CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM

Employer Information

Employer name:	Sea Ketch Restaurant
Type of business:	Restaurant
Job location:	Sea Ketch Restaurant
City:	HAMPTON
State:	NH
Zip:	03842
Website:	www.seaketch.com.

Why choose us?

The Sea Ketch offers a great potential to earn money through wages and gratuity. Nice location at the beach, housing is next door to restaurant. Internet on site of housing. Some meals included.

Cultural exchange activities

Beach community, picnic, sand castle building contest,

Position

Job title:	Restaurant Worker- Early May
Job description and required skills:	In this position, duties include but are not limited to; prep work, cooking, washing dishes,cleaning, trash removal,stocking and any other tasked assigned by the managers. Students may also be assigned to table bussing, food running or hosting based on performance. Cleaning tasks will be assigned to all positions. The employer will decide what role you best fit. You will either be assigned a specific role or continue to rotate through different positions based on the managers discretion.
English level required:	intermediate
Hourly wage (before taxes):	$8
Position ID:	34486

Position Information

Tips:	Some
Bonus:	no
Estimated hours per day:	6-8
Number of days per week:	4-6
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?	yes
Earliest start date:	05/01/2017
Latest start date:	05/25/2017
Earliest end date:	09/05/2017
Latest end date:	10/15/2017
Is the employer willing to hire couples?	no
Is the employer willing to hire group of friends?	yes
Are meals included?	yes
Meals details (discount, cost, # of meals):	1/2 price shift meal
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:	There are many opportunities for second jobs in this beachfront community.
How soon after arrival will participants begin working?	As soon as possible.
Specific instructions for arrival to employer:	Try to arrive mid week.
Is training required?	yes
Conditions of training:	Paid hourly training.
Is there possibility to change positions?	no
Are students required to wear a uniform?	no
Does employer provide uniform?	no
Is uniform refundable?	no

Do students need to purchase specific clothes or footwear?	yes
If so, details for clothing:	Must have closed toe, no-slip shoes. Long hair tied back.

Housing Information

Housing name:	Sea Ketch Restaurant - Dec 2016 updated
Housing address:	G Street
City:	Hampton Beach, NH 03842
Phone:	
Fax:	
Contact:	Kevin Brown
Email:	info@seaketch.com
Website:	www.seaketch.com
Housing assisted by:	Employer
Is student required to sign a separate housing contract?	yes
If so, contract details:	Students will sign a lease.
Type of housing:	House
Number of people to a room:	2
Bedrooms:	9
Bath:	3
Estimated cost of housing per week:	$110
Is housing cost deducted from paycheck?	no
Is housing deposit required?	yes
Deposit amount:	$110
Housing deposit due date:	On Arrival
Instructions for deposit payment:	Pay deposit at arrival.
Is housing deposit refundable?	yes
Conditions for deposit refund:	Deposit refundable if unit left clean, return key, complete stay.
Utilities included:	yes

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 located right next to restaurant.
Additional housing features:	Laundry mat nearby, furnished. Internet on site.
Location of work site best described as:	Ocean
Location details:	Oceanfront community.
Average daily temperature:	60-90F
Community or regional website:	www.hamptonbeach.com
Nearest cities:	Portsmouth NH, Boston MA
Distance to nearest cities:	1 hour to Boston
What to wear:	Bring a variety of clothing, swimsuits, shorts, sweatshirts.
Available public transportation:	NA
Public transportation access:	NA
Accessible amenities (by walking or public transportation):	
Food market:	yes
Shopping mall:	no
Post office:	yes
Bank:	yes
Movie theater:	no
Restaurants:	yes
Fitness center:	yes
Laundry:	yes
Internet café:	yes
Public library:	yes

Shared house, no smoking in house. Quiet time after 11:00 pm.

Suggested Travel Information

Nearest international airport:	Boston Logan
Nearest airport:	Boston Logan
Transportation from airport to employer and / or housing:	C & J bus transport
Nearest bus station (to the airport):	Sea Ketch Restaurant
Bus information (web site):	www.cjtrailways.com
Nearest train information (to the airport):	N/a
Train information (web site):	N/a
If participant arrives after hours suggested, overnight accomodation:	Boston HI Hostel or airport hotel
Cost per night:	$35.00/$100
Transportation to overnight accomodation:	Taxi
Transportations cost:	$25
Specific instructions:	Please arrange your flight to Boston MA. (Airport code BOS) From terminals A-E at Boston Logan Airport, board a C&J Trailways bus to Portsmouth, NH. This takes about an hour and costs $25. The bus departs directly from the arrivals /baggage area. Ask a transit policeman to direct you to the correct waiting spot.

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 assist with Social Security.
Where is the closest Social Security office?	Portsmouth, NH
How far is the Social Security office from the work place?	20 minutes
Specific instructions:	Employer or CHI will assist.

