



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Employer Information

Employer name: R - Roof Assets LLC - Myrtle Beach, SC
Type of business: Hotel
Job location: R - Roof Assets LLC
City: MYRTLE BEACH
State: SC
Zip: 29577
Website: www.redroof.com

Why choose us?

The Red Roof is located just two blocks from the Atlantic Ocean. Outside grills, swimming pool, picnic are located on the property.

Cultural exchange activities

The beach is only two blocks away. A very short walk for fishing, water sports, enjoying the sunshine and building sandcastles. Shopping at Walmart and Tanger Outlets are always a big hit for participants.

Position

Job title: Front Desk, Breakfast Attendant, Housekeeping

Job description and required skills: Clean public areas of hotel & grounds. Sweep & mop floors in public areas including stairwells & bathrooms. Vacuum hallways, clean elevators, empty trash throughout the property inside and outside. Clean trash from parking lots, pool areas & landscaping. Keep picnic and dog walking areas clean. Clean and stock public bathrooms. Stock supplies. Light maintenance, such as: change light bulbs, plunge toilets, replace batteries for remote control TV or smoke alarms. May assist housekeeping with removing soiled bed linens & emptying trash. Pick up soiled linens from housekeepers & taking to laundry. Other duties may be requested. Prepare Breakfast Daily.

English level required: advanced

Hourly wage (before taxes): \$8.00

Position ID: 32786



CULTURAL HOMESTAY INTERNATIONAL
CHI BRINGS PEOPLE TOGETHER SINCE 1980!
JOB DESCRIPTION
USA WORK & TRAVEL PROGRAM



Position Information

Tips:	Yes
Bonus:	no
Estimated hours per day:	up to 8
Number of days per week:	5-6
Possibility of students getting more than estimated hours:	good
If so, is overtime paid at the rate of 1.5 hourly, after 40 hours of work per week?	yes
Earliest start date:	05/31/2017
Latest start date:	06/06/2017
Earliest end date:	08/14/2017
Latest end date:	09/14/2017
Is the employer willing to hire couples?	no
Is the employer willing to hire group of friends?	no
Are meals included?	no
Meals details (discount, cost, # of meals):	No restaurant on property.
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:	Second jobs cannot interfere with this job. You will work Red Roof's schedule and not ask for certain shifts. No exceptions.
How soon after arrival will participants begin working?	Orientation will begin the next day based on arrivals. Earliest start is 5/31/17
Specific instructions for arrival to employer:	If more than a few participants arrive at one time, employer will split the group and have more than one orientation.
Is training required?	yes
Conditions of training:	Training is paid at the same wage. Length of training depends on how quickly you learn and are able to perform required duties at or above a satisfactory level.
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



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Do students need to purchase specific clothes or footwear?

yes

If so, details for clothing:

Shirt and name tag are provided by employer. You must have closed toed, non skid shoes. Long shorts are okay but they must be knee length and not tight fitting. You cannot wear leggings, flip flops, sandals, tank tops, tube tops, camisole tops. All clothes must be clean, have no holes, be in good condition and look professional. No exceptions. Even when you are not working, you must follow strict guidelines as guests will see you throughout their stay. For front desk, you must bring long black slacks (NO jeans or tight fitting).

Additional information:

All positions are hard, physical work and can be demanding if you haven't done this type of work in the past. Paychecks will either be direct deposit to a pay card or into a checking account bank in the US only.

Housing Information

Housing name:

SU17 - Red Roof Inn - Employer Provided

Housing address:

2801 South Kings Highway

City:

Myrtle Beach, SC 29577

Phone:

843-626-4444

Fax:

Contact:

David Helman

Email:

i0232@redroof.com

Website:

www.redroof.com

Housing assisted by:

Employer

Is student required to sign a separate housing contract?

yes

If so, contract details:

Participants may be asked to sign a housing agreement.

