



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Employer Information

Employer name: Hotel Galvez & Spa
Type of business: Hospitality
Job location: Hotel Galvez & Spa
City: GALVESTON
State: TX
Zip: 77550
Website: www.galvez.com

Why choose us?

At the historic Hotel Galvez, expect just a little more of everything. More history. More sunny Galveston days. More enjoyment. This gracious Galveston hotel was built in 1911 and after a multi-million dollar restoration; it still maintains so much of its original charm. Outside you'll notice a sweeping circular drive and plantings similar to those found in the early 1900s. Inside you'll see lovely gold leaf topped columns, a mahogany ceiling and period stenciling. These details are part of what earned this property the name, "Queen of the Gulf". In fact, we are steps away from the magnificent Gulf of Mexico here in historic Galveston.

Cultural exchange activities

Historic Homes and building 1830's, Texas Seaport Museum, Moody Gardens-Part theme park, part educational and rehabilitative facility, part pleasure garden, Pleasure Pier Amusement Park, Vietnam Veterans Memorial, Schlitterbahn Galveston Island Waterpark, The Downtown Strand, The Waterfront District and the docks.

Position

Job title: FB Pool Attendant - early arrivals

Job description and required skills: Advanced/Fluent English. Restaurant experience helpful. Must be professional looking, physically fit, very personable. Could possibly be cross-trained to work in various positions such as Hostess, Food/Bar Service, Room Service, Cocktail Server (\$4.50+tips), Bartender (\$5.50+tips), Barback (\$6+tips); but your primary duties will be Busser/Pool Attendant. You will clean the pool area, tables/bar area, empty trash, arrange lounge chairs/tables, work towel stations, serve guests. This is a very physical job; need to lift 40lbs/18kg. Hostess: greet/seat guests, assist servers with filling waters, clear tables, restock host station.

English level required: advanced

Hourly wage (before taxes): \$8.00

Position ID: 33455



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Tips:	no
Bonus:	no
Estimated hours per day:	4-8
Number of days per week:	4-5
Possibility of students getting more than estimated hours:	yes
If so, is overtime paid at the rate of 1.5 hourly, after 40 hours of work per week?	yes
Earliest start date:	05/20/2017
Latest start date:	05/25/2017
Earliest end date:	09/05/2017
Latest end date:	09/25/2017
Is the employer willing to hire couples?	yes
Is the employer willing to hire group of friends?	yes
Are meals included?	no
Meals details (discount, cost, # of meals):	On work days only, you will receive a free lunch.
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:	There are no set schedules and schedules will vary on a weekly basis, so having a 2nd job may be difficult!
How soon after arrival will participants begin working?	Within 2 days.
Specific instructions for arrival to employer:	Please see Welcome Letter.
Is training required?	yes
Conditions of training:	Training provided.
Is there possibility to change positions?	no
Are students required to wear a uniform?	yes
Does employer provide uniform?	yes
Is uniform refundable?	no



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Do students need to purchase specific clothes or footwear?

yes

If so, details for clothing:

Please bring khaki shorts, white polo shirts and white tennis shoes, all work shoes need to be closed toed/heel and no high heel. Females with long hair, must be worn back. No visible tattoos or piercings. Only one piercing per ear only, females only. Hair must be natural color, cannot be described as "extreme". Professional grooming please.

Additional information:

** This is an outdoor job, where it is VERY hot in the day, but a nice working environment. If you agree to working these positions, you cannot be transferred inside, so you must be able to handle the heat and sun ** Employer guarantees 32 hours minimum a week; but you must be willing to work the entire season and work all weekends. All employees must work the complete Labor Day Weekend including Monday, Sept 4th. We need only adventuresome students who are willing to locate and share housing with the other students; all others need not apply.

Housing Information

Housing name:

Hotel Galvez & Spa-Wyndham Grand Hotel - MUST ARRANGE OWN

Housing address:

City:

Galveston, TX

Website:

Housing assisted by:

Must Arrange Own

Is student required to sign a separate housing contract?

yes

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?	yes
Location of work site best described as:	Ocean
Location details:	Galveston offers 32 miles of relaxing beaches, superb restaurants, top resort hotels, marvelous downtown shopping, numerous antique stores, incredible art galleries, fabulous entertainment and one of the largest and well-preserved concentrations of Victorian architecture in the country. Galveston is a small romantic island tucked deep within the heart of south Texas possessing all the charm of a small southern town and just 40 minutes south of the fourth largest city (Houston) in the United States. At 32 miles long and two and a half miles wide, most residents can't remember the last time they visited the mainland and, if circumstances permitted, they would never leave. Population: 48,444
Average daily temperature:	Summer: High 88F (31C); Low 76F (24C)
Community or regional website:	www.galveston.com
Nearest cities:	Houston / 5 million pop.
Distance to nearest cities:	40 miles (64K)
What to wear:	Summer: Light clothing, shorts, t-shirts, sunscreen, sunglasses
Available public transportation:	Island Transit
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

Housing options to be added by November 8, 2017.



