



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: Save Mart, Truckee
Type of Business: Grocery Store
Job location: 11399 DEERFIELD DR
Location type: Rural Area
City: TRUCKEE
State: CA
Zip: 96161
Website:

Why choose us?

CHI has had many great seasons with this employer. Our international students in the past have been very happy working in this beautiful part of the country. SaveMart also offers an employee rate discount for shopping there.

Cultural exchange activities

Historic Truckee has a fun downtown and western-style storefronts. There are many boutique, restaurants and souvenir shopping available. Truckee retains its rich history, a heritage that includes the infamous Donner Party, the building of the transcontinental railroad, logging and ice harvesting.

Centrally located on Interstate 80, Truckee is 200 miles northeast of San Francisco; 100 miles east of Sacramento, and 35 miles west of Reno, Nevada. Surrounded by jaw-dropping Sierra Nevada scenery and the Truckee River that you can float in a raft. There is a bus you can take the 12 miles to Tahoe City which sits on the shore of the famous Lake Tahoe - the largest alpine lake in North America. Activities at Lake Tahoe include world-class skiing, boating, renting a kayak, spectacular beaches, fun golf courses, biking or hikes along the magnificent natural scenic wonder on the Tahoe Rim Trail.

Position

Job title: Service Specialists
Job prerequisites: Advanced English.
Job description: Will be trained to work in all departments: meat, service deli, bakery, produce, front end. Must be able to work at a fast pace & walk briskly. Work as a valued member of the team to ensure the store is clean & well stocked, greet & assist customers. Must be willing & able to bag groceries, clean restrooms, empty trash, & retrieve shopping carts in the parking lot (very physical work.) Lifting up to 25lbs/11kg, bending, standing for long periods of time. Need to have great attitudes, like to work hard & be dependable & on time. Please don't apply for this job unless you can commit to the full season; we only want happy people who will work as a team & be customer service oriented. May handle pork. Must pass drug test. SaveMart is visited often by secret shoppers. This means that any customer you assist could be a secret shopper. It is extremely important that you assist all customers with courtesy and a professional attitude, since the store is rated on their customer service regularly. Your employer does not provide transportation.
English level required: Advanced
Hourly wage (before taxes): 12.00
Wage comments:
Position ID: 8064

Position Information



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Tips: no

Bonus: No

Bonus comments:

Estimated hours per day: 5-8

Number of days per week: 4-5

Overtime: No

Overtime details:

Earliest start date: 6/10/2019

Latest start date: 6/20/2019

Earliest end date: 8/26/2019

Latest end date: 9/20/2019

Is the employer willing to hire couples? No

Is the employer willing to hire group of friends? Yes

Meals? No

Meals details:

Is a drug test required? Yes

Drug test comments: Your employer will instruct you about the drug test.

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 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 need to be pre-approved by Save Mart manager and CHI. No second jobs on weekends.

When will work begin? Within a few days.

Arrival Instructions: Please contact your Program Coordinator about your arrival to Truckee.

Is training required? Yes

Conditions of training: Training will be provided.

Is there possibility to change positions? No

Uniform required? Yes

Does employer provide uniform? Yes

Cost of uniform: 0

Is uniform refundable? No

Uniform provided details: Employer provides one shirt.

Do students need to purchase specific clothes or footwear? Yes

If so, details for clothing: Must bring loose fitting blue jeans that cover the ankle, no holes or rips. All black, closed-toed, non-skid tennis shoes. Please bring a jacket, hat and gloves to work, since you may be working in the walk-in freezer.

Grooming: Hair must be clean at all times and a reasonable length for men (NO ponytails or shoulder



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length hair for males)(for females it should be pulled back in a ponytail) NO piercings or visible tattoos for males. Females should only have one piercing per ear only and no visible tattoos. Good hygiene must be maintained, daily showering, use of deodorant and laundered clothes. Males must be clean shaven at all times. Shirt must tucked in at all times.

Important points of job: Housing is expensive and difficult to find - You are responsible for arranging your own housing well ahead of time. You cannot wait until the last minute. This is a very busy grocery store and you will be working hard and fast. No time to stand around - always something to do.

Additional position information:



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Job Description

Housing Information

Housing name: Sawmill Heights Apartments

Housing address: 7646 Highlands View Rd

City: Truckee

Phone:

Fax:

Contact: Leasing agent

Email: sawmill@polarstarproperties.com

Website: www.sawmillheights.com

Housing assisted by: Must Arrange Own

Is student required to sign a separate housing contract? Yes

If so, contract details: You will be required to fill out a leasing agreement.

Type of housing: Apartment

Number of people to a room: 4

Bedrooms: 2

Bath: 1

Cost Type: Month

Cost Amount: \$350.00

Cost Details: Per student

Is housing cost deducted from paycheck? No

Is housing deposit required? Yes

Deposit amount: \$465

Housing deposit due date: Due upon arrival

Instructions for deposit payment:

Is housing deposit refundable? Yes

Conditions for deposit refund: Apartment must be left in clean and undamaged condition.

Utilities included: No

If so, utilities details:

Utilities estimated cost per month: 150-250 total

Is the housing mandatory? No

Can students find alternative housing during their stay? No

Method of transportation from housing to work site: Public

Transportation details: This housing is located 9.5 miles from the Save Mart in Truckee; please be prepared to pay for bus fare.

Additional housing features: Furnished

Comments: CHI will be supplying additional housing options before the end of April 2018.



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Location Area Information

Location type: Rural Area

Location of work site best described as: Tourist town high up in the Sierra Mountains in California

Location details: Truckee is fantastic for outdoor recreation. In the summer, you have great hiking, mountain biking, rock climbing, camping, golfing, and rafting on the Truckee River and the Nearby Donner Lake is a popular destination for swimming, boating, and waterskiing.

