



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: LVGK LLC
DBA: The Pierogie Place
Type of Business: Restaurant
Job location: 1348 Boardwalk
Location type: Beach town
City: Ocean City
State: NJ
Zip: 08226
Website: www.facebook.com/thepierogieplace

Why choose us?

We are a family business, Ukrainian - American. We are passionate about pierogies and share our excitement with our customers. We want our employees to share that same excitement. We are located on the Boardwalk in Wildwood and Ocean City, New Jersey. We are excited to give international students an authentic American experience.

Cultural exchange activities

Are you enthusiastic and love being a part of a busy team? Do you have a real appetite for providing outstanding customer service, with a positive attitude? Are you motivated to take on new challenges and great at building relationships with people? Are you willing to show up committed to work hard, with the self-discipline to carry out tasks in a timely and accurate manner? Then The Pierogie Place wants you!

There are many events throughout the summer available for Work & Travel participants in each majestic beach town. The greatest advantage is the close proximity of The Pierogie Place to some of the United State's greatest cities. Make your dreams come true! Visit New York City, see the Statue of Liberty, Central Park, and the Empire State Building. Visit Philadelphia, see the Philadelphia Museum of Art (Rocky Steps), Independence Hall, and the Liberty Bell. Visit Washington DC, see the Lincoln Memorial Reflecting Pool, and the world-famous Smithsonian. The options for unforgettable experiences are endless.

Position

Job title: Cashiers

- Job prerequisites:**
1. Advanced English, outgoing and customer service oriented
 2. Participants must be willing to clean and remove rubbish
 3. Flexible and willing to be trained in all positions
 4. Will be required to work on peak business days, Friday, Saturday, and Sunday
 5. Basic math skills; must be familiar with U.S. currency prior to arriving
 6. Students must arrange their own housing.
 7. Couples or groups of friends welcome, but will not be guaranteed the same schedule or days off

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Cashiers greet customers entering and leaving the business. Maintain a clean and tidy work area. Accurately process all cash and credit payments. Provide exceptional customer service. All participants must be willing and able to work in various positions including dishwashing and kitchen staff. Teamwork is required for success. Must have patience and be able to work with diverse customers with a smile. Implement all food safety training. Must be able to learn recipes and work under pressure. Kitchens will be hot, there will be sharp knives, and boiling water. Expeditors will help to maintain the efficiency of kitchen by delivering food orders to the customer when they are ready. Assist cashiers to keep a constant flow of items from the kitchen to the customer. You will be required to clean frequently, including bathrooms. Must not have food allergies or pre-existing conditions that will make it difficult to fulfill your work duties. Expect to stand for long hours. Will be required to work on Friday, Saturday, and Sunday.

English level required: Advanced

Hourly wage (before taxes): 12.00

Wage comments:

Position ID: 14802

Position Information

Tips: No

Bonus: No

Bonus comments:

Estimated hours per day: 32 Hours Per Week

Number of days per week: Varies

Overtime: No

Overtime details:

Earliest start date: 5/3/2021

Latest start date: 6/21/2021

Earliest end date: 8/31/2021

Latest end date: 9/27/2021

Is the employer willing to hire couples? Yes

Is the employer willing to hire group of friends? Yes

Meals? Yes

Meals details: While Working

Is a drug test required? No

Drug test comments:

Is employer interview required? Yes

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 must NOT conflict with the primary job schedule! Work & Travel participants are



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not permitted to begin work before their Sponsor has approved any secondary employer. Working without authorization may jeopardize your Work & Travel program. A second job offer and instructions will be provided in your welcome letter.

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

Arrival Instructions: Students will receive a date to begin paid training as soon as they arrive. Start dates may vary several days from your DS date. Please be patient and allow the employer to integrate you into the schedule. Training will begin on weekday mornings only (Monday through Thursday). Training will not take place on the Memorial Day Holiday 5.28 to 5.31. Do not arrive during this time.

