



## 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:** Cafua Management Company, LLC - Saco, OOB

**Type of Business:** Food & Beverage

**Job location:** 505 MAIN ST

**Location type:** Suburban area

**City:** SACO

**State:** ME

**Zip:** 04072

**Website:** www.cafuamanagement.com

#### Why choose us?

Fast pace shop. Clean, grease-free environment. Fun atmosphere. Busy donuts shop. Close to the beach and attractions. There is 3 locations in Old Orchard Beach and Saco.

#### Cultural exchange activities

Old Orchard Beach is a fun town in the summer months. There are an amusement park, boardwalk, close to Portland, ME and about 2 hours from Boston. A lot of summer events. There are 9 miles of sand beach.

#### Position

**Job title:** Team Member- Saco Donuts- May arrival

**Job prerequisites:** Advanced English.

The student must understand that they need to use public transportation, Uber, Taxi Service or ride a bike to work because housing will be provided in OOB which is 3.5 miles.

**Job description:** An entry-level job, the position of Dunkin' Donuts Team Member assumes several job duties. The primary responsibilities include operating cash registers, greeting customers, taking food and drink orders, and completing transactions. Dunkin' Donuts team members 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. You are required 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):** 11.00

**Wage comments:**

**Position ID:** 8105

#### Position Information

**Tips:** some possibly

**Bonus:** No

**Bonus comments:**

**Estimated hours per day:** 6-8

**Number of days per week:** 5

**Overtime:** Slight

**Overtime details:**

**Earliest start date:** 5/10/2019



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### Job Description

Latest start date: 5/30/2019

Earliest end date: 8/30/2019

Latest end date: 9/10/2019

Is the employer willing to hire couples? Yes

Is the employer willing to hire group of friends? Yes

Meals? No

Meals details: Donuts are 50% off.

Is a drug test required? No

Drug test comments:

Is employer interview required? No

Employer interview details:

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](mailto: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:** You could find second jobs in restaurants and retail stores.

**When will work begin?** As soon as you fill out your paperwork with your manager.

**Arrival Instructions:** After you arrive, please schedule a time with your manager to do your paperwork. Arrive mid-week with proper notice.

Is training required? Yes

Conditions of training: Paid hourly training.

Is there possibility to change positions? No

Uniform required? Yes

Does employer provide uniform? Yes

Cost of uniform:

Is uniform refundable? No

Uniform provided details: The employer will provide company hat, apron, and name badge.

Do students need to purchase specific clothes or footwear? Yes

**If so, details for clothing:** Students should have non-slip shoes. You will also need to bring blue jeans and a white polo style shirt with a short sleeved shirt. 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 the base of the neckline. Cannot be see-through.

**Grooming:** 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.

**Important points of job:** Must have fluent English, this is a very fast paced store and they must be able to understand and communicate.

**Additional position information:** Fun fast paced customer service type position. Great atmosphere, FUN place to work. The student will need to use public transportation, Uber, Taxi Service or ride a bike to work because housing will be provided in OOB which is 3.5 miles.

### Housing Information

**Housing name:** Pamela Golarz



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### Job Description

**Housing address:** 29 STAPLES ST

**City:** OLD ORCHD BCH

**Phone:**

**Fax:**

**Contact:** Pam Golarz

**Email:** homeinoob@gmail.com

**Website:**

**Housing assisted by:** CHI

**Is student required to sign a separate housing contract?** Yes

**If so, contract details:** Students will sign contract upon arrival.

**Type of housing:** House

**Number of people to a room:** 2-5

**Bedrooms:** 2-4

**Bath:** 1-2

**Cost Type:** Week

**Cost Amount:** \$110.00

**Cost Details** 0

**Is housing cost deducted from paycheck?** No

**Is housing deposit required?** Yes

**Deposit amount:** \$200.00

**Housing deposit due date:** On arrival

**Instructions for deposit payment:** Deposit due upon arrival; housing manager Pam Golarz will be on-site on June 1st from 8:00am through the evening. Please go check into your housing in the morning.

**Is housing deposit refundable?** Yes

**Conditions for deposit refund:** If housing has been left in clean and good condition. Stay until end of contract.

**Utilities included:** Yes

**If so, utilities details:** All utilities included. Cable and WIFI

**Utilities estimated cost per month:**

**Is the housing mandatory?** No

**Can students find alternative housing during their stay?** No

**Method of transportation from housing to work site:** Walking

**Transportation details:** Pam manage several houses in Old Orchard Beach. 29 Staples st. is her home address. All the houses are located in the heart of Old Orchard Beach. You can walk / ride a bike to work, beach, library, food, and fun.

