



# CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

## JOB DESCRIPTION

### USA WORK & TRAVEL PROGRAM



### *Employer Information*

**Employer name:** Salema's Cart System, Inc.  
**Type of business:** Coffee Donut Shoppe  
**Job location:** Salema's Dunkin Donuts - North Hampton, NH  
**City:** NORTH HAMPTON  
**State:** NH  
**Zip:** 03862  
**Website:**

### *Why choose us?*

Great Hampton location. Busy donut shop. Excellent wage and benefits.

### *Cultural exchange activities*

### *Position*

**Job title:** Team Member - North Hampton  
**Job description and required skills:** Customer service, serving and preparing coffee beverages, making sandwiches, prepping food, taking orders, ringing up orders and cashiering, cleaning restaurant and bathrooms.  
**English level required:** advanced  
**Hourly wage (before taxes):** \$8.50  
**Position ID:** 33136



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## Position Information

Tips:	Yes
Bonus:	no
Estimated hours per day:	6-8
Number of days per week:	4-5
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:	06/15/2017
Earliest end date:	09/07/2017
Latest end date:	10/15/2017
Is the employer willing to hire couples?	yes
Is the employer willing to hire group of friends?	yes
Are meals included?	yes
Meals details (discount, cost, # of meals):	discounted meals while working
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:	Students still can find jobs in restaurants or retail stores.
How soon after arrival will participants begin working?	As soon as possible.
Specific instructions for arrival to employer:	Arrival midweek is best.
Is training required?	yes
Conditions of training:	Paid hourly training.
Is there possibility to change positions?	no
Are students required to wear a uniform?	yes
Does employer provide uniform?	yes
Cost of uniform:	no cost
Is uniform refundable?	no



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**Do students need to purchase specific clothes or footwear?**

yes

**If so, details for clothing:**

Employer will provide company hat and apron. Students should have non-slip shoes. If you are not able to obtain them employer will provide non-slip booties to wear over shoes. You will also need to bring blue jeans and a white polo style shirt with short sleeved shirt. No visible tattoos or facial piercings including no tongue piercing. Must have a clean and neat appearance. Long hair **MUST** be secured back while working.

**Additional information:**

Fun fast paced customer service type position. Great location.

## Housing Information

**Housing name:**

CHI Assisted Housing- NH TBA

**Housing address:**

To be announced.

**City:**

TBA, NH

To be announced.

Michelle Riaz

chimicheller@chinet.org

**Website:**

**Housing assisted by:**

CHI

**Is student required to sign a separate housing contract?**

yes

**Number of people to a room:**

2-6

**Bath:**

1-2

**Estimated cost of housing per week:**

\$100-150 estimate

**Is housing cost deducted from paycheck?**

no

**Is housing deposit required?**

yes

**Deposit amount:**

\$200-300

**Instructions for deposit payment:**

Please prepare to pay a security deposit upon your arrival.

**Is housing deposit refundable?**

no

**Conditions for deposit refund:**

Your housing deposit will not be returned. **ONLY** if you stay until the end of your contract and the housing is left in undamaged condition.

**Utilities included:**

yes



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<b>Is the housing mandatory?</b>	no
<b>Can students find alternative housing during their stay?</b>	no
<b>Method of transportation from housing to work site:</b>	Must arrange own
<b>Transportation details:</b>	Housing will be within biking distance in most cases.
<b>Additional housing features:</b>	Housing will include at least access to a microwave and refrigerator.
<b>Location of work site best described as:</b>	Ocean
<b>Location details:</b>	North Hampton has always been a beautiful seaside town - one of the few to border the limited New Hampshire coastline.
<b>Average daily temperature:</b>	60-90F
<b>Community or regional website:</b>	<a href="http://www.northhampton-nh.gov/Public_Documents/index">www.northhampton-nh.gov/Public_Documents/index</a>
<b>Nearest cities:</b>	Boston
<b>Distance to nearest cities:</b>	1 hour to Boston
<b>What to wear:</b>	Variety of clothes; warm coat, t-shirts, jacket, pants , shorts to bathing suit.
<b>Available public transportation:</b>	Some
<b>Public transportation access:</b>	Limited
<b>Accessible amenities (by walking or public transportation):</b>	
<b>Food market:</b>	yes
<b>Shopping mall:</b>	no
<b>Post office:</b>	yes
<b>Bank:</b>	yes
<b>Movie theater:</b>	yes
<b>Restaurants:</b>	yes
<b>Fitness center:</b>	no
<b>Laundry:</b>	yes
<b>Internet café:</b>	yes
<b>Public library:</b>	no

This is a sample housing arrangement. Your CHI Coordinator will inform you of your precise housing details as soon as they are available. Your housing may change based on availability and location. Please be prepared for your housing to meets the criteria outlined in this job offer. If you decide to find your own housing, please inform your coordinator before you arrive in US.



