



CHI WORK AND TRAVEL

255 West End Avenue
San Rafael, CA 94901 USA

1-800-432-4643 x2
1-415-459-5397 x2

chiwt@chinet.org

wt.chinet.org

Job Description

EMPLOYER INFORMATION

Employer Name: McCreary Holdings Inc.
Type of Business: Retail
Job location: 14 ATLANTIC AVE
Location type: Beach town
City: Ocean View
State: DE
Zip: 19970
Website: galeforcerentals.com

Why choose us?

Gale Force Rentals provides rental products such as Bed & Bath Linens, Beach Chairs & Umbrellas, Cribs & Strollers, Rollaway Beds, and TVs & DVD Players to families on holiday. The rental assistant will assist management in preparing items for delivery.

Cultural exchange activities

Participants will work with others from foreign countries enhancing their summer experience and chance to improve English. Students will enjoy affordable housing and employer provided bicycles.

Position

Job title: Laundry & Rental Attendant - Mix

Job prerequisites:

1. Advanced English
2. Outgoing, Cheerful and Friendly
3. Accept assignments willingly, be committed to your work
4. Team Player
5. Able to withstand working in heat

Job description: Participants duties will include washing, drying, folding linens, shrink wrapping, packing, and assisting in the preparation for the delivery process. This is a fast paced position, participants will be required to keep up with the fast pace to make delivery deadlines. Help inventory items and may assist on deliveries. Participants must have upper intermediate to advanced English and accept assignments willingly and be committed to the position.

English level required: Upper Intermediate

Hourly wage (before taxes): 9.00

Wage comments:

Meals: No

Meals details:

Position ID: 5773

Position Information

Tips: No

Bonus: No

Bonus comments:

Estimated hours per day: 32 Hours Per Week

Number of days per week: Varies



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Overtime: No

Overtime details:

Earliest start date: 5/15/2018

Latest start date: 6/15/2018

Earliest end date: 9/3/2018

Latest end date: 9/30/2018

Is the employer willing to hire couples? Yes

Is the employer willing to hire group of friends? Yes

Are meals included? No

Is a drug test required? Yes

Drug test comments:

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: Second jobs are not encouraged at Gale Force Rentals. Employer provides adequate hours for participants. Second jobs must NOT conflict with primary job schedule! Work & Travel participants are not permitted to begin work before their Sponsor has approved any secondary employer. Working without authorization may jeopardize your Work & Travel program. A second job offer and instructions will be provided in your Welcome Letter. Your CHI program coordinator is always available to help you with this process.

When will work begin? Your official start date will be scheduled once you arrive.

Arrival Instructions: Participants need to report to the office at 14 Atlantic Avenue in Ocean View, NJ. Your employer, is willing to pick up participants from the Ocean City, MD bus station if prior arrangements are made by email one week prior to arrival. Participants should arrive early in the week Monday - Thursday.

Is training required? Yes

Conditions of training: Training paid at the hourly rate. Students will be trained in several different positions. Training may take up to two weeks. Students may not receive full hours until training period is complete.

Is there possibility to change positions? No

Uniform required? No

Does employer provide uniform? Yes

Cost of uniform: Free T-shirt

Is uniform refundable? No

Uniform provided details:

Do students need to purchase specific clothes or footwear? Yes

If so, details for clothing: Students must wear closed-toe comfortable athletic shoes. They must come prepared with rain jacket and sunscreen. Students will be provided a company shirt.

Grooming: Employees with long hair must have it up and off their shoulders. No dangling earrings. No



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visible tattoos. Nails must be kept short and well groomed. Natural colored or natural looking hair color. UNIFORMS MUST BE CLEAN. Cleanliness is very important! Body odor will not be tolerated..

Important points of job:

Additional position information: Participants should be able to tolerate heat from dryers while working. Participants should be physically able to stand for long periods of time, use arms for repetitive folding motions, and lift 20 kgs when delivering rental products such as Bed & Bath Linens, Beach Chairs & Umbrellas, Cribs & Strollers, Rollaway Beds, and TVs & DVD Players to families on holiday.



