



# 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:** Pool Grill Cook

**Job description and required skills:** Advanced/fluent English. Cook experience preferred; but not mandatory. Duties include cooking/grilling on outdoor grill; preparing and serving food and drinks. Workers need to be very professional looking, physically fit and very personable. You'll be cross-trained to work in various positions within the restaurant/banquet facilities, from bussing, to pool attendant, to food/bar service. This is a very physical job. It is an outdoor job, where it is very hot in the day, but a nice working environment. You must work all weekends; the hotel is extremely busy on weekends and needs all their staff. You must work through Sept 4.

**English level required:** advanced

**Hourly wage (before taxes):** \$8.00

**Position ID:** 33456



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### Position Information

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:	06/15/2017
Earliest end date:	09/05/2017
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?	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
<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:	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 black slacks (no jeans), black polo or black short-sleeved button down shirt and black athletic shoes (black shoes may be purchased for \$35-40), 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:**

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 all the 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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<b>Is the housing mandatory?</b>	no
<b>Can students find alternative housing during their stay?</b>	yes
<b>Location of work site best described as:</b>	Ocean
<b>Location details:</b>	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
<b>Average daily temperature:</b>	Summer: High 88F (31C); Low 76F (24C)
<b>Community or regional website:</b>	<a href="http://www.galveston.com">www.galveston.com</a>
<b>Nearest cities:</b>	Houston / 5 million pop.
<b>Distance to nearest cities:</b>	40 miles (64K)
<b>What to wear:</b>	Summer: Light clothing, shorts, t-shirts, sunscreen, sunglasses
<b>Available public transportation:</b>	Island Transit
<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

Housing options to be added by November 8, 2017.



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### *Suggested Travel Information*

<b>Nearest international airport:</b>	George Bush Intercontinental (IAH)
<b>Nearest airport:</b>	George Bush Intercontinental (IAH)
<b>Transportation from airport to employer and / or housing:</b>	Super Shuttle, Galveston Limousine or Island Breeze Shuttle
<b>Nearest bus station (to the airport):</b>	n/a
<b>Nearest train information (to the airport):</b>	n/a
<b>Train information (web site):</b>	n/a
<b>If participant arrives after hours suggested, overnight accomodation:</b>	Various motels near the airport
<b>Cost per night:</b>	Varies
<b>Transportation to overnight accomodation:</b>	Hotel shuttle or taxi
<b>Transportations cost:</b>	Varies
<b>Specific instructions:</b>	Please see Welcome Letter for costs to get to Galveston from the airport.

### *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>	League City, Texas
<b>How far is the Social Security office from the work place?</b>	22 miles (35K)
<b>Specific instructions:</b>	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**

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**Galvez Hotel & Spa Wyndham Grand**  
2024 Seawall Boulevard  
Galveston, TX 77550  
[www.hotelgalvez.com](http://www.hotelgalvez.com)

**Employer Contact Information:**

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

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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](mailto:chikathleen@chinet.org) or my Manager, Mary Wolfe, [chimaryw@chinet.org](mailto:chimaryw@chinet.org) or my assistant Lindsey Buckle at [chilindsey@chinet.org](mailto: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](mailto: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](http://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](mailto:waguiar@wyndham.com) . **Please also email your Program Coordinator, Kathleen, at [chikathleen@chinet.org](mailto: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](http://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](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!**

## **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!**

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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