



## 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:** Arch Cafe, LLC  
**DBA:** Arch Cafe  
**Type of Business:** Concession/Food Service  
**Job location:** 11 N 4TH ST  
**Location type:** Metropolitan area  
**City:** SAINT LOUIS  
**State:** MO  
**Zip:** 63102  
**Website:** [www.cafearch.com](http://www.cafearch.com)

#### Why choose us?

Spend your summer working at The Arch Cafe, located at the Gateway Arch National Park, looking out on one of the nation's most famous and beautiful monuments. The Gateway Arch in St. Louis, Missouri, is the world's tallest arch, the tallest man-made monument in the Western Hemisphere, and has become a popular tourist destination from visitors from all around the world.

#### Cultural exchange activities

St. Louis, Missouri: From its origins as a trading post perched on the threshold of uncharted territory, St. Louis grew to blend disparate influences -- French, German, Ragtime, Rust Belt, Midwest, and Southern. All tours begin at the Gateway Arch. Designed in 1966 by architect Eero Saarinen to commemorate Thomas Jefferson's vision of westward expansion, the Arch is synonymous with the city. First-rate museums, an extensive botanical garden, and a strong musical heritage give visitors plenty of reason to say "meet me in St. Louis." Located near Six Flags Great America and near Forest Park which is home to many historical buildings, monuments, and wildlife.

#### Position

**Job title:** Food Service, Gift Shop, Maintenance  
**Job prerequisites:** Advanced English. Must like working with the public, be outgoing, friendly, approachable, and helpful. Must be flexible and able to help out in other positions when requested by management. You must arrange your own housing in St. Louis.  
**Job description:**



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Participants must like working with the public and be friendly, approachable, and helpful. Providing outstanding customer service is our top priority. You will work as a team member and must be respectful of your coworkers and management. Participants must be flexible and willing to do additional tasks as requested by management and willing to work other positions as needed due to business needs. You may not have the same shift as your friends and can not ask for the same days off. Be prepared to lift and carry up to 35 pounds (15 kg), bend, reach, and physical ability to be on your feet for the entire shift. You will work all weekends and holidays. If you have any physical limitations or allergies to cleaning chemicals you must notify us during your interview. You will be working outside as well in the hot, humid summer weather.

**Food Service:** You will work either as a server, cook, or bus person or in the back kitchen. Tasks include greeting guests, taking their orders, assisting them with drinks, etc, clearing and cleaning tables, keeping work stations stocked, general cleaning and organizing as needed, prepping/preparing food, keeping your work station clean and sanitary, helping wash dishes, pots & pans, wiping down counters, sweeping as needed, removing trash, and any additional tasks requested by management.

**Gift Shop:** Assisting customers with their purchase selections, being friendly and approachable; stocking shelves, organizing merchandise, taking pictures, and working the register. Please see the attached American Currency document.

**Maintenance:** This position includes everything from managing the recycling, removing the trash, cleaning tables, stocking shelves and bathrooms; cleaning bathrooms, toilets, and sinks, and the general area.

English level required: Advanced

Hourly wage (before taxes): 11.00

Wage comments:

Position ID: 16301

### Position Information

Tips: No

Bonus: No

Bonus comments:

Estimated hours per day: 5-8

Number of days per week: 5-6

Overtime: No

Overtime details:

Earliest start date: 5/10/2022

Latest start date: 6/20/2022

Earliest end date: 8/25/2022

Latest end date: 10/1/2022

Is the employer willing to hire couples? No

Is the employer willing to hire group of friends? Yes

Meals? Yes



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**Meals details:** Discounted meals while on shift

**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:** The Metropolitan area offers a variety of second jobs. A second job must not interfere with your work schedule, work performance or attendance at Arch Cafe. Please contact your CHI Program Coordinator about a second job.

**When will work begin?** Contact employer

**Arrival Instructions:** Upon arrival contact your employer, and they will provide your start date. It is important to stay in contact with your employer and your CHI Program Coordinator after being hired should your employer need any documentation from you and to keep CHI informed of your flight plans.

**Is training required?** Yes

**Conditions of training:** Training will be provided for each of the positions. During training, you may not be working full shifts.

**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:** Your employer will provide a work shirt.

**Do students need to purchase specific clothes or footwear?** Yes

**If so, details for clothing:** You must bring black pants that are loose-fitting and cover the ankle. Also black closed-toed, slip-resistant athletic style shoes.

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

**Important points of job:** You will rotate around to various positions including working outside in the hot, humid St. Louis summers.

**Additional position information:**

### Housing Information

**Housing name:** The Gentry's Landing

**Housing address:** 400 N 4TH ST

**City:** SAINT LOUIS

**Phone:**

**Fax:**

**Contact:** Steven J. Swartz



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### Job Description

**Email:** sswartz@gentryslanding.com

**Website:** www.gentryslanding.com

**Housing assisted by:** Must Arrange Own

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

**If so, contract details:** Standard rental agreement

**Type of housing:** Apartment

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

**Bedrooms:** 1+

**Bath:** 1+

**Cost Type:** Week

**Cost Amount:** \$125.00

**Cost Details** \$60 - \$130 depending on size of apartment and based on 5 students

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

**Is housing deposit required?** Yes

**Deposit amount:** \$200.00

**Housing deposit due date:** You need to send the funds to Gentry for them to hold you a spot.

**Instructions for deposit payment:** If students live at this location, they must contact Steve Swartz as soon as possible. He has limited availability and will need the deposit to hold the apartment in order to guarantee housing. They fill up quickly for the season.