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Housing Information

Housing name: Gale Force Rentals

Housing address: 38113 E CHESTER LN

City: Ocean View

Phone:

Fax:

Contact: Sylvia Aldinger

Email: sylvia@galeforceinc.com

Website: galeforcerentals.com

Housing assisted by: Employer

Is student required to sign a separate housing contract? Yes

If so, contract details: List of owner rules.

Type of housing: House

Number of people to a room: 2 +

Bedrooms: 3 +

Bath: 2 +

Cost Type: Week

Cost Amount: \$110.00

Cost Details Estimated \$110 per week. Employers rents housing for participants each summer. Address subject to change and details will be furnished closer to arrival.

Is housing cost deducted from paycheck? No

Is housing deposit required? Yes

Deposit amount: \$400

Housing deposit due date: ON ARRIVAL

Instructions for deposit payment: First weeks rent \$110 + \$400 Deposit is due upon arrival. Total \$510

Is housing deposit refundable? Yes

Conditions for deposit refund: A portion of the deposit is refundable provided students leave the home in clean and undamaged condition and only if there is a remainder amount after utilities, cable, internet, and cleaning supplies are deducted from the deposit.

Utilities included: No

If so, utilities details: Utilities, cable, internet, and cleaning supplies will be deducted from the deposit.

Utilities estimated cost per month: Varies

Is the housing mandatory? Yes

Can students find alternative housing during their stay? No

Method of transportation from housing to work site: EmployerProvides

Transportation details: Employer provides a bicycle. Employer will accommodate students arrival up until 11:00 PM. Students must make arrangements with employer prior to arrival.

Additional housing features: Very nice house, with all linens and kitchen supplies provided.

Comments: Employer will pick students up at the Ocean City, MD bus station and bring them by van to their housing if prior arrangements are made.



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Location Area Information

Location type: Beach town

Location of work site best described as: Quintessential American beach town.

Location details: A frequent summer vacation destination for Washington, D.C., residents as well as visitors from Maryland, Virginia, and Pennsylvania. Vacationers are drawn for many reasons, including the town's charm and tax free shopping. The student experience is centered around the town of Bethany Beach, DE (www.townofbethanybeach.com). Bethany is a first class resort town on the Atlantic Ocean. Students always enjoy shopping, water sports, and the local night life.

Average daily temperature: 18 - 37 C, 64 - 99 F (Summer)

Community or regional website: www.oceanviewde.com

Nearest cities: Washington D.C., Philadelphia

Distance to nearest cities: 658,893, 1.3 million

What to wear: The summer is cool to hot and humid. Sweatshirts & Jeans for May and Early June. Short Pants, T-Shirts & don't forget a bathing suit for the remainder of the summer.

Available public transportation: Bus, Taxi, Bicycle www.rome2rio.com

Public transportation access: Fair

Accessible amenities (by walking or public transportation)

Food market: Yes

Shopping mall: Yes

Post office: Yes

Movie theater: No

Restaurants: Yes

Fitness center: Yes

Laundry: Yes

Internet café: Yes

Public library: Yes



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Suggested Travel Information

- Nearest international airport:** Baltimore Washington International (BWI), Philadelphia International Airport (PHL)
- Nearest airport:** Salisbury Ocean City Wicomico Regional Airport (SBY)
- Transportation from airport to employer and / or housing:** Bus, Taxi, www.rome2rio.com, make prior arrangements with the employer for pick up in OC MD
- Nearest bus station (to the airport):** www.dartfirststate.com, www.greyhound.com, DC2NY Beach Connection
- Bus information (web site):** www.dartfirststate.com, www.greyhound.com
- Nearest train information (to the airport):** www.rehoboth.com/community/transportation.html
- Train information (web site):** www.amtrak.com
- If participant arrives after hours suggested, overnight accomodation:** www.hihostels.com
- Cost per night:** \$50+
- Transportation to overnight accomodation:** Bus, Taxi, www.rome2rio.com, make prior arrangements with the employer for pick up in OC MD
- Transportations cost:** \$40 +
- Travel Instructions:** All travel instructions will be sent to student's email. Look for CHI's Welcome Letter. www.rome2rio.com

