



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Employer Information

Employer name: Wentworth by the Sea, A Marriott Hotel & Spa
Type of business: Hotel
Job location: GHM Wentworth, LLC
City: New Castle
State: NH
Zip: 03854
Website: www.wentworth.com

Why choose us?

Wentworth by the Sea is an elegant oceanfront hotel and spa is 3.4 miles from Portsmouth's historic Market Square and 3.7 miles from the Seacoast Science Center. The refined rooms offer free WiFi and flat-screen TVs, plus marble bathrooms, desks and coffeemakers. Suites add additional bedrooms and separate living areas, and some include fully equipped kitchens, whirlpool tubs, fireplaces, and balconies with sea views.

Other amenities include 2 casual seafood restaurants and a bar, as well as an indoor pool, a heated outdoor pool and a hot tub. There's also a sauna and exercise facilities, a business center and meeting space.

There are many opportunities available in the town of Portsmouth, as well as many ocean activities in New Castle. Students will be only 15 minutes from Kittery, where there is great outlet shopping and only 1 hour from Boston. There is also a public library right in downtown Portsmouth, and most coffee shops offer free wifi. There is a movie theater and shopping mall easily accessible from downtown Portsmouth by public bus. In close proximity to the beaches, parks and lakes for recreational activities.

Position

Job title: Housekeeping Room Attendant - Late arrival

Job description and required skills: Primary role will be room attendant, with a secondary responsibility of houseman or public area cleaner. Students will clean rooms, make beds, vacuum, stock linen closet, stock other supplies, provide turn-down service, keep public areas clean, clean public bathrooms etc.

Intermediate to advanced English is required. Students must be able to take instruction from supervisor in English and answer guests' questions.

English level required: intermediate

Hourly wage (before taxes): \$10

Position ID: 33850



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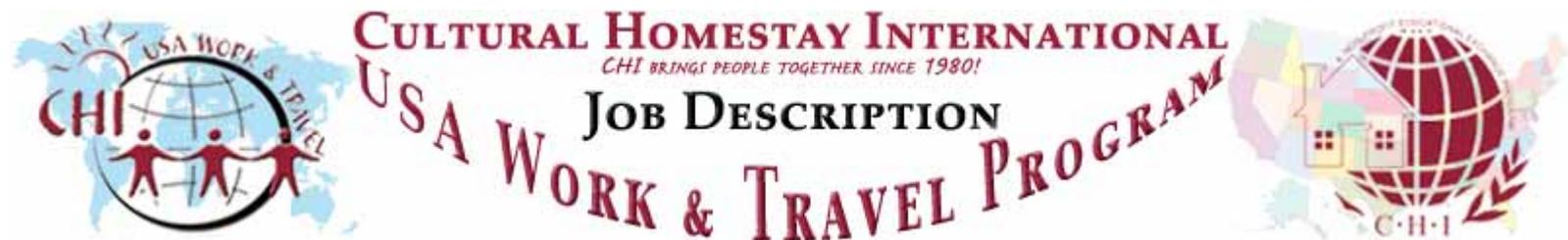
Position Information

Tips:	Yes
Bonus:	no
Estimated hours per day:	7-8
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:	06/15/2017
Latest start date:	06/25/2017
Earliest end date:	09/07/2017
Latest end date:	10/12/2017
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):	1 meal per shift is included
Is a drug test required?	no
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:	Hours may be available in other areas of the hotel for the second job. Please speak to the manager first before looking for another job at a different employer. There are local businesses nearby and the city of Portsmouth & Kittery also have many job opportunities.
How soon after arrival will participants begin working?	As soon as possible.
Specific instructions for arrival to employer:	Please email the employer before you arrive to arrange a time to start training.
Is training required?	yes
Conditions of training:	Paid training.
Is there possibility to change positions?	yes
Are students required to wear a uniform?	yes
Does employer provide uniform?	yes
Cost of uniform:	varies
Is uniform refundable?	yes



Do students need to purchase specific clothes or footwear? yes

If so, details for clothing: Employer will provide top and shoes. Students must provide black pants (no jeans, must not be tight pants). Shoes to be worn at work only are refundable up to \$55.

Additional information:

Students must look professional, no earrings for men, no visible body piercings or tattoos and a general neat appearance.

Transportation from housing to work site: Bike will be provided for use while here. No deposit is required for bike, but students will be responsible to return in usable condition or replacement fee will be charged to student. Shuttle will be provided on inclement weather days.

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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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.
Additional housing features:	Housing will include at least access to a microwave and refrigerator.
Location of work site best described as:	Ocean
Location details:	Wentworth by the Sea is located just outside of Portsmouth, NH which is a large town. It is right on the ocean and is a luxury hotel and resort.
Average daily temperature:	60-85 F
Community or regional website:	http://en.wikipedia.org/wiki/Wentworth_by_the_Sea
Nearest cities:	Portsmouth, 30,000 or Boston
Distance to nearest cities:	10 Minutes, 1 hour
What to wear:	For the job you will need to wear a uniform, but you will want to bring a variety of clothing, shorts, pants, swimsuit, t-shirt, sweatshirt for your off-time.
Available public transportation:	Some bus transportation
Public transportation access:	Limited
Accessible amenities (by walking or public transportation):	Limited
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.



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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):	www.ridecjr.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 any other hotel or hostel in Boston
Cost per night:	\$50 +
Transportation to overnight accomodation:	Taxi or bus
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?	yes
If so, details:	Employer will assist in taking students as needed to Social Security office.
Where is the closest Social Security office?	Portsmouth
How far is the Social Security office from the work place?	10 minutes



WELCOME LETTER
Cultural Homestay International

Wentworth by the Sea

588 Wentworth Road, New Castle, NH 03854
www.wentworth.com

Employer contact information

Carolyn Patton
Email : hr@wentworth.com
Phone : 603-422-7322

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 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

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.

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
New England Region

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 as soon as you know your flights so you can enter your flight information!

2. CONTACT YOUR EMPLOYER

The contact person of Wentworth by the Sea is **Carolyn Patton**; you must contact **Carolyn** and CHI and let us know your flight information and when EXACTLY you will be arriving! Please email **Carolyn** immediately at hr@wentworth.com . Please also email Lumi at chiluminita@chinet.org with your exact arrival information and to confirm receipt of this letter

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)

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. Buses from New York leave around the clock. Check out www.greyhound.com for 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.

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.

See www.bostonhostel.org; www.hiboston.org; www.hostels.com for hostel options.

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:**

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

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