**Additional housing features:** Furnished kitchen, living room, bathroom including linens, laundry, bedroom with all linens, WIFI, cable.

**Comments:** Contact person: Pam Golarz  
email: homeinoob@gmail.com  
Facebook- Pamela Golarz  
Phone number: 1-207-632-4425

Address: 29 Staples Street, Old Orchard Beach, Maine 04064 (This is not your summer housing address, but you could use this as your mailing address in US )



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### Job Description

Rent : \$110 per person / per week

#### Contract and deposit :

You will need to sign a contract for housing and put down \$200 security deposit.

Housing is mandatory during work contract. If the contract is broken, you lose your deposit. If you break the rules and are asked to leave you lose your deposit.

Provide shared:

WiFi, laundry, living room, dining area

Full kitchen (pots, pans, plates, glasses, silverware, toaster, coffee maker, oven...etc.)

Bathroom (towels and toilet paper, mirror)

Bedroom ( bedding and linens)

All units NO SMOKING.

#### Location Area Information

**Location type:** Suburban area

#### Location of work site best described as:

**Location details:** Saco sees much tourism during summer months, due to its amusement parks, Ferry Beach State Park, and proximity to Old Orchard Beach.

Saco is part of the Portland–South Portland–Biddeford, Maine metropolitan statistical area.

**Average daily temperature:** 50-85F

**Community or regional website:** [www.visitmaine.com](http://www.visitmaine.com)

**Nearest cities:** [www.visitmaine.com](http://www.visitmaine.com)

**Distance to nearest cities:** Boston, 2 hrs

**What to wear:** Variety of clothes; warm coat, t-shirts, jacket, pants, boots, hat, gloves.

**Available public transportation:** Bus, Uber, Taxi, Trolley

**Public transportation access:** [www.shuttlebus-zoom.com/zoom.html](http://www.shuttlebus-zoom.com/zoom.html)

#### Accessible amenities (by walking or public transportation)

**Food market:** Yes

**Shopping mall:** Yes

**Post office:** Yes

**Movie theater:** Yes

**Restaurants:** Yes

**Fitness center:** Yes

**Laundry:** Yes

**Internet café:** Yes

**Public library:** Yes



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#### Suggested Travel Information

**Nearest international airport:** Boston Logan Airport  
**Nearest airport:** Portland Jetport (PWM)  
**Transportation from airport to employer and / or housing:** Subway, taxi  
**Nearest bus station (to the airport):** At Boston airport  
**Bus information (web site):** [www.concordcoachlines.com](http://www.concordcoachlines.com)  
**Nearest train information (to the airport):** North Station, Boston  
**Train information (web site):** [www.amtrak.com](http://www.amtrak.com)  
**If participant arrives after hours suggested, overnight accomodation:** [www.hihostels.com](http://www.hihostels.com)  
**Cost per night:** \$50 +  
**Transportation to overnight accomodation:** Subway, taxi  
**Transportations cost:** Varies  
**Travel Instructions:**

#### 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:** Social security office in Saco, Maine  
Address: 110 Main St #1450, Saco, ME 04072  
Phone: (877) 253-4715  
  
Monday9AM-4PM  
Tuesday9AM-4PM  
Wednesday9AM-12PM  
Thursday9AM-4PM  
Friday9AM-4PM  
SaturdayClosed  
SundayClosed  
  
**Where is the closest Social Security office?** Saco, Maine  
**How far is the Social Security office from the work place?** 5 minutes bus or walk  
**Specific instructions:** Students could take bus to social security office in Saco.



WELCOME LETTER  
Cultural Homestay International

**Dunkin` Donuts**

**SACO**

505 Maine Street, Saco, Maine  
04072

Employer contact info:

Kimberly Brann

E mail : [kbrann@cafuamanagement.com](mailto:kbrann@cafuamanagement.com)

Phone: 207 242 3660

Hello everyone!

My name is Tijana Lawson, and I am your local Program Coordinator through Cultural Homestay International. I will be helping you prepare for your exciting summer in Saco, Maine working for Dunkin' Donuts!

This packet contains very important information regarding your travels, so please be sure to READ IT IN FULL, and print a copy to bring with you to the United States.