**Is housing deposit refundable?** Yes

**Conditions for deposit refund:** Deposit is refundable if the apartment is left clean and undamaged. The deposit will be given back within 30 days of moving out. NOTE: Security Deposit is how you hold a unit for your arrival. If you don't arrive in St. Louis due to canceling or visa denial, this \$200 is not refundable.

**Utilities included:** No

**If so, utilities details:** If students do not have a social security card, an additional fee of \$98 for smaller apartments and \$148 for 2 bedroom apartments per month will be added in. Once social security numbers are received, utilities can be put in the student's names(Steve will assist with this) and payment will then be made directly to the utility company.

**Utilities estimated cost per month:** You will share the utilitie expenses with your roommates

**Is the housing mandatory?** No

**Can students find alternative housing during their stay?** Yes

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

**Transportation details:** Arrival date for housing will need to be discussed with Steve. Also, some locations are within walking distance of the housing and some will require you to take public transportation to get to work. Transportation costs \$3.00 for a one way bus ticket.

**Additional housing features:** These are unfurnished apartments. They do not have beds, furniture, utensils or towels so these items will need to be purchased. You will also need to purchase air mattresses and blankets to sleep on.

**Comments:** Housing must be arranged many months before you arrive in St. Louis. If you do not reserve a room at Gentry's Landing, you will have to secure other housing and the expense will be much more than what Gentry's charges for rent.



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#### Location Area Information

**Location type:** Metropolitan area

**Location of work site best described as:** Famous landmark working in the cafe

**Location details:** St. Louis, Missouri - the Gateway to the West - sits at the crossroads of the United States on the Mississippi River. Welcoming travelers and tourists with its magnificent Gateway Arch, St. Louis' rich cultural mix reflects its French and German heritage and Native American roots. Today's St. Louis is a cosmopolitan city with fabulous restaurants, active nightlife and major sports teams that make St. Louis one of the Midwest's most interesting and livable cities.

**Average daily temperature:** Summer: High 95F (35C); Low 70F (21C)

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

**Nearest cities:** St. Louis, MO / Population 318,069

**Distance to nearest cities:** N/A

**What to wear:** Summer: Shorts, short sleeve shirts, tennis shoes, sandals, light jacket, light slacks.

**Available public transportation:** Taxi, bus, bike, light rail

**Public transportation access:** [www.metrostlouis.org](http://www.metrostlouis.org)

#### 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:** St. Louis Lambert International Airport (STL)
- Nearest airport:** St. Louis Lambert International Airport (STL)
- Transportation from airport to employer and / or housing:** Taxi, Uber or shuttle bus
- Nearest bus station (to the airport):** NA
- Bus information (web site):** NA
- Nearest train information (to the airport):** NA
- Train information (web site):** NA
- If participant arrives after hours suggested, overnight accomodation:** Please arrange your housing far in advance so you don't have to stay at an expensive motel even for a night and search for housing options. Arrange it before you fly to America.
- Cost per night:** NA
- Transportation to overnight accomodation:** Taxi or Uber
- Transportations cost:** Varies
- Travel Instructions:** Please go directly to your pre-arranged housing (hopefully at Gentry's Landing). Participants have stayed here for years and appreciate living with other W&T participants as well as the great location right downtown and not far from your employer.

#### 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:** It is important you call the local SSA office within your first few days so you can get your appointment scheduled.
- Where is the closest Social Security office?** 717 North 16th Street Suite 100 St. Louis, MO 63103; Phone 1-888-748-2014
- How far is the Social Security office from the work place?** 2 miles (3 km)
- Specific instructions:** Upon arrival in America, please validate your student profile in our database. Then, the next day, call Social Security Administration (SSA) to schedule your ss card appointment. Their offices are not open to drop in; only for those with appointments. If the SSA office says they will call you back and you don't hear from the, call them again (and again if necessary). Don't wait a week or more to talk to them.

By the end of your first two weeks, you should have your appointment scheduled. On your application form, please list your employer's mailing address to ensure your card arrives in a timely manner. Don't forget to get a receipt as proof that you applied for your ss card.



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, fun, adventurous, but also overwhelming at times, 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.

To have a successful program, 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 employer's address to ensure delivery.
- You are required to bring at least \$1000 with you from your country. We recommend you bring \$1200. In 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 your 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 onto [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 WhatsApp group 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 safely.
- Log into your CHI Work & Travel profile page 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 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
- Vaccination card

### 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?

- Contact 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.
- Once you validate, the next day call the Social Security Administration and get an appointment to apply for your ss card.

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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 at the local Social Security Office. You have to call SSA and schedule your appointment. Their offices are not open to drop in. If they do not call you back, call them again (and again if necessary). By the end of your first two weeks, you should have your appointment scheduled. It is your responsibility to get an appointment to apply for your card.

### 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 doctor's office, urgent care facility, or clinic, pay \$100 and your insurance should cover any costs incurred after \$100.
- For a serious emergency, you should go to the hospital or emergency center, pay \$250 and your insurance should cover any costs incurred after \$250.
- There is no dental or vision 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.*