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### *Suggested Travel Information*

Nearest international airport:	Boston Logan Airport
Nearest airport:	Boston Logan Airport
Transportation from airport to employer and / or housing:	Bus
Nearest bus station (to the airport):	At airport
Bus information (web site):	<a href="http://www.cjtrailways.com">www.cjtrailways.com</a>
Nearest train information (to the airport):	South Station Boston
Train information (web site):	<a href="http://www.amtrakdowneaster.com">www.amtrakdowneaster.com</a>
If participant arrives after hours suggested, overnight accomodation:	<a href="http://www.hihostels.com">www.hihostels.com</a>
Cost per night:	\$50 +
Transportation to overnight accomodation:	Taxi
Transportations cost:	25

### *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
Where is the closest Social Security office?	Portsmouth
How far is the Social Security office from the work place?	20 minutes



**WELCOME LETTER**  
**Cultural Homestay International**

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**Dunkin Donuts - North Hampton**

42 Lafayette Rd, North Hampton, NH 03862

Employer: **Lori B. Salema**

Email : [lori@369management.com](mailto:lori@369management.com)

Phone : 603-758-1342

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Hello everyone!

By now everyone has been assigned a job, and received your DS FORM. \*As soon as you receive you DS 2019 form check to make sure that your name and birth day are correct!

\*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!**

Remember to print a copy of this letter to bring with you.

This letter will describe the following:

1. Things to review before departure
2. How to contact your employer
3. Where you will be living/What to pack
4. How to get to your job from the airport
5. Validating your status in SEVIS
6. Where to apply for a Social Security number
7. Must know- Program policy

**Keep in mind, the I-94 is now an electronic document that needs to be printed and taken to social security with you.**

If you have questions, please don't hesitate to contact me at [chiluminita@chinet.org](mailto:chiluminita@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,

Luminita Pricop  
Cultural Homestay International  
Program Coordinator



## **Need to know information to plan accordingly**

**Facebook: LIKE us on CHI Work and Travel at New England and Great Lakes Region** – This is a great way to stay up to date with your CHI family, learn about cultural events and share experiences with everyone.

### **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!**

### **2. CONTACT YOUR EMPLOYER**

You employer's name is **Lori B. Salema**; you must contact **Lori** and CHI and let us know your flight information and when EXACTLY you will be arriving! Please email **Lori** immediately at [lori@369management.com](mailto:lori@369management.com). Please also email Luminita and Lizzy at [Chiluminita@chinet.org](mailto:Chiluminita@chinet.org) and [chilizzy@chinet.org](mailto:chilizzy@chinet.org) with your exact arrival information and to confirm receipt of this letter!

Dress code at work: Employer will provide company hat and apron. Students should have non-slip shoes. You will also need to bring blue jeans and a white polo style shirt with short sleeved shirt. No visible tattoos or facial piercings including no tongue piercing. Must have a clean and neat appearance. Long hair MUST be secured back while working.

### **3. HOUSING: TO BE ANNOUNCED (Please contact your CHI coordinator for final housing)**

### **4. DIRECTIONS FROM THE AIRPORT TO YOUR HOUSING**

## **Boston Logan Airport Arrival: (THIS IS THE RECOMMENDED ROUTE)**

From terminals A-E at Boston Logan Airport, board a C&J bus to Portsmouth, NH. This takes about an hour and costs \$24. Check out <http://www.ridecj.com/> for more information about schedules and fares.

From Portsmouth there will be taxis at the bus station or an attendant at the bus station will help you call a taxi. Take the taxi to your housing or employer.

**Please make sure your housing person and employer expect your arrival.**

## **New York City JFK Arrival**

If you arrive in JFK or LaGuardia airports, take the New York Airport Service bus, from the terminal to the Port Authority Bus Terminal in Manhattan. This costs around \$15. Check out <http://www.nyairportservice.com/> for fares and schedules.

At the Port Authority Bus Terminal, you have two options.

1. Buy a ticket for C&J bus directly to Portsmouth, NH. Check out <http://www.ridecj.com/> for more information about schedules and fares.
2. Buy a ticket for a Greyhound bus to Boston's South Station. It is approximately a 4.5 hour bus ride to Boston. After you arrived at Boston South station, you buy a ticket for C&J bus to Portsmouth, NH. If you reserve your Greyhound ticket online or by phone 7-14 days in advance with a credit card, it will be much cheaper. Choose the "will-call" option to pick your tickets up at the Greyhound Ticket Counter in the Port Authority Bus Terminal. Busses from New York leave around the clock. Check out [www.greyhound.com](http://www.greyhound.com) for schedules and fares.

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**See [www.bostonhostel.org](http://www.bostonhostel.org); [www.hiboston.org](http://www.hiboston.org); [www.hostels.com](http://www.hostels.com) for hostel options.**

## **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). If you can't log in then 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!**

## **6. APPLYING FOR A SOCIAL SECURITY NUMBER**

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

SOCIAL SECURITY  
80 Daniel Street, Room 200, Portsmouth, NH 03801  
(603) 433-0716

Social Security Office Hours: MON: 09:00 AM - 03:00 PM; TUES: 09:00 AM - 03:00 PM; WED: 09:00 AM - 12:00 PM; THUR: 09:00 AM - 03:00 PM; FRI: 09:00 AM - 03:00 PM

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**PLEASE REMEMBER TO GET A RECEIPT AT THE SOCIAL SECURITY OFFICE. IT'S YOUR ONLY PROOF THAT YOU APPLIED!**

## **7. 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.

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