



## 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:** Albertsons 183, Jackson  
**DBA:** Albertsons 183, Jackson  
**Type of Business:** Grocery Store  
**Job location:** 105 BUFFALO WAY  
**Location type:** Rural Area  
**City:** JACKSON  
**State:** WY  
**Zip:** 83001  
**Website:** <https://local.albertsons.com/wy/jackson/105-buffalo-way.html>

#### Why choose us?

Jackson, Wyoming is a great place to visit for hiking, sight-seeing and outdoor activities. You will have a great place to work and a great area in which to play. The housing was just remodeled so the apartments are updated. As an Albertson's employee, you can sign up to receive a discount for purchases in the store. A discount of 5-10% depending on the brand of product purchased.

#### Cultural exchange activities

Yellowstone and Grand Teton National Parks are nearby.

#### Position

**Job title:** Grocery Clerks, Sales, Cashiers, Stocking  
**Job prerequisites:** Adv. English only. Must pass drug test.  
**Job description:** Must be willing to work independently in all departments; including deli, bakery, freight, produce, butcher, cashier, courtesy clerk. Duties include, but not limited to: greet customers, bag groceries, assist in cleaning restrooms/trash, retrieve carts from the parking lot, handle fresh meat including pork and poultry and handle cash register and American currency. Also lift up to 30lbs/13kg, bend & stand for long periods of time. This is a busy, fast-paced job. You will also occasionally be working in the walk-in freezer. Must be okay with this. Please bring a coat and gloves to keep warm while you are in the freezer. Please do not apply if you have any physical limitations that would limit your ability to do the job. We need hard working, honest people with great attitudes, to provide excellent customer service. There are no set schedules and schedules will vary on a weekly basis, so having a 2nd job may be difficult. Typically you will work between 32 to 40 hours per week.

Jackson, Wyoming, is a mountainous small town with limited nightlife. Anyone who does not like this type of environment or who has altitude problems should not accept this position. Only accept this position if you can commit to the end date you indicate on this job offer. Your employer is depending on you to stay to that date and early departures will not be accepted.

**English level required:** Advanced  
**Hourly wage (before taxes):** 10.00  
**Wage comments:**  
**Position ID:** 13835



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### Position Information

Tips: no

Bonus: No

Bonus comments:

Estimated hours per day: 5-8

Number of days per week: 4-6

Overtime: No

Overtime details:

Earliest start date: 5/5/2021

Latest start date: 6/15/2021

Earliest end date: 8/25/2021

Latest end date: 10/1/2021

Is the employer willing to hire couples? Yes

Is the employer willing to hire group of friends? Yes

Meals? No

Meals details: You will receive a 5 to 10% discount shopping at Albertsons. Please speak with Bonnie about this discount.

Is a drug test required? Yes

Drug test comments: Must pass drug test to start work. Takes 1 to 3 days for results.

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 No

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: We do not allow second jobs that conflict with our schedules. We make our schedules on a weekly basis and workers need to be available for their shift with no conflicts.

When will work begin? Within 3 days. Must pass your drug test.

Arrival Instructions: Upon arrival in Jackson, Wyoming, contact your employer so they can help settle you in the housing and get your drug test.

Is training required? Yes

Conditions of training: Training is provided. During training you may not work full shifts and could receive fewer hours.

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 shirt and name tag.

Do students need to purchase specific clothes or footwear? Yes



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**If so, details for clothing:** Bring black comfortable work shoes, no heels or opened-toe shoes. Bring dark wash, new looking jeans with no holes or rips. You will need a coat and gloves for the days you are working in & out of the walk-in freezer.

**Grooming:** Hair must be pulled back at all times and clean. No visible tattoos. Ear piercing only & no more than two piercings per ear. Good hygiene must be maintained, including daily showering, use of deodorant and laundered uniforms.

**Important points of job:** This is very fast paced and hard work. Must have the physical stamina to do the job, standing all shift. No second jobs permitted.

**Additional position information:** If you are approached by a Union representative, do NOT pay them any union dues. You are seasonal and temporary and there is no benefit to you other than costing you money. Let Bonnie and your CHI Program Coordinator know if you are asked to pay Union dues. If you talk to Bonnie she will assist you with signing up to receive an employee discount for shopping at Albertsons. All you need is a phone number and she will help you with the website. There is also free wifi at the grocery store.

### Housing Information

**Housing name:** Albertsons, Jackson WY

**Housing address:** 1179 MEADOWLARK LN

**City:** Jackson

**Phone:**

**Fax:**

**Contact:** Bonnie Stalenski

**Email:** bonnie.stalenski@albertsons.com

**Website:**

**Housing assisted by:** Employer

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

**If so, contract details:** n/a

**Type of housing:** Apartment

**Number of people to a room:** 2+

**Bedrooms:** 3

**Bath:** 1 or 2

**Cost Type:** Week

**Cost Amount:** \$120.00

**Cost Details** Your rent will be deducted from your paycheck. The amount can vary depending on how many weeks you are there, when they first start the payroll deductions, etc. Please talk with the employer or your CHI Program Coordinator.

**Is housing cost deducted from paycheck?** Yes

**Is housing deposit required?** Yes

**Deposit amount:** 500

**Housing deposit due date:** upon arrival

**Instructions for deposit payment:** You must pay this \$500 security deposit upon arrival. Be sure and get a receipt and ask what it will take to receive the full \$500 back at the end of the season.