Type of housing:

Motel

Number of people to a room:

3

Bedrooms:

1

Bath:

1

Estimated cost of housing per week:

\$0.00

Is housing cost deducted from paycheck?

no

Deposit amount:

0.00

Is housing deposit refundable?

no

Conditions for deposit refund:

Participants must keep their rooms clean at all times. This is mandatory. There will be weekly walk through to check the conditions of your rooms. If there are any damages, everyone in the room is responsible. Job and housing go hand in hand. If you lose your job, you lose your housing. You can only stay in the hotel during the time you are working there.

Utilities included:

yes



CULTURAL HOMESTAY INTERNATIONAL

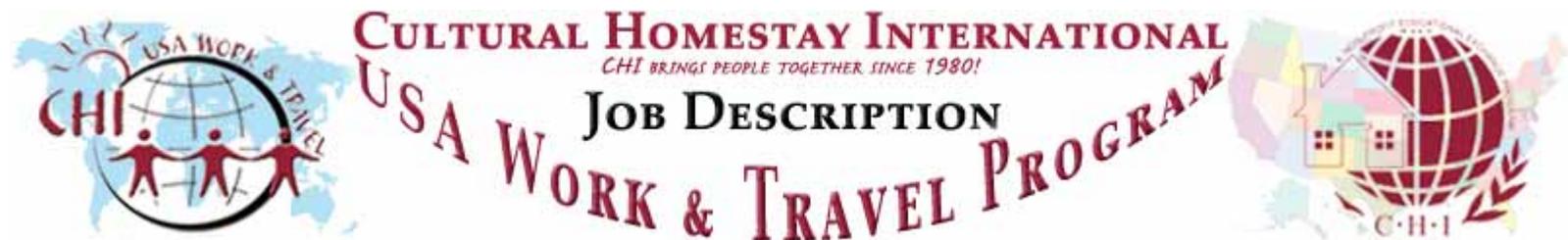
CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



If so, utilities details:	Air conditioning MUST be on in your room everyday. Please do not windows or doors open to let the air conditioning out of your room. If you are chilly, please put on a sweater.
Utilities estimated cost per month:	Included
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 and Job are on property.
Additional housing features:	Electric, Water, Garbage, Internet, Phone for local calls, TV. Continental breakfast Mid May - Labor Day only. Hours are 7 am to 10am only. *** Participants can only have breakfast OFF the clock. *** Employer reserves the right to move you to another room to accommodate a guest for their length of stay, when needed. No loud music or parties. You cannot have any guests in your room overnight without the managers permission. No exceptions.
Location of work site best described as:	Resort
Location details:	Myrtle Beach is a top destination for Americans. With nearly 14 million visitors a year, 60 miles of warm & sandy beaches, an active nightlife, good restaurants, shopping, fishing, swimming & more. Your work location is 2 miles from the beach, you will not work on the beach itself. Broadway at the Beach is 5.5 miles away, Market Common is 2 miles.
Average daily temperature:	85 F and up; very humid
Community or regional website:	www.visitmyrtlebeach.com
Nearest cities:	Charleston, SC 127,999 - 100 miles
Distance to nearest cities:	Wilmington, NC 112,067 - 75 miles
What to wear:	Swimsuit, shorts, tank tops, light jacket, jeans, t-shirts
Available public transportation:	Limited
Public transportation access:	Limited
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:	yes
Internet café:	no
Public library:	yes
Comments:	
Deluxe double room with two full size beds, microwave, refrigerator, 25" television, full bath with shower, small work area with desk and data port. Double suites are two rooms. One room has two full beds and bathroom. The other room has a pull out sleeper sofa with a bathroom, microwave, refrigerator, 25" television, full bath with shower, small work area with desk and data port.	



