



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Employer Information

Employer name: Quality Inn & Suites, Galveston
Type of business: hotel
Job location: Quality Inn & Suites, Galveston
City: GALVESTON
State: TX
Zip: 77551
Website: www.qualityinngalveston.com

Why choose us?

Quality Inn is part of the Choice Hotels that include over 6,00 hotels in over 35 countries. We are located right across the street from the beach in 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: Housekeeping

Job description and required skills: High intermediate English. Duties will include, but not limited to: cleaning rooms and common areas, including bathrooms, toilets and showers, changing linens, laundry, dusting, vacuuming and emptying trash, etc. 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 any kind of chemicals or lotions or have physical limitations that would keep you from doing your job.

English level required: intermediate

Hourly wage (before taxes): \$9.00

Position ID: 33423



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Position Information

Tips:	no
Bonus:	no
Estimated hours per day:	5-8
Number of days per week:	5-6
Possibility of students getting more than estimated hours:	average
If so, is overtime paid at the rate of 1.5 hourly, after 40 hours of work per week?	yes
Earliest start date:	05/15/2017
Latest start date:	05/30/2017
Earliest end date:	08/15/2017
Latest end date:	09/05/2017
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:	Yes, you can find a 2nd job, but you must make Quality Inn & Suites your top priority. You also must notify your Program Coordinator BEFORE you begin working a 2nd job.
How soon after arrival will participants begin working?	Within a day or two of arrival.
Is training required?	yes
Is there possibility to change positions?	no
Are students required to wear a uniform?	yes
Does employer provide uniform?	yes
Cost of uniform:	\$20 deposit
Is uniform refundable?	yes



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Do students need to purchase specific clothes or footwear? yes

If so, details for clothing:

Please bring rubber soled, closed toed shoes. Hair must be pulled back at all times and clean. No visible tattoos. Ear piercing only & no more than two piercings per ear. Good hygiene must be maintained, including daily showering, use of deodorant and laundered clothes.

Additional information:

Must be able to converse and understand English. Must have a great attitude, be friendly and helpful, smile at guests and coworkers, and be willing to work very hard. Must also be dependable, hard working, very trustworthy and honest individual. Employer guarantees a minimum of 32 hours per week. You must arrange your housing - do not delay! Contact your CHI Program Coordinator for housing options.

Housing Information

Housing name: Must Arrange Own

Housing address:

City: Galveston, TX 77551

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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Is the housing mandatory?	no
Can students find alternative housing during their stay?	no
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. Galveston is located on the Ocean (Gulf of Mexico). 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

Please see attached housing document.



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Suggested Travel Information

Nearest international airport:	Bush International (IAH)
Nearest airport:	Houston Hobby (HOU)
Transportation from airport to employer and / or housing:	Super Shuttle, Galveston limousine, Island Breeze Shuttle
Nearest bus station (to the airport):	n/a
Bus information (web site):	n/a
Nearest train information (to the airport):	n/a
Train information (web site):	n/a
If participant arrives after hours suggested, overnight accomodation:	Motels near the airport
Cost per night:	Varies
Transportation to overnight accomodation:	Taxi or hotel shuttle
Transportations cost:	Varies
Specific instructions:	Please make sure you notify your employer and CHI at least 2 weeks prior to arriving in the USA. Make sure you have your housing arranged before you travel. Please see the Welcome Letter for further information.

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?	yes
If so, details:	Employer will take you to SS office, help you with the application, wait while you apply, and bring you back.
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 Fwy 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

Quality Inn & Suites, Galveston
5924 Seawall Boulevard
Galveston, TX 77551

Employer Contact Information:

James Marx, GM & Raquel Ordonez, Assist.
GM
Email: fjmarx@comcast.net,
rsaucedo85@gmail.com
Phone: 1-409-740-1088

Hello Participants,

I will be your Program Coordinator during your Work & Travel program. My name is **Kathy Mears**. We are here to help you prepare for your exciting season in **Galveston, Texas**, working for **Quality Inn & Suites!** 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 our team 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!
-

2. CONTACT YOUR EMPLOYER

The contact person at **Quality Inn & Suites, Galveston** is James Marx and Raquel Ordonez; you must contact **James and Raquel & CHI** and let us know your flight information and when EXACTLY you will be arriving! Please email **James and Raquel** immediately at fjmarx@comcast.net and rsaucedo85@gmail.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 in the USA. 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 (IAH) or Hobby Airport (HOU) 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!**

Although federal program regulations state participants cannot be held in a job against their will, CHI's program policy requires participants to communicate directly with both their employer AND CHI to give a one week notice in writing which indicates when they plan to leave their job placement and their reason for leaving. Should the participant "no call/no show" at the work placement, this action will be considered a violation of the program sponsor's (CHI) rules, and may result in a participant's negative program status. Participants must consult with CHI before taking any action to leave their job.

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

Housing Suggestions
spring/summer 2017
Galveston, Texas

Somerset Village Apartments

2828 61st Street, Galveston, Texas 77551

409-744-7272

<http://galvestonsomersetapartments.com/>

University Apartments

602 Seawolf Parkway, Galveston, Texas 77554

409-741-9000

<http://www.uagalveston.com/international-students>

e-mail: manager@uagalveston.com

<http://www.uagalveston.com/>

- application fee is \$40;
- rent is \$420 per month per person;
- the deposit is \$250 and fully refundable;
- all bills paid + free cable TV and WI-FI;
- fully furnished + pillows, blankets and sheets are provided;
- pots, pans, utensils are provided;
- washer/ dryer in the unit or free laundry facility;
- transportation to and from primary job + scheduled trips to grocery stores, banks, pharmacies.

Frank Uresti (Private houses)

409-457-8570