b>What to wear:</b>	Layered clothing and a jacket for mornings and evenings.
<b>Available public transportation:</b>	BART, bus, trolley
<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
<b>Comments:</b>	

CHI has put together a document of some Housing Options for students. Do not delay in securing your housing for the summer. CHI has a Facebook group set up, you can contact your Program Coordinator, and talk with other students to find roommates and housing. Make sure you have secured a hostel or other accommodations for at least the first week or two while you are house hunting.



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## *Suggested Travel Information*

<b>Nearest international airport:</b>	San Francisco International Airport (SFO)
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<b>Transportation from airport to employer and / or housing:</b>	BART, <a href="http://www.bart.gov">www.bart.gov</a> ; shuttle
<b>Nearest bus station (to the airport):</b>	at the airport
<b>Bus information (web site):</b>	<a href="http://www.bart.gov">www.bart.gov</a> ; <a href="http://www.511.org">www.511.org</a> - telephone
<b>Nearest train information (to the airport):</b>	BART- <a href="http://www.bart.gov">www.bart.gov</a>
<b>Train information (web site):</b>	<a href="http://www.bart.gov">www.bart.gov</a>
<b>If participant arrives after hours suggested, overnight accomodation:</b>	<a href="http://www.hostels.com">www.hostels.com</a> ; <a href="http://www.travelocity.com">www.travelocity.com</a>
<b>Cost per night:</b>	Varies
<b>Transportation to overnight accomodation:</b>	BART and taxi from BART Station
<b>Transportations cost:</b>	Varies.
<b>Specific instructions:</b>	Arrive in to San Francisco International Airport: take a taxi, shuttle, bus or BART to your housing from the airport, do not stop by Ghirardelli with your luggage!

## *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>If so, details:</b>	Information about visiting the Social Security office is listed on the Welcome Letter sent to you by your Program Coordinator.
<b>Where is the closest Social Security office?</b>	San Francisco, CA
<b>How far is the Social Security office from the work place?</b>	2 miles (3.2K)
<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: 560 Kearny St., San Francisco, CA 94108; 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**

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**Ghirardelli San Francisco**  
900 North Point  
SAN FRANCISCO, CA 94133  
[Ghirardelli Website](#)

**Employer Contact Information:**  
Cynthia Contreras  
Email: [ccontreras@ghirardelli.com](mailto:ccontreras@ghirardelli.com)  
Phone: 415-474-3938

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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 season in **SAN FRANCISCO, CA** 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 contact 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 this Facebook Group: [Ghirardelli SF Facebook 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 SAN FRANCISCO** is **CYNTHIA CONTRERAS**; you must contact **CYNTHIA** and **CHI** and let us know your flight information and when **EXACTLY** you will be arriving!

Please email **CYNTHIA** immediately at [ccontreras@ghirardelli.com](mailto:ccontreras@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:**

Student must bring a few button down short or long sleeved white shirt (bussers and fountain employees can only wear short sleeves) 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.

See attachment for photos of uniform.

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

See attachment

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

San Francisco International Airport:

Arrival in San Francisco International Airport: Take BART or a Super Shuttle to your housing from the airport. The Super Shuttle rate is approximately \$20 for 1 person and \$15 for each additional person in a group.

If you take BART, take the Air Train to the BART Station from your terminal. Purchase a ticket from a machine nearby. Be prepared to add \$12-\$15 on your card to get to a destination. You will need to have a credit card or cash with you to purchase. Take the Yellow Line BART train **Pittsburg/Bay Point - SFIA/Millbrae** into the city and exit at the stop closest to your housing.

#### **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**

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- 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!**

## **1. APPLYING FOR A SOCIAL SECURITY NUMBER**

- **Validate your Visas in SEVIS.**
- **Then wait approximately 10 days and visit the closest social security office at:**

SOCIAL SECURITY  
560 KEARNY STREET  
SAN FRANCISCO, CA 94108  
[1-800-772-1213](tel:1-800-772-1213)

Social Security Office 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