Suggested Travel Information

Nearest international airport:	Atlanta (ATL) Charlotte (CLT)
Nearest airport:	Myrtle Beach International Airport (MYR)
Transportation from airport to employer and / or housing:	Taxi, if after hours.
Nearest bus station (to the airport):	Greyhound Bus
Bus information (web site):	www.greyhound.com
Nearest train information (to the airport):	Amtrak
Train information (web site):	www.amtrak.com - Florence, SC - 82 miles
If participant arrives after hours suggested, overnight accomodation:	Go to Red Roof Inn; open 24 hours.
Cost per night:	\$70 - \$125
Transportation to overnight accomodation:	Taxi
Transportations cost:	\$50 +
Specific instructions:	Please send your arrival information to your employer. Arriving 8 am - 5 pm only, your employer will come to get you. After hours, you must take a taxi to Red Roof Inn. Do not arrive during the Motorcycle Festivals: May 12-21 and May 26-29, 2017.

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:	Monday, Tuesday, Thursday, Friday - 9 am - 3 pm Wednesday - 9 am - 12 pm
Where is the closest Social Security office?	1316 THIRD AVE CONWAY, SC 29526
How far is the Social Security office from the work place?	20 miles
Specific instructions:	Social Security Number is preferred but not required. If you do not have it, your employer will assist with taking you to their office.(843) 248-4271. Make sure to read your student handbook and to take all of your documents with you. If you fail to take all of the required documents with you, you will have to travel back to Social Security on another day at your own expense.



Welcome to Red Roof Inn & Suites in Myrtle Beach, SC. The rate of pay for this employer is \$8.00 and the positions are Laundry Attendant, Housekeeping and Houseman.



Housing for this employer is provided at no charge.





Student Agreement

Cultural Homestay International

Student:

Employer:

Date:

1. I understand CHI is my only true friend in the US and I will get the best advice from my local CHI coordinator, not from friends/social media/other people that might not be very knowledgeable regarding certain aspects of this program.
Signature: _____
2. I fully understand and agree to fulfill all the job duties mentioned in the Job Offer.
Signature: _____
3. I am in the required health condition to perform all the job duties mentioned in the Job Offer.
Signature: _____
4. I understand my primary job has priority over a potential 2nd job, and I have to respect the 1st job's schedule.
Signature: _____
5. My first working day will be on _____ and MY LAST WORKING DAY WILL BE ON _____. This section is extremely important for your employer and the dates mentioned here MUST be respected.
Signature: _____
6. I understand if I get a 2nd job I have to get CHI's approval in order for me to start working at that job.
Signature: _____
7. I understand coming to the US will be a cultural shock and it might be hard to adapt to a new work environment in a different language and it will take time to adjust to such conditions. 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 fail to "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. I understand I must consult with CHI before taking any action to leave my pre-arranged employer.
Signature: _____

8. I understand I will find things way different than in my home country and I will not judge by comparison and I will do my best to adapt to the American Culture.

Signature: _____

9. I understand for the first 3 months, I will be mainly just working and enjoy the area I am living in, and after I am done with my work I will be able to travel and visit other cities.

Signature: _____

10. I understand I am promised a minimum of 35/week and I might get more, but not less, depending on the business needs throughout the season.

Signature: _____

11. I understand the Work & Travel Program is a cultural exchange program and not a money making program. NOTE: This is an at will participation program and complaints towards CHI such as "I paid/borrowed and X amount of money to come on this program and you have to do everything for me" are not be tolerated.

Signature: _____



WELCOME LETTER
Cultural Homestay International (CHI)

R _ Roof Assets, LLC

Red Roof Inn at Market Common
2801 South Kings Highway
Myrtle Beach, SC 29577
843-626-4444

Employer Contact Information

Mr. David Helmen
Email: i0232@redroof.com
Phone: (843) 626-4444
Myrtle Beach, SC 29577

Hello Participants,

My name is Elisa Pyle and I am your local Program Coordinator through Cultural Homestay International (CHI). I will be helping you prepare for your exciting summer in Myrtle Beach working for Red Roof Inn! This packet contains very important information regarding your travels. 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. Please let CHI and your employer know your flight information!
- IF YOU WERE DENIED YOUR VISA AND ARE RECEIVING THIS EMAIL, PLEASE LET ME KNOW YOU ARE NOT COMING!

