



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 - 1173, Madison North
City: MADISON
State: WI
Zip: 53704
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, Front Desk - Madison

Job description and required skills: Housekeeping (primary duties): Clean bathrooms, toilets, showers, changing linens, laundry, dusting, vacuuming, emptying trash. Be prepared to stand, bend, and push a 50lb/23kg cart all day. Do not apply if you are sensitive to any chemicals or lotions or have physical limitations that would keep you from doing your job. 3 rooms/hr minimum performance is required. Front Desk (on occasional basis): Adv. computer skills & fluent English. Greet guests, handle phones, reservations, American currency & credit card transactions. Handle guest complaints with understanding & compassion. Must be very customer service oriented.

English level required: advanced

Hourly wage (before taxes): \$9.15-9.45

Position ID: 33308



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Position Information

Tips:	no
Bonus:	no
Estimated hours per day:	6-8 (32hrs/wk)
Number of days per week:	4-6
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:	05/01/2017
Latest start date:	06/15/2017
Earliest end date:	09/07/2017
Latest end date:	09/15/2017
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, but 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 Tuesday. 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:

Housekeeping wage: \$9.15; Front Desk wage: \$9.45. You will be working housekeeping 50% and front desk 50%. 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. Employer guarantees 32 hours per week.

Housing Information

Housing name:

Motel 6 - 1173, Madison North

Housing address:

1754 Thierer Rd

City:

Madison, WI 53704

Fax:

Contact:

Email:

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
Method of transportation from housing to work site:	Walking
Transportation details:	Housing is at Motel 6 Madison.
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:	Metropolitan
Location details:	Madison is the state capitol of Wisconsin. During summers in Madison, there is an emphasis on locally grown foods, outdoor fun, 5-star dining and local sporting events. There are plenty of opportunities to enjoy hiking, outdoor concerts and kayaking. Take a tour in Cave of the Mounds, catch a Madison Mallards baseball game, or visit the Wisconsin Historical Museum. The best shopping can be found on State Street, which is lined with restaurants, boutiques, coffee shops art galleries and more. Don't forget to take a tour of the State Capitol Building! Population: 243,344
Average daily temperature:	Summer: High 82F (28C); Low 50F (10C)
Community or regional website:	www.visitmadison.com
Nearest cities:	NA
Distance to nearest cities:	NA
What to wear:	Summer: Light clothing, shorts, t-shirts, sunscreen
Available public transportation:	Metro Transit
Public transportation access:	www.cityofmadison.com/metro
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
Comments:	



Suggested Travel Information

Nearest international airport:	General Mitchell International Airport (MKE)
Nearest airport:	Dane County Regional Airport (MSN)
Transportation from airport to employer and / or housing:	Greyhound
Nearest bus station (to the airport):	433 West Saint Paul Avenue
Bus information (web site):	www.greyhound.com
Nearest train information (to the airport):	www.amtrak.com
Train information (web site):	www.amtrak.com
If participant arrives after hours suggested, overnight accomodation:	www.hihostels.com
Cost per night:	Varies
Transportation to overnight accomodation:	Taxi
Transportations cost:	Varies
Specific instructions:	Please 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:	No Social Security application assistance.
Where is the closest Social Security office?	Madison
How far is the Social Security office from the work place?	15.6 miles
Specific instructions:	You must wait 10 business days after validating with SEVIS before going to the Social Security Office to apply. The address for the Social Security office in Bismarck is: 6011 Odana Rd, Madison, WI, 53719; phone: 1-866-770-2262, hours are Monday-Tuesday, 9:00am-4:00pm; Wednesday, 9:00am-12:00pm; Thursday-Friday, 9:00am-4:00pm except Federal holidays. Remember to get a receipt, it is the only proof that you have applied!

Motel 6 Madison North Housing Pictures



Exterior



Interior 1



Bathroom



WELCOME LETTER
Cultural Homestay International

Motel 6 – Madison North

1754 Thierer Rd
Madison, WI 53704

Employer contact information

Wanda Covell, Acting GM
Email: m61173bo@motel6.com
Phone: (608) 241-8101

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 **Madison, WI**, 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 myself at chilindsey@chinet.org, or my Employment Services Manager; **Mary Wolfe** (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 Madison North is Wanda Covell; you must contact Wanda and **CHI** and let us know your flight information and when EXACTLY you will be arriving! Please email Wanda immediately at m61173bo@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

Please contact your employer 2-3 weeks before you arrive. There may be a slight chance your employer can arrange to pick you up at the airport. If you need to arrange transportation yourself, click this [Link](#) for the Badger Bus schedule and purchase a ticket from the General Mitchell International airport to UV Madison. Tickets should cost about \$25.00 one way. Get on the Red 06 Bus Route on North Lake and University Ave towards Forest Run. Get off at the East Washington and Portage stop. Head southwest on E Washington Ave. towards Portage/Thierer Rd. Turn Left on Thierer Road and arrive at Motel 6.

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.11

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:**

6011 ODANA RD
MADISON, WI 53719
1-866-770-2262

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!

We look forward to meeting you!!

For general questions and emergencies, you may always contact CHI Main Office at
1-800-432-4643