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:** Gale Force Rentals will help the students complete their Social Security applications and take everyone as a group.
- Where is the closest Social Security office?** 4 miles
- How far is the Social Security office from the work place?** 15 mins
- Specific instructions:** Employer will provide transportation:
US Social Security Administration, 20105 OFFICE CIRCLE, GEORGETOWN, DE 19947
- Monday 9:00 AM - 4:00 PM
Tuesday 9:00 AM - 4:00 PM
Wednesday 9:00 AM - 12:00 PM
Thursday 9:00 AM - 4:00 PM
Friday 9:00 AM - 4:00 PM



CULTURAL HOMESTAY INTERNATIONAL

Welcome Letter

WORK & TRAVEL

Dear Student,

Hello and Welcome! We are so happy that you will be visiting our country. Work & Travel can be difficult, especially in the beginning, but we believe you will find your experience rewarding and unforgettable. CHI is here to help! Please read carefully through this Welcome Letter.

My name is Jennifer Campbell. I am the Regional Manager for the Mid - Atlantic & Ohio Regions for Cultural Homestay International (CHI). My team and I will be happy to answer any questions you might have and we will also be available throughout your stay to assist with any problems that may occur. Please remember to check your email daily for important communications.

You must stay in contact with your CHI representative.

Have the best summer of your life!

Warm Travel Wishes,

Jennifer Campbell

Please read the CHI Student Handbook, which you should have received at orientation or from your student agency. You are responsible for following all rules in this handbook. The rules are in place for your health, safety, and welfare. Failure to follow the rules may result in a participant's negative program status.

Be Prepared

- Make photocopies of important documents and leave a copy with loved ones.
- Back up your digital photos, in case your phone is stolen or broken.
- Leave things you could not bear to lose at home.
- Bring your welcome letter, your important documents, two extra sets of clothes and your necessary medicine in your carry on luggage. Checked luggage is often lost. The airline will deliver your bag to your US housing or employer once found, but it could take 3 or 4 days.
- *If your luggage is lost, send it to your employers address to ensure delivery.

- You are required to bring \$1000 with you from your country. We recommend you bring \$1200. The first few weeks of Work & Travel you will need these funds to establish yourself in a new country. You will need to pay your housing deposit, pay a week or two of rent, buy a sim card, purchase pillows, sheets, and blankets, food, uniforms, a bicycle, or have transportation money. It takes a few weeks to start working, be trained, become integrated into the schedule and get your first paycheck. You will be nervous and out of money when your first paycheck arrives. Be prepared, you are moving to another country.
-