Is training required? Yes

Conditions of training: Training paid at the hourly rate. Students will be trained in different positions. Training may take up to two weeks. Students may not receive full hours until the training period is complete. No job, or hours at a job, can be 100% guaranteed. Regardless of what your work contract states, there is always a possibility that you will work more or fewer hours. Participants should expect to have lower hours during the first two weeks of training. Some days will be slower than others. It is common practice in the United States for employees of restaurants to be sent home early (cut) if the business does not allow for a full staff.

Is there possibility to change positions? No

Uniform required? Yes

Does employer provide uniform? Yes

Cost of uniform: Free

Is uniform refundable? No

Uniform provided details: Shirt

Do students need to purchase specific clothes or footwear? Yes

If so, details for clothing: The Pierogie Place provides the uniform shirt. Participants should bring denim jeans and denim workplace length-appropriate shorts. Black, comfortable, non-skid, closed-toe shoes.

Grooming: No visible piercings (including no tongue rings). Females may wear one stud earring in each ear but nothing else. Any employee with long hair must have it up and off their shoulders. Facial hair should be clean shaven. No visible tattoos. Nails must be kept short and well-groomed. Natural colored or natural-looking hair color only.

Important points of job: The first two weeks will be difficult, there is a lot to learn, but if you have a passion for learning and customer service you will succeed in this fun, fast-paced atmosphere at the famous Jersey Shore.

Additional position information: Advanced English, must be willing to work with meat, clean, and remove rubbish. Must not have allergies to food or cleaning chemicals. Must be willing to clean, including bathrooms. Students will be required to work on peak business days, Friday, Saturday, and Sundays. It is common practice in the United States for employees of restaurants to be sent home early (cut) if business does not allow for a full staff. Must study the American Money Guide.

Housing Information

Housing name: The Ark Hotel Optional

Housing address: 632 WESLEY AVE

City: Ocean City

Phone:

Fax:

Contact: Ruslan or Daniel



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Email: ocarkhotel@gmail.com

Website: <https://www.facebook.com/groups/772753829512033/> or <http://vk.com/club92055559>

Housing assisted by: Must Arrange Own

Is student required to sign a separate housing contract? Yes

If so, contract details: Participants will sign a separate housing contract upon arrival.

Type of housing: Dormitory

Number of people to a room: 3 +

Bedrooms: 10 +

Bath: 8 +

Cost Type: Week

Cost Amount: \$135.00

Cost Details: \$135

Is housing cost deducted from paycheck? No

Is housing deposit required? Yes

Deposit amount: \$370

Housing deposit due date: On Arrival

Instructions for deposit payment: Deposit due on arrival.

Is housing deposit refundable? Yes

Conditions for deposit refund: Housing in Ocean City averages from \$135 per participant, per week. Housing is must arrange own. Typically, landlords will require a security deposit on arrival. This security deposit helps to insure landlords can protect themselves from any loss. Including utility bills: electricity, water, & natural gas. Participants who decide to leave their housing prior to the end of their program will *NOT* see any portion of their security deposit returned. Program Coordinators can not negotiate the return of deposits, unless participants have completed the full contract and no damage has occurred.

Utilities included: No

If so, utilities details: Utilities are included.

Utilities estimated cost per month: N/A

Is the housing mandatory? No

Can students find alternative housing during their stay? Yes

Method of transportation from housing to work site: Walking

Transportation details:

Additional housing features: <https://www.facebook.com/groups/772753829512033/> - Ocean City, Atlantic City, New Jersey, Housing for Students.

Comments: Housing is easy to arrange in Ocean City, NJ



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Location Area Information

Location type: Beach town

Location of work site best described as: America's Greatest Family Beach Resort

Location details: Ocean City, NJ is known as America's Greatest Family Resort and with nearly eight miles of pristine beachfront available on the world famous Jersey Shore. Ocean City is a safe, family beach resort. You'll find no shortage of fun places and activities, like miniature golf courses, amusement and water parks. Ocean City, NJ is in close proximity to Philadelphia, New York City, & Washington D.C., and the perfect location for a great Work & Travel experience.