**Is housing deposit refundable?** Yes

**Conditions for deposit refund:**



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Deposit of \$450 (not the full \$500) will be refunded if the apartment is left clean and without damage, the key is returned, and if the employment contract is fulfilled. You also MUST have a move-out walk through with your manager in order to qualify to receive your deposit refund; without doing the walk through with Bonnie you will not receive a refund.

**Utilities included:** Yes

**If so, utilities details:** Utilities include electric, water and trash. Wifi is not included, but you can get it added for a fee from Silver Star or Comcast.

**Utilities estimated cost per month:** 0

**Is the housing mandatory?** Yes

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

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

**Transportation details:** Housing is approximately 2 blocks from your employer.

**Additional housing features:** The apartments are furnished with beds, couches, etc. The kitchen has some pots, pans, and utensils. You will need to bring your own toiletries and linens. Please be prepared to pay for washing your laundry at the apartment complex laundry room. The cost is approximately \$3 to \$4 per load to wash and dry.

**Comments:** The housing was remodeled fall 2018 so it has updated flooring, new appliances, etc. If you find any issues upon arrival, you must take a photo of the problem and send it to your CHI Program Coordinator and notify Bonnie with 24 hours of arriving. Please be considerate of keeping the unit clean and in good condition as when you arrived. Note that wifi is not included in the apartment, but you can contact Silver Star or Comcast and pay to have it added.



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#### Location Area Information

**Location type:** Rural Area

**Location of work site best described as:** Grocery store in a small town near Yellowstone and Grand Teton National Parks.

**Location details:** Jackson Hole is the gateway to Yellowstone and Grand Teton National Parks and is known best for its stunning scenery, clear streams, world-class skiing, abundant wildlife, warm hospitality, elk antler arches, western boardwalks, and more shops and restaurants than a visitor can experience in just one trip.

The Town of Jackson was named in 1894. Some of the early buildings remain and can be found throughout the area of the Town Square. The Town of Jackson elected the first all-woman city council in 1920. In 2009, the Town of Jackson was designated as a Preserve America Community. This designation recognizes that, as a community, we protect and celebrate our heritage, use historic assets for economic development and encourage people to experience and appreciate local historic resources. Mountain town. Days can be hot and nights & mornings can be chilly. Population 10,529.

**Average daily temperature:** Summer: High 82F (28C); Low 47F (8C)

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

**Nearest cities:** Boise, ID population: 223,154

**Distance to nearest cities:** approx. 271 miles (436km)

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

**Available public transportation:** [www.startbus.com](http://www.startbus.com)

**Public transportation access:** Around town and area

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

- Food market:** Yes
- Shopping mall:** No
- 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:** Salt Lake City, Utah
- Nearest airport:** Jackson Wyoming
- Transportation from airport to employer and / or housing:** Taxi from Jackson Hole airport; not Salt Lake
- Nearest bus station (to the airport):** At the Salt Lake airport
- Bus information (web site):** [www.mountainstatesexpress.com](http://www.mountainstatesexpress.com)
- Nearest train information (to the airport):** N/A
- Train information (web site):** N/A
- If participant arrives after hours suggested, overnight accomodation:** Varies
- Cost per night:** Varies
- Transportation to overnight accomodation:** Taxi , Uber or shuttle
- Transportations cost:** Varies
- Travel Instructions:** You may have to spend the night in Salt Lake if your flight arrives after the last bus departs to Jackson, Wyoming. Please check the schedule online ([www.mountainstatesexpress.com](http://www.mountainstatesexpress.com)). It is about a 5 hour drive and will cost approximately \$75 each way.


#### 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:** You will need to take the Salt Lake Express bus ([www.saltlakeexpress.com](http://www.saltlakeexpress.com)) or find other transportation to Idaho Falls. The bus is approx. \$40 each way and you will probably need to spend the night.. You may check to see if your employer has time to assist with transportation, but if not you must secure your own way to Idaho Falls. You must apply within 2 weeks of arriving in Jackson (approx. 5 to 10 days after validating). Talk to your CHI Program Coordinator about this process. You must list on your ss application form your employer's mail address so they can watch for your ss card to arrive.  
Albertsons  
PO Box 1843  
Jackson, WY 83001
- Where is the closest Social Security office?** 2196 Channing Way, Idaho Falls, ID 83404
- How far is the Social Security office from the work place?** 90 miles (145km)
- 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: 2196 Channing Way, Idaho Falls, ID 83404; Phone Number: 1-866-253-0489; Hours: Mon & Tue 9am - 4pm, Wed 9am - 12pm, Thu & Fri 9am - 4pm, except Federal holidays. Don't forget to get a receipt - it is your only proof you applied!



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## Job Description



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*

Mary Wolfe  
Regional Manager  
email: [chimaryw@chinet.org](mailto:chimaryw@chinet.org)  
phone: 1.530.715.0195  
WhatsApp: 1.530.636.3760





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](http://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](http://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.

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## 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.

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## 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](http://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.)



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## 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.

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## 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

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## 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](http://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.

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## 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.

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## 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.

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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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*Be Safe. Follow the rules. Have fun.*