**\*IF YOU WERE DENIED YOUR VISA AND ARE RECEIVING THIS EMAIL RESPOND TO THE SENDER AND LET THEM KNOW YOU ARE NOT COMING!**

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 about HOUSING or TRANSPORTATION, please don't hesitate to contact us at Tijana Lawson at [chitijana@chinet.org](mailto:chitijana@chinet.org).

For general questions and emergencies, you may always contact CHI's Main Office at 1(800) 432-4643.

Welcome to Old Orchard Beach and have a safe trip!

Sincerely,

Tijana Lawson  
Cultural Homestay International  
Program Coordinator New England Region

Facebook: LIKE us on [CHI Work and Travel at New England and Great Lakes Region](#)

## 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 and CHI coordinator 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](http://www.sevis.org) as soon as you know your flights so you can enter your flight information!**

## 2. CONTACT YOUR EMPLOYER

Kimberly Brann is the Multi Unit Manager of Dunkin' Donuts; you must contact Kimberly and let us know your flight information and when EXACTLY you will be arriving! Please email Kimberly immediately at [kbrann@cafuamanagement.com](mailto:kbrann@cafuamanagement.com). Please also email Tijana with your exact arrival information and to confirm receipt of this letter!

Dress Code: Please check your job description for your dress code.

## 3. HOUSING: To be announced. Please contact your coordinator for your housing information.

Please Email your housing person with your arrival information!!!

## 4. DIRECTIONS FROM THE AIRPORT TO YOUR HOUSING

### [Portland International Jetport \(PWM\)](#)

After arriving at Portland Jetport, you could take a taxi to your housing(\$50-\$70). Please make sure you confirm your arrival information with your housing person, so they could assist you to check in your housing and they even might be able to pick you up from the airport.

### [Boston Logan Airport Arrival: \(THIS IS THE RECOMMENDED ROUTE\)](#)

From the airport terminal, take FREE SHUTTLE to the BLUE LINE "Airport" Subway Station. Take the BLUE LINE in the direction of "Bowdoin" to GOVERNMENT CENTER. Get off and transfer to the GREEN LINE toward "Lechmere." Ride for TWO STOPS and get off at NORTH STATION. This ride will cost you \$2.00. Or you may take a taxi from Boston Logan Airport to North Station.\*This will cost you at least \$25US.

AT NORTH STATION buy a ticket on AMTRAK's Downeaster train to Saco, ME. Check [www.amtrak.com](http://www.amtrak.com) for a schedule and fares. There are 5 trains every day, you can see the schedule on the website (make sure you enter Boston North Station and Saco, ME) and the cost is \$27.

Please make sure your housing person know when exactly will arrive at Saco. Most of the housing person can meet you at the Saco train station and bring you to your housing.

Also you have bus [Concord Coach Lines](#) that goes directly from Boston Logan Airport from Terminal E to Portland bus station, you can ask for more information on information desk on airport when you arrive or check schedule [www.concordcoachlines.com](http://www.concordcoachlines.com) . Cost of the ticket is 29\$. It takes around 2 hours from Boston to Portland and you can take a taxi after that to Saco! Taxi will cost you approximately \$45-55.

### **[New York City JFK Arrival](#)**

Book a connecting flight through JET BLUE ([www.jetblue.com](http://www.jetblue.com)) to PORTLAND INTERNATIONAL JETPORT (PWM) costs about \$100 US and takes about 1 hour. After you arrive at Portland, ME, you could get a taxi for \$50 to \$70 to your housing.

Please make sure you confirm your arrival information with your housing person, so they could assist you to check in your housing and they even might be able to pick you up from the airport.

**IMPORTANT: Please remember if you will not be able to make it to your housing during reasonable hours, you may need to stay overnight and travel the following day. See [www.bostonhostel.org](http://www.bostonhostel.org); [www.hiboston.org](http://www.hiboston.org); [www.hostels.com](http://www.hostels.com) for hostel options in Boston.**

## **5. SEVIS**

**Before you arrive in USA-** Log in to [www.sevis.org](http://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](http://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 for log-in instruction. 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.
- 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:**

SOCIAL SECURITY SUITE 1450, 110 Main St., SACO, ME 04072 1(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!**

## **7. IMPORTANT CHI 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 "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.**

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**We look forward to meeting you!!**

**For general questions and emergencies, you may always contact CHI Main Office at 1-800-432-4643.**

