



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Employer Information

Employer name: Motel 6 Operating LP
Type of business: Hospitality
Job location: Motel 6 - 1254, Merrillville
City: MERRILLVILLE
State: IN
Zip: 46410
Website: www.motel6.com

Why choose us?

Welcome to the Motel 6 family! We are glad you have chosen to work with us. As a leader in the hospitality industry, Motel 6/Studio 6 is committed to meeting our guests' expectations for a clean comfortable room at the best price of any national chain. We are leaders in the industry and believe that our team members should be treated with the same concern, respect and caring attitude we expect you to show our guests.

Cultural exchange activities

Varies by location

Position

Job title: Housekeeping - Merrillville

Job description and required skills: High-Int English. Cleaning rooms and grounds as assigned by the Head Housekeeper or manager, and function as member of the Clean Team. Includes bathrooms, such as toilets & showers, changing linens, laundry, dusting, vacuuming, & emptying trash. Very physically demanding. Be prepared to stand, bend, and push a 50lb/23kg cart all day. Requires attention to detail, punctuality, and a great service attitude & team spirit. Please do not apply if you are sensitive to chemicals or lotions or have physical limitations that would keep you from doing your job. 3 rooms per hour minimum performance is required. Employer guarantees 32 hrs a week.

English level required: intermediate

Hourly wage (before taxes): \$9.00

Position ID: 33265



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Position Information

Tips:	no
Bonus:	no
Estimated hours per day:	6-7
Number of days per week:	5
Possibility of students getting more than estimated hours:	no
If so, is overtime paid at the rate of 1.5 hourly, after 40 hours of work per week?	no
Earliest start date:	05/01/2017
Latest start date:	06/20/2017
Earliest end date:	08/31/2017
Latest end date:	09/30/2017
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?	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:	It is possible, however, your schedule with Motel 6 must be your priority - no conflicts!
How soon after arrival will participants begin working?	As soon as possible.
Specific instructions for arrival to employer:	Arrive on Monday. Manager's approval necessary for weekend arrivals.
Is training required?	yes
Conditions of training:	Training lasting 2 to 3 days 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:

Shoes with covered toes and non-skid soles and black or tan slacks. Clothing & personal grooming should reflect common sense & good taste; Provide positive professional image to general public and guests. No visible tattoos and only one ear piercing per ear only for females. Long hair must be worn back. Employee must wear the appropriate uniform and Motel 6 name badge while working. No unapproved slogans or artwork allowed.

Additional information:

There are no set schedules and they will vary on a weekly basis, so any 2nd job's schedule would need to be made around Motel 6's weekly schedule. Your visa will be obtained based on this position, it must be your priority, no conflicts! Please do not apply for this position if you can not commit to the dates you've indicated on this Job Offer; no early departures will be approved. Housing will need to pay a week in advance beginning upon arrival.

Housing Information

Housing name: Motel 6 - 1254, Merrillville

Housing address: 8290 Louisiana Street

City: Merrillville, IN 46410

Fax: 219-738-2701

Contact: Sharon Weyant

Email: m61254bo@motel6.com

Website:

Housing assisted by: Employer

Is student required to sign a separate housing contract? no

Type of housing: Motel

Number of people to a room: 2

Bedrooms: 1

Bath: 1

Estimated cost of housing per week: \$8.33/day+tax-1st 30 days then no tax

Is housing cost deducted from paycheck? no

Is housing deposit required? no

Is housing deposit refundable? no

Utilities included: yes



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Utilities estimated cost per month:	0
Is the housing mandatory?	yes
Can students find alternative housing during their stay?	no
Method of transportation from housing to work site:	Walking
Transportation details:	Housing is at Motel 6.
Additional housing features:	A room with a microwave and a mini refrigerator (to share with another student). Room rent due at the beginning of every week with the 1st week due upon arrival. Telephone, internet, laundry facility and cable tv.
Location of work site best described as:	Remote/Rural
Location details:	<p>Merrillville is a town in Lake County, Indiana. The entire area was once the province of the Potawatomi Indians, a peace-loving nation of hunters and fishermen. In 1834, a clearing in the woodland was used for ceremonial purposes and went by the name of McGwinn Village. A year later, a white man by the name of Jeremiah Wiggins swooped down on the village and charmed the Indians with his gift of gab and fascinating trinkets.</p> <p>McGwinn Village thus gave way to Wiggins Point and under that name became a well know stop for wagon trains bound for Joliet. At one time, 16 roads (trails would more apt) radiated outward from Wiggins Point. Sometime after Wiggins' death in 1838 the settlers who had followed him here decided that Centerville would be a more appropriate name. Later still when the Merrill brothers (Dudley and William Merrill) made their imprint on community life, Centerville became Merrillville. Population 35,215</p>
Average daily temperature:	Summer: High 85F; Low 57F
Community or regional website:	www.merrillville.in.gov
Nearest cities:	Gary, IN / 81,000 population
Distance to nearest cities:	12 miles
What to wear:	Summer: Light clothing, shorts, t-shirts, light jacket
Available public transportation:	www.gptcbus.com
Public transportation access:	Throughout town
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:	no
Laundry:	no
Internet café:	yes
Public library:	yes
Comments:	



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Suggested Travel Information

Nearest international airport:	Gary Chicago International Airport (GYY)
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Transportation from airport to employer and / or housing:	Taxi or shuttle
Nearest bus station (to the airport):	na
Bus information (web site):	na
Nearest train information (to the airport):	na
Train information (web site):	na
If participant arrives after hours suggested, overnight accomodation:	www.hihostels.com or www.travelocity.com
Cost per night:	Varies
Transportation to overnight accomodation:	Taxi
Transportations cost:	Varies
Specific instructions:	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
If so, details:	Please see below.
Where is the closest Social Security office?	Merrillville, IN
How far is the Social Security office from the work place?	1/2 mile
Specific instructions:	Social Security Office is located at 1438 E. 85th Ave. Merrillville, IN 46410; Telephone 1-877-692-3142, Hours: Mon & Tue 9am - 3pm, Wed 9am - 12pm, Thu & Fri 9am to 3pm, except Federal holidays. Remember to get a receipt, it is the only proof that you have applied!



WELCOME LETTER
Cultural Homestay International

Motel 6 Merrillville

8290 Louisiana Street
Merrillville, IN 46410

Employer Contact Information:

Sharon Weyant
Email: m61254bo@motel6.com
Phone: (219) 738-2701

Hello Participants,

I will be your Program Coordinator during your Work & Travel program. My name is Lindsey Buckle. We are here to help you prepare for your exciting summer in **Merrillville, IN**, working for **Motel 6!** 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 me at chilindsey@chinet.org or my manager, Mary Wolfe at chimaryw@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,

Lindsey Buckle, ESM Assistant/Program Coordinator
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 Motel 6 Merrillville is Sharon Weyant; you must contact Sharon and **CHI** and let us know your flight information and when EXACTLY you will be arriving! Please email Sharon immediately at m61254bo@motel6.com. **Please also email me at chilindsey@chinet.org with your exact arrival information and to confirm receipt of this letter!**

Motel 6 will provide your works shirts, you are responsible for your slacks/pants, black or tan in color, and non-slip, closed toe shoes. You will be working with the public so it is important for you to look neat and friendly! No open toe shoes or sandals!

3. HOUSING:

Housing is on-site. You will be sharing a motel room with one other person. The motel room has 2 beds. You will also share a bathroom. The room will have a small refrigerator and a microwave. Please be aware that you will NOT have access to a stove/oven for cooking. Cost of housing is \$8.33 per student per day, plus tax for the first month, after which it will be \$8.33 per student per day without tax. Please keep in mind that your employer is providing this housing to you at a very discounted rate, so be respectful of their property and keep your room clean, orderly, and damage free.

4. DIRECTIONS FROM THE AIRPORT TO YOUR HOUSING

Fly into Gary Chicago International Airport (GYG). You can take a taxi or shuttle if your employer is not able to pick you up. Email the general manager at least two weeks before you travel. There is a chance that your employer will be able to pick you up from the airport.

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:**

1438 E 85th Ave.; Merrillville, IN 46410
(877) 692-3142

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