Located in the Sierra Nevada mountain range, Truckee is 200 miles northeast of San Francisco, California; 100 miles east of Sacramento, California; 40 miles west of Reno, Nevada; and 12 miles north of Lake Tahoe, California. population: 16,156

Average daily temperature: Summer: High 82F (28C); Low 48F (9C)

Community or regional website: www.truckee.com

Nearest cities: Reno / 231,027 population

Distance to nearest cities: 40 miles (64K)

What to wear: Summer: Light clothing, shorts, t-shirts, light jacket

Available public transportation: Bus

Public transportation access: Throughout the town

Accessible amenities (by walking or public transportation)

Food market: Yes

Shopping mall: No

Post office: Yes

Movie theater: Yes

Restaurants: Yes

Fitness center: No

Laundry: Yes

Internet café: No

Public library: Yes



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Suggested Travel Information

- Nearest international airport:** Reno - Tahoe International (RNO)
Nearest airport: Reno - Tahoe International (RNO)
Transportation from airport to employer and / or housing: Bus Shuttle service to Truckee
Nearest bus station (to the airport): At the airport
Bus information (web site): www.northlaketahoeexpress.com
Nearest train information (to the airport): n/a
Train information (web site): n/a
If participant arrives after hours suggested, overnight accomodation: Depends if you arrive after the last shuttle bus leaves for Truckee. Please check their schedule online.
Cost per night: Varies
Transportation to overnight accomodation: Taxi , Uber, hotel shuttle
Transportations cost: Varies
Travel Instructions: You will be flying into Reno International Airport, Reno, NV. If you plan on staying a few days to sightsee in Reno- you must make sure that you arrive to your workplace by your DS Start Date. Do not ask for additional days to travel before you come to work, you must report to work on time.

Here is a list of airport shuttles: <http://www.renoairport.com/tofrom-airport/shuttles>

You can also take the North Lake Tahoe Express Shuttle to Truckee (Reservation Required) (www.northlaketahoeexpress.com). Telephone: (866) 216-5222. The North Lake Tahoe Express Counter is located in baggage claim within the North Lake Tahoe Welcome Center just across from baggage carousel #5 in the Reno Airport but pickup is outside, please ask for directions from airport staff if you are unable to locate it on your own.

The cost is approximately \$50 per person and the trip takes about 1.5 hours. They depart Reno Airport 3 times a day. Be sure and check their website for current times, costs and to make a reservation.

As soon as you arrange your transportation, confirm your arrival dates with your CHI program coordinator and with your employer NO LATER than 2 weeks in advance.



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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:

Where is the closest Social Security office? 1170 Harvard Way, Reno, NV 89502

How far is the Social Security office from the work place? 40 miles (64K)

Specific instructions: Upon arrival in America, please validate on your student profile in our database. Then wait approx. 4 to 10 days after validating and check your status is set to "S" on your profile. THEN you can apply for your card at Social Security Office located at: 1170 Harvard Way, Reno, NV 89502; Telephone: 1-888-808-5481; Hours: Mon & Tues 9am-4pm, Wed 9am- 12pm, Thu & Fri 9am - 4pm, except Federal holidays. Don't forget to get a receipt (and don't lose it) it is the only proof you have that you have applied!



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 exciting, but also challenging, 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 Mary Wolfe. I am the Regional Manager for the Western Region 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. We have a CHI Program Coordinator that will be working with you during your program. You should be hearing from that person shortly via email. 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!

Regards,

Mary Wolfe

Mary Wolfe
Regional Manager
email: chimaryw@chinet.org
phone: 1.530.715.0195



CULTURAL HOMESTAY INTERNATIONAL

Program Information

WORK & TRAVEL

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 don't want to run out of money before your first paycheck arrives. Be prepared, you are moving to another country.

Communicate Your Arrival Information



- Check your email frequently for important information. Respond to it.
- Plan your flight accordingly: if your final destination is far away from your arrival airport, please check that your flight allows you to make any connecting transportation needed to get to your destination. If not, please make a reservation at a local hostel or motel and plan to continue your travels the next day.
- 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.wt.chinet.org to enter your flight information, as soon as you book your ticket.
- Join CHI Facebook pages and become Friends with your Program Coordinator.

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.
- Do not 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 & 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, & documents in the taxi. Always take a look behind you as you leave.
- 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.

Student Account Profile | www.wt.chinet.org

- Validation is the second thing you need to do upon arrival in your new city, after calling your parents to report you have arrived safe.
- Log into your CHI Work & Travel account and complete your validation the same day you land in the USA. Many airports offer free wifi.
- If you are staying in a hotel the first days of your program, you should validate using the hotel information and update your information once you move to more permanent housing.
- If you have no access to the web, please call CHI 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!
- Validation must be officially finalized by CHI before going to Social Security.
- Participants who do not validate in on their student profile or do not wait for the notification from CHI that their validation information has been approved, prior to going to Social Security, will delay their Social Security card for 60 days. Do not make this costly mistake.

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. This is a great website to use: www.rome2rio.com. 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?

- 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.
- Contact your CHI representative and let them know you arrived safely at your housing.
- Wait approximately 5 business days after validating in the database 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 apply for your SS card with the local Social Security Office. Before applying for a Social Security card, YOU MUST VERIFY YOUR VALIDATION IS AN S STATUS in the database! This in most cases, takes 5 business days from the day you first validated in the database - www.wt.chinet.org.

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 no dental coverage. 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.

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.

Be Safe. Follow the rules. Have fun.