Be Safe

- Exercise adequate discretion, stay aware of your belongings, and avoid putting yourself into risky situations (such as unlit, deserted areas at night).
 - Open a bank account, on the first day you check into your US housing, to keep the recommended \$1200 you brought from your country safe and secure. You will need this money. Never keep large amounts of money in your student housing no matter how much you trust your roommates.
 - Once in the United States, never carry large amounts of money. You will have a debit card from the bank, if lost, this can always be cancelled. Do not give your PIN (personal identification number) to anyone. If you lose your cash, it can not be replaced.
 - Once in the United States, never carry your important documents or valuables to work. Keep your documents, including passport, safely hidden in your room. Never give your passport or documents to anyone (such as a landlord or employer) to keep. It is illegal for anyone to take your passport or documents from you for any reason.
 - Bring an ID from your country to carry with you that can easily be replaced (University ID, residency card, drivers license). Passports are difficult and expensive to replace, and losing your passport can ruin your travel period plans.
 - Establish a “do not lose it” discipline. Travelers are more likely to inadvertently lose their bags than to have them stolen. I have heard of students leaving passports under pillows, bags on the overhead rack on the bus, and documents in the taxi. Always take a look behind you before leaving any place or form of transport.
 - When you are out and about, never casually or carelessly set down any small valuable item, such as a phone or wallet. Either hold it in your hand or keep it tucked away. At cafés, do not place your phone on the tabletop or purse on the back of the chair where it will be easy to snatch – keep phones and valuables in your front pocket. Make it a habit to be careful with your things; it will become second nature.
 - Stay vigilant in crowds and steer clear of disturbances near you.
 - Participants should use common sense, stay with a partner or friend, especially at night. It is recommended participants let a friend know where they are.
 - Bicycle riders with helmets had an 85 percent reduction in their risk of head injury and an 88 percent reduction in their risk of brain injury. If you ride a bicycle in the US, wear a helmet.
-

Communicate Your Arrival Information

- Check your email frequently for important information.
 - 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 hotel or hostel to stay overnight.
 - Do not arrive late at night! You may not be able to get into your housing after 20:00.
 - You must contact your CHI representative, to let them know when you will be arriving.
 - You must log into www.sevis.org to enter your flight information, as soon as you book your ticket.
-

Student and Exchange Visitor Information System (SEVIS) | wt.chinet.org

- You must log into wt.chinet.org to enter your flight information, as soon as you book your ticket.
 - You are required to access wt.chinet.org within three days of arrival into the United States to check in, use the SEVIS tab on the left hand side of the wt.chinet.org portal.
 - You are required to access wt.chinet.org, every month following your initial check in, for the duration of your program to complete a monthly report.
 - Failure to complete SEVIS check-ins, may result in a participant's negative program status.
-

Arriving at a United States Airport

The following documents you **MUST** have in your possession and present to the U.S. immigration officials upon arrival in the U.S.:

- Valid passport
- DS-2019 Form, the original copy signed with blue ink. Do not accidentally give your loved ones the original copy for safekeeping.
- I-901 SEVIS fee receipt
- J-1 Visa
- Job Offer
- Sponsor Letter

Arrival Tips:

- The immigration officer will review all documents, validate, and place a stamp on your DS-2019 form and your passport. The officer will then return all validated documents to you, including the DS-2019 form.
 - Use your “do not lose it” discipline, remember to collect all documents from the immigration officer. This is a place students often misplace documents. Students are nervous, excited and fail to check they have received everything back before leaving the area.
 - Wait to check-in on social media or take a selfie until you check you have all your documents.
 - You should have no problem entering the U.S. as long as you have all the proper documentation, cooperate and communicate respectfully with the U.S. immigration officers at the airport.
-

Traveling to your Final Destination

- Before you leave your home country map out your trip. www.rome2rio.com is a great website for this research. Your CHI representative will send you exact instructions in a letter prior to your arrival. Check your email daily, it is very important.
 - When estimating your arrival time please add extra time for waiting for baggage, eating, or missing a bus or train connection.
 - Be sure to have a small amount of American currency for regional travel before leaving the airport. Do NOT accept rides from strangers at the airport!
 - Plan accordingly, if arriving late at night, please stay in a hotel or hostel and travel in the morning. (You will not be able to get into your housing if arriving late at night.)
-

Arriving at your Final Destination | What do I need to do now?

- It is very important that you log into the SEVIS system within three days of your arrival. Log into www.sevis.org or if you have no access to the web, call CHI for assistance at 1-800-432-4643. There are SERIOUS consequences if you do not validate your visa, beginning with a cancellation of your visa, so do it as soon as possible!
 - Go to your employer, let them know you have arrived safely. They will provide you with your orientation/start date.
 - 24 hours after entering the United States you will be required to retrieve a document on the internet called an I-94.
 - Wait 5 business days after checking into SEVIS and report to the Social Security office to apply for a Social Security number.
-

I - 94

The I-94 Form is the Arrival / Departure Record that is issued by the immigration officer at the airport to all foreign visitors entering the United States. All I-94 records are created electronically and accessible online 24 hours after arrival.

