



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Employer Information

Employer name: Wolfeboro Donuts LLC
Type of business: Quick service restaurant
Job location: Wolfeboro Donuts LLC
City: WOLFEBORO
State: NH
Zip: 03894
Website: www.dunkindonuts.com

Why choose us?

1. Dunkin' Donuts is an American global doughnut company and coffeehouse chain. 2. Clean, grease-free environment. Fun atmosphere. Busy donut shop.

Cultural exchange activities

Position

Job title: Team Member - Wolfeboro, NH

Job description and required skills: An entry-level job, the position of Dunkin' Donuts cashier assumes several job duties. Cashier primary responsibilities include operating cash registers, greeting customers, taking food and drink orders, and completing transactions. Dunkin' Donuts cashiers also regularly clean work stations, brew and grind coffee, restock cups and food items, assist bakers and help clean the restaurant by sweeping, mopping, removing trash and cleaning bathrooms. Cashiers work on foot for long periods of time. Applicants should possess excellent verbal communication skills and basic computer and mathematics skills.

English level required: advanced

Hourly wage (before taxes): \$8.50

Position ID: 33089



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Position Information

Tips:	yes
Bonus:	no
Estimated hours per day:	32-40 hrs/week
Number of days per week:	5
Possibility of students getting more than estimated hours:	yes
If so, is overtime paid at the rate of 1.5 hourly, after 40 hours of work per week?	yes
Earliest start date:	05/10/2017
Latest start date:	06/10/2017
Earliest end date:	09/07/2017
Latest end date:	09/15/2017
Is the employer willing to hire couples?	yes
Is the employer willing to hire group of friends?	yes
Are meals included?	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:	Yes, they can find a second job as long as it does not interfere with our schedule.
How soon after arrival will participants begin working?	As soon as possible.
Specific instructions for arrival to employer:	Arrive mid-week with proper notice.
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?	no
Cost of uniform:	vaires
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, apron and name badge. 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. Shirts must be white solid white, have a collar, turtleneck or mock neck, can be button up or pullover, cannot be open more than 3 inches below base of neckline. Cannot be see-through.

Additional information:

Fun fast paced customer service type position. Great atmosphere, FUN place to work.

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:	Lake
Location details:	Nestled on the eastern shore of Lake Winnepesaukee and surrounded by the pristine beauty of forests and mountains, Wolfeboro is a quintessential New England community with a rich heritage. In the summer the town bustles with sight-seeing, concerts, summer theater and craft fairs. Sports enthusiasts enjoy boating, fishing and swimming. Shoppers delight in the many locally-owned shops and boutiques.
Average daily temperature:	60-90 F
Community or regional website:	www.wolfeborochamber.com
Nearest cities:	Boston
Distance to nearest cities:	2.5 hrs to Boston
What to wear:	Variety of clothes; warm coat, t-shirts, jacket, pants, shorts to bathing suit.
Available public transportation:	Limited.
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:	no
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, MA (BOS)
Nearest airport:	Manchester–Boston Regional Airport (MHT)
Transportation from airport to employer and / or housing:	Bus / Taxi
Nearest bus station (to the airport):	At airport (Boston)
Bus information (web site):	www.concordcoachlines.com
Nearest train information (to the airport):	Amtrak
If participant arrives after hours suggested, overnight accomodation:	www.hihostels.com
Cost per night:	\$50 +
Transportation to overnight accomodation:	Taxi, subway, bus
Transportations cost:	Varies
Specific instructions:	Take a shuttle bus is another option. Please book it in advance. www.flightlineinc.com/direct Ride

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
If so, details:	Multi-Unit manager will assist students to SS Office.
Where is the closest Social Security office?	Concord, NH
How far is the Social Security office from the work place?	40 miles
Specific instructions:	Multi-Unit manager will assist students to SS Office or students can coordinate transportation with Concord Bus line.



WELCOME LETTER Cultural Homestay International

**Wolfeboro Dunkin Donuts- Wolfeboro,
NH**

23 Center St, Wolfeboro NH, 03894

Employer Contact Information

Sharyn Ciampa

Email : SCiampa@cafuamanagement.com

Phone : 603-569-9050

Hello Everyone!

By now, everyone has been assigned a job, and received their 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

Sharyn Ciampa is the manager for the Wolfeboro Dunkin Donuts. You must contact Sharyn and CHI and let us know your flight information, as well as, when EXACTLY you will be arriving! Please email Sharyn at SCiampa@cafuanagement.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:

TBD. We thank you for your patience. We will contact you as soon as your housing is determined.

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)
From here, you will take C&J bus to Dover, NH. It will take about 2 hours and cost about \$25.
Please check out <http://www.ridecj.com/> for the detail. The bus departs directly from the arrivals baggage area. Ask a transit policeman to direct you to the correct waiting spot.

After you arrive in Dover, NH, please take a taxi to housing in Wolfeboro or contact your homestay host prior to your arrival to organize a pick up.

If you come with a group of friends, you could consider taking a shuttle from the airport to your housing. Please check out http://www.flightlineinc.com/direct_ride for more information.

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.

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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:**

70 Commercial St #100, Concord, NH 03301

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