



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Employer Information

Employer name: United Service Companies - Greater Boston Area
Type of business: Outsourced Labor Provider
Job location: Extended Stay America - Burlington, MA
City: BURLINGTON
State: MA
Zip: 01803
Website: www.unitedhq.com

Why choose us?

Hard, but rewarding work with opportunities to work within United States at chosen location (likely hotel environment). Chance to learn a trade and how work is done in USA.

Cultural exchange activities

Position

Job title: Housekeepers - Extended Stay - Burlington

Job description and required skills: The housekeeper will be required to lift, carry, walk, sit, push, pull and stand for the duration of their shift. Responsibilities include; cleaning guest rooms and hotel areas to company standards with attention to detail, faced paced, a positive attitude, and having a friendly demeanor when interacting with hotel guests. Must be able to move continuously during work hours and able to lift or carry 25-30 pounds (13 kg). Your schedule needs to stay flexible. Your work location may be changed depends on your arrival date and the hotel needs.

English level required: intermediate

Hourly wage (before taxes): \$11.00

Position ID: 33794



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Position Information

Tips:	varies
Bonus:	no
Estimated hours per day:	6-10
Number of days per week:	4-5
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:	05/15/2017
Latest start date:	06/15/2017
Earliest end date:	09/05/2017
Latest end date:	09/30/2017
Is the employer willing to hire couples?	yes
Is the employer willing to hire group of friends?	yes
Are meals included?	yes
Is a drug test required?	yes
Is Skype interview required?	yes
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's in the greater Boston area. Many retailers, restaurants and hotels in the area. In close proximity to many universities as well.
How soon after arrival will participants begin working?	7-10 days. Must apply for SS# prior to starting work.
Specific instructions for arrival to employer:	Arrive early in the week. Students need to apply for Social Security number prior to beginning employment at United. This can take 5-7 days. Students will also need to participate in employee orientation prior to starting. Students will begin working in 7-10 business days after arrival.
Is training required?	yes
Conditions of training:	Paid training
Is there possibility to change positions?	no
Are students required to wear a uniform?	yes
Does employer provide uniform?	no
Is uniform refundable?	yes



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Do students need to purchase specific clothes or footwear?

yes

If so, details for clothing:

Students are required to wear black sneakers. Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image of USC present to customers and visitors. The uniform which is provided by employer has to be returned.

Additional information:

This is a suburb of Boston. By public transport it would take about an hour to get to the city. Intermediate English is ok.

Housing Information

Housing name:

CHI Assisted Housing- Massachusetts

Housing address:

TBA

City:

TBA, MA

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:

2-4

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:

\$100-300

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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Is the housing mandatory?	no
Can students find alternative housing during their stay?	no
Method of transportation from housing to work site:	Must arrange own
Transportation details:	Housing will be within biking distance in most cases. Or there is public transportation for you to get to work.
Additional housing features:	Housing will include at least access to a microwave and refrigerator. Most housing is within walking distance to free wifi or library.
Location of work site best described as:	Suburban
Location details:	Burlington is a wonderful suburban town north of Boston. Its business district offers a vast amount of shops and restaurants. Burlington also is home to many acres of conservation land, including many hiking/biking trails, parks, and historic sites. Northeastern University Campus located in the area.
Average daily temperature:	60-90
Community or regional website:	www.cityofboston.gov
Distance to nearest cities:	About 30 min from Boston.
What to wear:	Variety of clothes; warm coat, t-shirts, jacket, pants , shorts to bathing suit.
Available public transportation:	Bus, subway
Public transportation access:	www.mbta.com/schedules_and_maps/subway
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

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 meet the criteria outlined in this job offer. If you decide to find your own housing, please inform your coordinator before you arrive in US.



Suggested Travel Information

Nearest international airport:	Boston Logan Airport
Nearest airport:	Boston Logan Airport
Transportation from airport to employer and / or housing:	subway, bus
Nearest bus station (to the airport):	South Station, Boston
Bus information (web site):	http://mbta.com/
Nearest train information (to the airport):	At the airport (blue line)
Train information (web site):	http://mbta.com/
If participant arrives after hours suggested, overnight accomodation:	www.hihostels.com
Cost per night:	\$50 +
Transportation to overnight accomodation:	subway,bus,taxi
Transportations cost:	varies
Specific instructions:	www.mbta.com/rider_tools/trip_planner . Please use trip planner to get to your destination.

Social Security Information

Does the company require students to have Social Security number before arriving to the work place?	yes
Does the company provide Social Security application assistance?	no
Where is the closest Social Security office?	www.socialsecurity.gov/locator
How far is the Social Security office from the work place?	around 30 minutes
Specific instructions:	Public Transport available.



WELCOME LETTER

Cultural Homestay International

United Temps- Burlington, MA
40 South Ave, Burlington, MA 01803

Employer Contact Information
Josie Gonzalez
Email : ygonzalez@unitedhq.com
Phone : 617-697-9699

Hello Everyone!

By now everyone has been assigned a job, and received your DS FORM. As soon as you receive your DS 2019 form, check to make sure that your **name** and **birth date** 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 by sending a conformation email and updating the information in at www.sevis.org.**

***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

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, Kathryn Howard, at chikathryn@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,
Kathryn Howard
Cultural Homestay International
Program Coordinator of the lakes region NH/Greater Boston area

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**
- **\$1,000 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!** This is very important for us to plan accordingly.

2. CONTACT YOUR EMPLOYER

Josie Gonzalez is the manager of United Temps, Inc. You must contact Josie and CHI and let us know your flight information, as well as, when EXACTLY you will be arriving! Please email Josie at ygonzalez@unitedhq.com. Please email me at chikathryn@chinet.org with your exact arrival information and to confirm that you received this letter!

Also, please be aware:

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.

3. HOUSING:

To be announced. You will be contacted with this information. We thank you for your patience.

4. DIRECTIONS FROM THE AIRPORT TO YOUR HOUSING

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

Please arrange your flight to **Boston MA**. (Airport code BOS)

To get to your housing via public transportation (which is the least expensive route), you will need to start by taking the silver line bus from the airport to South Station. From there you will need to take the Red Line train to Alewife. You will be on the Alewife train until the last stop at Alewife station. Then you will need to get on the #350 Burlington via Mall bus, there are roughly 49 stops on this bus route. Once your housing is determined, you will need to figure out what bus stop is closest to your housing. Overall, this trip should take roughly 1 hour 45 minutes.

The information center at the airport is a good place to ask for advice. If you need additional help planning your route from the airport to housing, feel free to use the trip planner below.

http://www.mbta.com/rider_tools/trip_planner/

Please confirm with your housing person and CHI coordinator with your exact arrival time, so they can assist you when you arrive at your housing.

IMPORTANT:

Please remember if you will not be able to make it to your housing during reasonable hours- 8:00am to 9:00pm, you may need to stay overnight and travel the following day. The bus ALSO departs from Boston South Station. If you have spent the night in the city, depart from here, as it will be easier and much less expensive.

Be sure to make a reservation in advance to save yourself a bed. I HIGHLY recommend reserving a bed with a credit card before you leave, as beds fill up fast!

See www.bostonhostel.org, www.hiboston.org, www.hostels.com for more hostel options in Boston.

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. 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:**

10 Fawcett Street, Cambridge, MA 02138

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