Retrieval Tips:

- Wait 24 hours following your arrival in the US before you attempt to retrieve your I-94 number.
 - Ensure that the computer you are using is connected to a printer (local library).
 - Go to the <https://i94.cbp.dhs.gov>
 - Enter the required information in all CAPITAL letters. Please make sure you enter your name exactly as it appears in your passport
 - Click Submit
 - You must print this document, it is a required document at Social Security
-

Applying for a Social Security Number

You must register with the local Social Security Office to get your card and number. **YOU MUST WAIT TO RECEIVE YOUR S STATUS**, before you apply for a Social Security card! This in most cases, takes 5 business days from the day you first checked into SEVIS.

Required Documents:

- Valid passport
 - DS-2019 Form, the original copy signed with blue ink. Do not accidentally give your loved ones the original copy for safekeeping.
 - I-901 SEVIS fee receipt
 - J-1 Visa
 - I - 94 Form, printed from the internet at your local community library or employer.
-

Second Jobs

- CHI does not provide second jobs.
 - Second jobs are possible. However, your responsibility is to your primary employer. It is the primary employers participation in the Work & Travel program that has afforded you the opportunity to come to the United States.
 - A second job may not conflict with your primary CHI position in anyway.
 - If you are considering looking for a second job, please be reminded the employer must be approved by CHI for your safety.
 - Failure to have any second job approved may result in a participant's negative program status.
 - Your CHI representative will send you exact instructions in a letter prior to your arrival. Check your email daily, it is very important.
-

Health Insurance

It is required that all participants of Work & Travel obtain health insurance.

- Your health insurance provider will email your instructions to obtain your insurance card.
 - Do not leave your home country without accessing the health insurance website and printing your card.
 - In the United States, doctors and hospitals are in different buildings. Doctors generally have offices away from the hospital or work at an urgent care facility or clinic.
 - For a basic illness, you will go to a doctors office, urgent care facility or clinic, pay \$100 and your insurance will cover any costs incurred after \$100.
 - For a serious emergency, you will go to the hospital or emergency center, pay \$350 and your insurance will cover any costs incurred after \$350.
 - There is limited coverage for dental emergencies. Please visit your primary care doctor and dentist in your home country before traveling to the United States.
 - Please contact your CHI representative to report any illness or emergency you may have, so they can provide assistance.
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Know the Law

- In the United States, you must be at least 21 years of age to purchase, possess or consume alcoholic beverages. Underage drinking is illegal and can have severe consequences for young people who drink and for adults who provide alcoholic beverages to those under 21.
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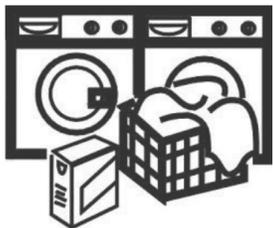
Gale Force Rentals



Ocean View, Delaware

Adaptation is not always easy, working is hard, but it is important to remember that you are temporarily in the United States for a new learning experience.

The key to a successful program is to stay positive and be flexible.



Participants who accept this position, will wash, dry, and fold linens. Must be physically able to use constant repetitive motions of the arms.



Participants should be prepared to stand for long periods of time.



Participants who accept the position, must be willing to remove trash.



Participants who accept this position, must be willing to work fast.



Participants who accept the position, must be willing to clean.



Participants who accept this position, must be flexible and willing to work all shifts requested.



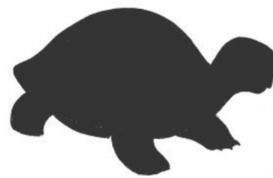
The concept of time plays a great role in American culture. Being late consistently makes you unreliable. Come to work as scheduled and on time. Good attendance ensures your hours.