WELCOME LETTER
Cultural Homestay International

Sea Ketch Restaurant
127 Ocean Blvd
Hampton, NH 03842

Employer: Kevin Brown
E-Mail: info@seaketch.com
Phone: 603-531-0667

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 birthday 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

Keep in mind, the I-94 is an electronic document that needs to be printed and taken to social security with you.
If you have any question, please don't hesitate to contact me at chiroxana@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,
Roxana Milea
Cultural Homestay International
International Recruitment Consultant/Program Coordinator
New England Region
Facebook: LIKE us on https://www.facebook.com/groups/NewEnglandCHIWorkandTravelStudents/

1. BEFORE DEPARTURE:

- Most importantly, **read the Student Handbook**, which you should have received at the orientation or your travel agency.

- Make sure you have all the correct documents, (confirm they are accurate) and at least **$800.00** US funds available

- CHI advises you to bring one change of clothes in your carry-on in case your luggage is lost or delayed. These things happen and this is an easy step to take to be prepared.

- 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 flight so you can enter your flight information!!** Let Your employer know your flight information as well.

2. CONTACT INFORMATION FOR EMPLOYER:

Your employer's name is **Sea Ketch Restaurant** you must contact **Sea Ketch** AND **Roxana** at CHI and let us know your flight information and when **EXACTLY** you will be arriving! Please email Kevin Brown at SeaKetch immediately at info@seaketch.com. Please also email Roxana at chiroxana@chinet.org with your exact arrival information and to confirm receipt of this letter! LOG YOUR INFORMATION INTO SEVIS.ORG as well.

3. HOUSING:

G street Hampton NH 03842

Contact: Kevin Brown

Email: info@seaketch.com

Phone: 603-531-0667

Your housing will be in a large house with other employees from the restaurant. There are 9 bedrooms in the house and there will be 2-4 people in each room. There are 3 bathrooms, a full kitchen and Internet. There is a laundry mat near by and you are within walking distance to your job and all restaurants and shops.

4. TRANSPORTATION:

(Recommended Route) Boston Logan Airport Arrival:

Directly from the airport, buy a ticket and board the C&J bus to Portsmouth NH. You can visit the bus website www.rideCJ.com to find an exact schedule and pricing. 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 address in Hampton, NH.
IMPORTANT: Please remember if you will not be able to make it to your job/housing during reasonable hours, and you should speak with your employer about these hours, you may need to stay overnight and travel the following day. There is a youth hostel in Boston where you can stay, but I suggest you make a reservation ahead of time if you'd like to stay there because there may be no beds available on a walk-in basis the day you arrive. Take a look at www.bostonhotstel.org for more information about their location, rates and directions from the airport.

New York City 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 outhttp://www.nyairportservice.com/ for fares and schedules. At the **Port Authority Bus Terminal**,

buy a ticket for a Greyhound bus to **Boston's South Station.** It is approximately a 4.5-hour bus ride to Boston and here you can connect to C&J bus or another grayhound bus.

PLEASE NOTE: If your flight gets into New York in late afternoon, you should think about spending the night in New York and leaving on the Greyhound bus the following morning. Remember to allow yourself time for unforeseen delays, to collect luggage, go through US Customs and log into SEVIS, and most importantly, travel to the bus terminal. If you think you will not be able to catch last train to Maine, here is information for a New York Hostel you might consider staying in for one night. I suggest you make a reservation ahead of time if you'd like to stay there because there may be no beds available on a walk-in basis the day you arrive. Look at www.loftstel.com or www.hinewyork.org for more information about their location, rates and directions from the airport.

IT IS BETTER TO ARRIVE IN BOSTON!

5. SEVIS

FIRST, LOG INTO SEVIS AS SOON AS YOU BOOK YOUR FLIGHT, AND ENTER YOUR FLIGHT INFORMATION! www.sevis.org

Next, It is of utmost importance that you 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. 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. There are serious consequences if you do not validate your visa, beginning with a cancellation of your visa, so please do it as soon as possible. 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

VERY IMPORTANT: YOU MUST FIRST VALIDATE YOUR VISAS IN SEVIS, THEN WAIT TO GO TO SOCIAL SECURITY UNTIL AT LEAST 10 DAYS HAVE PAST!

Once you are in Hampton and have validated your visa, you must register with the local Social Security Office to get your card and number. The closest office is:

SOCIAL SECURITY (603) 433-0716

80 Daniel Street Room 200 Monday-Friday 9:00-4:00pm

Portsmouth, NH 0380 except Federal Holidays

PLEASE REMEMBER TO GET A RECEIPT AT THE SOCIAL SECURITY OFFICE. IT''S YOUR ONLY PROOF THAT YOU APPLIED! Also, remember that you must FIRST validate your status in SEVIS *before* applying for a Social Security Number.YOU MUST REMEMBER TO GET A RECEIPT AT THE SOCIAL SECURITY OFFICE. IT'S YOUR ONLY PROOF THAT YOU APPLIED! Also, remember that you must FIRST validate your status in SEVIS *before* applying for a Social Security Number.

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 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.

We look forward to meeting you!

Roxana Milea
Program Coordinator
Cultural Homestay International

Amazing exchange stories at http://chinewsblog.wordpress.com/

Open your business to the world! Hire an international student! http://www.chinet.org/wt
http://chinet.org/blog/
Facebook: LIKE us on https://www.facebook.com/groups/NewEnglandCHIWorkandTravelStudents/