Suggested Travel Information

Nearest international airport:	George Bush Intercontinental (IAH)
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Transportation from airport to employer and / or housing:	Super Shuttle, Galveston Limousine or Island Breeze Shuttle
Nearest bus station (to the airport):	n/a
Nearest train information (to the airport):	n/a
Train information (web site):	n/a
If participant arrives after hours suggested, overnight accomodation:	Various motels near the airport
Cost per night:	Varies
Transportation to overnight accomodation:	Hotel shuttle or taxi
Transportations cost:	Varies
Specific instructions:	Please see Welcome Letter for costs to get to Galveston from the 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?	League City, Texas
How far is the Social Security office from the work place?	22 miles (35K)
Specific instructions:	YOU MUST WAIT 10 BUSINESS DAYS AFTER VALIDATING IN SEVIS BEFORE APPLYING FOR YOUR CARD. The office is located at: 2835 Gulf Frwy South, League City, TX 77551; Phone Number: 1-866-299-3254; Hours: Mon & Tue 9am - 4pm, Wed 9am - 12pm, Thu & Fri 9am - 4pm, except Federal holidays. Don't forget to get a receipt for proof you applied!



WELCOME LETTER
Cultural Homestay International

Galvez Hotel & Spa Wyndham Grand
2024 Seawall Boulevard
Galveston, TX 77550
www.hotelgalvez.com

Employer Contact Information:

Wendy Aguiar and Monica Puentes H.R.
Email: waguiar@wyndham.com
Phone: 1-409-515-2124

Hello Participants,

My name is Kathy Mears and I am your CHI Program Coordinator during your Work & Travel Program. I am here to help you prepare for your exciting season in **Galveston, Texas**, working for **Hotel Galvez!** 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. **Let CHI and your employer know your flight information!**

***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 myself at chikathleen@chinet.org or my Manager, Mary Wolfe, chimaryw@chinet.org or my assistant Lindsey Buckle at 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,

Kathy Mears, Program Coordinator
chikathleen@chinet.org | 832-566-5228
[Facebook: LIKE US](#)

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!**
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2. CONTACT YOUR EMPLOYER

The contact person at **Hotel Galvez & Spa** is **Wendy Aguiar**; you must contact **Wendy** and **CHI** and let us know your flight information and when EXACTLY you will be arriving! Please email **Wendy** immediately at waguiar@wyndham.com . **Please also email your Program Coordinator, Kathleen, at chikathleen@chinet.org with your exact arrival information and to confirm receipt of this letter!**

3. HOUSING:

Arrange own house before you arrive. Refer to the Housing Options page CHI sent you. Notify CHI

When you have reservations.

4. DIRECTIONS FROM THE AIRPORT TO YOUR HOUSING

Arrive at Bush International Airport AIH or Hobby Airport in Houston, Texas

Take a shuttle to your pre-arranged housing in Galveston.

Island Breeze Shuttle: Reservations call 409-770-0100 or online www.islandbreezeshuttle.com

Cost is approximately \$85.00-\$105.00/one way or \$150.00-\$190.00/round trip.

<http://www.islandbreezeshuttle.com/rates/>.

Super Shuttle: Reservations call 800-258-3826 or online

<http://www.supershuttle.com/locations/houstoniah>. Go to East Terminal - look for Super

Shuttle (blue vans) to reserve a van. If you arrive after hours, pick up a "black phone" the

operator will help arrange a van to pick you up. The cost is approximately \$200

Galveston Limousine: Phone: 1-800-640-4826 or 409-744-5466. You must make a reservation in advance. The cost is approximately \$25.00-\$50.00. Check for departure times on the web-site

(8:30 AM - 6:00 PM). The trip takes about 2 hours. They have extra fees for more than 2 suitcases.
<http://www.galvestonlimo.com/airport-shuttle.asp>

*****FOR ANY OF THE TRANSPORTATION METHODS BE SURE AND CHECK THEIR WEBSITE FOR CURRENT RATES & SCHEDULE*****

YOU MUST CONTACT YOUR EMPLOYER AT LEAST 2 WEEKS IN ADVANCE OF TRAVELING TO LET THEM KNOW OF YOUR TRAVEL ARRANGEMENTS INCLUDING YOUR DATE AND TIME OF ARRIVAL. Arrive at George Bush Intercontinental Airport (IAH) Or Hobby Airport in Houston, TX:

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

2835 Gulf Frwy South; League City, TX 77573
1-866-299-3254

Hours: Mon & Tue 9am - 3pm, Wed 9am - 12pm, Thu & Fri 9am – 3pm, except Federal holidays.

VERY IMPORTANT THINGS TO REMEMBER AT THE SOCIAL SECURITY OFFICE:

- Put your employer's address on the application; otherwise your card may not reach you.
- Get a receipt and do not lose it! It is the only proof you have that you have applied
- You must take with you: passport, J-1 Visa, DS 2019 Form, I-94 card, Sponsorship Letter from CHI and Proof of employment (job offer).

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