No job, or hours at a job, can be 100% guaranteed. Regardless of what your work contract states, there is always a possibility that you will work more or less hours. Expect lower hours during the first two weeks of training.



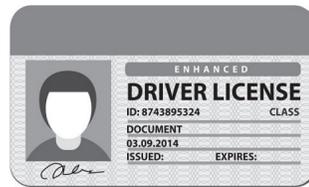
Second jobs must be approved by CHI prior to starting. Your CHI coordinator will help you with this process.



Some work days will be slower than others. It is common practice for employees to be sent home early if business does not allow for a full staff.



Participants should use common sense, stay with a partner or friend, especially at night. It is recommended participants let a friend know where they are.



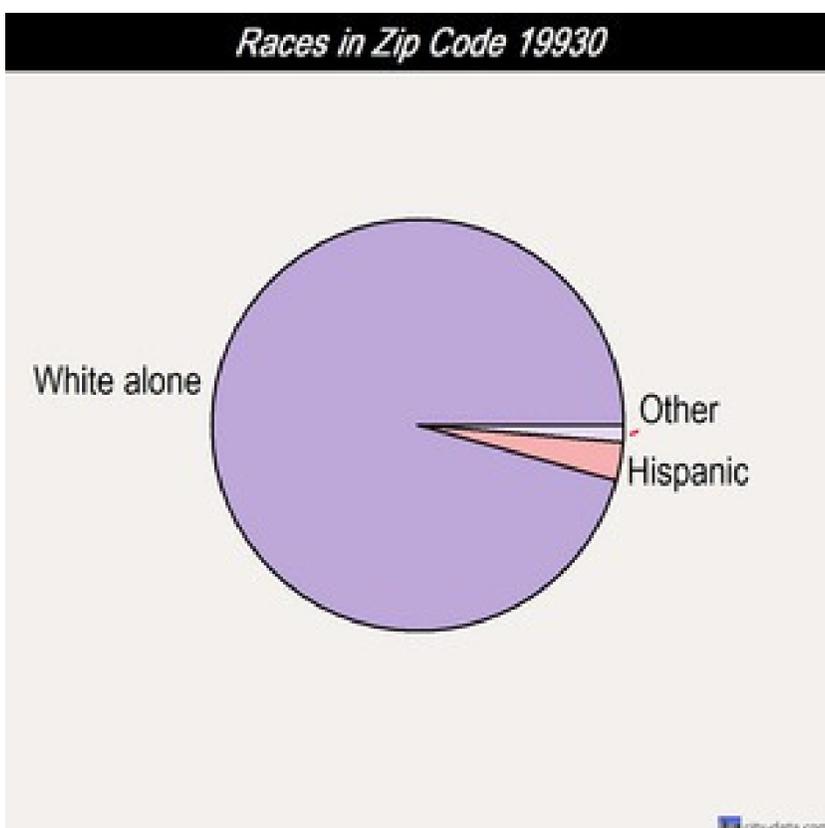
Open a bank account and get a debit card. Do not carry cash, valuables or your documents with you. Bring an alternative ID to carry. Keep your passport and documents stored safely at your housing.



A security deposit protects landlords from the cost associated with; parties, loud noise, damage, dirt, trash, unpaid rent, or utility bills. Participants who leave housing before the end of their program will *NOT* see any portion of their security deposit returned. Your refund is conditional, CHI coordinators can not negotiate a return.



Bicycle riders with helmets had an 85 percent reduction in their risk of head injury and an 88 percent reduction in their risk of brain injury. If you ride a bicycle in the US, wear a helmet.



Participants should be aware the United States is a melting pot. You will come into contact with all kinds of people and ways of life. All ages, shapes and sizes, levels of wealth, backgrounds, religions, sexual preferences, and ethnicities.