If you have any questions, please do not hesitate to contact me at chielisa@chinet.org.

For general questions and emergencies, contact CHI's Main Office at **1 (800) 432-4643**.

Have a safe trip!

Sincerely,

Elisa Pyle

ESM Assistant & Program Coordinator

1 (513) 399 - 5250

Fax: 1 (843) 212 - 0105

Cultural Homestay International

Facebook: <https://www.facebook.com/groups/1651888668420108/>

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 USD Available (Transportation from airport, housing deposits, food, etc.)
- Carry On (A change of clothes, medicines, copy of this letter & your documents). 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 to enter this information!

2. CONTACT YOUR EMPLOYER

Your contact person is **David Helman**. Please email us your flight information.

Shirt and name tag are provided by employer. You must have closed toed, non skid shoes. Long shorts are okay but they must be knee length and not tight fitting. You cannot wear leggings, flip flops, sandals, tank tops, tube tops, camisole tops. All clothes must be clean, have no holes, be in good condition and look professional. No exceptions. Even when you are not working, you must follow strict guidelines as guests will see you throughout their stay.

3. DIRECTIONS FROM THE AIRPORT TO YOUR HOUSING

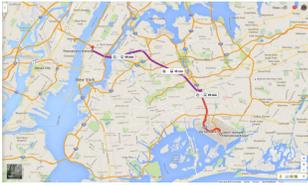
Airport:

NEW YORK If you are flying into JFK Airport and would like to take Greyhound Bus to Myrtle Beach (www.greyhound.com), you must take the Air Train to **Penn Station** in Manhattan. This trip is a minimum of 18 hours. **CHI also needs to know this information, as well.**

The link to find transportation from JFK: [Please install their new free MyTransitGuide App!!](#)

<https://itunes.apple.com/us/app/transit-app-real-time-tracker/id498151501?mt=8>

<http://airtrain-jfk.transit-info.com/index.php?src=bing&kid=116456016131&kw=Airtrain+Jfk+Map>



Upon your arrival in Myrtle Beach, Please go directly to your housing. If you arrive during the required hours, your employer will pick you up. If you arrive after these hours, please do not talk to strangers or accept rides unless **they are a registered taxi service**. You will see their license posted inside the taxi.

Flights from New York to Myrtle Beach

Take a taxi to your housing upon arrival.

www.kayak.com

www.spiritair.com

www.delta.com

www.usairways.com

4. 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 (3)** 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. If you can't log in, you need to call us.
- b. IMMEDIATELY call CHI to complete the SEVIS validation process: **1(800) 432-4643**.
- 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!

5. i-94 NUMBER

Once, you have register on www.sevis.org, please log on:

<https://i94.cbp.dhs.gov/I94/consent.html?jsessionid=HhnjXBrP1Lwmzs4wlXSkWwyhbtw7CYMnRTDkxrJq0hDN3RfQ0h2G!874688931> to create your i-94 number. Please print this page or save to your smart phone.

6. APPLYING FOR A SOCIAL SECURITY NUMBER

- **Validate your Visas in SEVIS.**
- **Then wait 10 days and visit the closest social security office is:**

1316 3rd Avenue
Conway, SC 29526
1-888-577-6601

Hours: MON, TUES, THUR, & FRI: 09AM – 03PM - WED: 09AM - 12PM - SAT & SUN & Federal Holidays: CLOSED

Bus Route to Social Security Administration Office: To and From Conway to MB

http://www.coastrta.com/routes-and-schedules/routes/transit-routes/route_7.aspx

PLEASE REMEMBER TO GET A RECEIPT AT THE SOCIAL SECURITY OFFICE. IT'S YOUR ONLY PROOF THAT YOU APPLIED! DO NOT LOSE IT.

Important Program Policy

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.

We look forward to meeting you!!

For general questions & emergencies, you may always contact CHI's Main Office at **1-800-432-4643**