Average daily temperature: 64 - 98 F (Summer)

Community or regional website: www.ocnj.us

Nearest cities: NYC and Philadelphia

Distance to nearest cities: 2.5 hours (NYC) and 1.5 hour (PHL)

What to wear: The summer is cool to very hot and humid. Sweatshirts & jeans for May and early June. Short pants, t-shirts & don't forget a bathing suit for the remainder of the summer.

Available public transportation: www.njtransit.org, Bicycle (Always wear a helmet!)

Public transportation access: Very Good

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

Suggested Travel Information

Nearest international airport: Philadelphia International Airport (PHL)

Nearest airport: Atlantic City International Airport ACY

Transportation from airport to employer and / or housing: Taxi, Uber, Bus, Train, www.rome2rio.com

Nearest bus station (to the airport): 10th & Filbert Streets Philadelphia

Bus information (web site): www.greyhound.com, www.njtransit.com

Nearest train information (to the airport): 30th Street Station Philadelphia

Train information (web site): www.amtrak.com, www.njtransit.com

If participant arrives after hours suggested, overnight accomodation: www.hihostels.com, www.applehostels.com

Cost per night: \$50 +

Transportation to overnight accomodation: Taxi, Uber, Bus, Train, www.rome2rio.com

Transportations cost: \$45 +

Travel Instructions: Details in Welcome Letter. www.rome2rio.com



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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? Yes

If so, details: Students will have to take a bus to Social Security. Directions in Welcome Letter. The company does not require you to have a Social Security number before starting work. It is the student's obligation to "promptly" show the card to the employer upon receipt. Paychecks will not be issued until the employer receives a copy of the student's SS card. Be prepared to have enough spending and rent money for three weeks before receiving your first paycheck.

Where is the closest Social Security office? EGG HARBOR, NJ 08234

How far is the Social Security office from the work place? 1 Hour and 27 Minutes

Specific instructions: Office Address:
SOCIAL SECURITY
1350 DOUGHTY RD
EGG HARBOR TWP, NJ 08234

Take the #319 bus to Atlantic City. The 508 NJ Transit bus runs to the Social Security Office from Atlantic City Main Bus Terminal (Atlantic & Ohio Avenue) or (South Carolina Avenue & Atlantic Avenue) 3 times daily.

TIMES SUBJECT TO CHANGE ~ MAKE SURE TO PICK UP A BUS SCHEDULE AT THE MAIN TERMINAL

Schedules can also be found at www.njtransit.com.

Office Hours: Monday, Tuesday, Thursday, Friday - 9 am - 4pm
Wednesday - 9 am - 12 pm



CULTURAL HOMESTAY INTERNATIONAL

Welcome Letter

WORK & TRAVEL

Dear Student,

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

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

You must stay in contact with your CHI representative.

Have the best summer of your life!

Warm Travel Wishes,

Jennifer Campbell

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

Be Prepared

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

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

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

- Check your email frequently for important information.
 - Plan your flight accordingly: if your final destination is 5 hours away, make sure your flight arrives early in the day OR you have made a reservation at a hotel or hostel to stay overnight.
 - Do not arrive late at night! You may not be able to get into your housing after 20:00.
 - You must contact your CHI representative, to let them know when you will be arriving.
 - You must log into www.sevis.org to enter your flight information, as soon as you book your ticket.
-

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

- You must log into wt.chinet.org to enter your flight information, as soon as you book your ticket.
 - You are required to access wt.chinet.org within three days of arrival into the United States to check in, use the SEVIS tab on the left hand side of the wt.chinet.org portal.
 - You are required to access wt.chinet.org, every month following your initial check in, for the duration of your program to complete a monthly report.
 - Failure to complete SEVIS check-ins, may result in a participant's negative program status.
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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. www.rome2rio.com is a great website for this research. Your CHI representative will send you exact instructions in a letter prior to your arrival. Check your email daily, it is very important.
 - When estimating your arrival time please add extra time for waiting for baggage, eating, or missing a bus or train connection.
 - Be sure to have a small amount of American currency for regional travel before leaving the airport. Do NOT accept rides from strangers at the airport!
 - Plan accordingly, if arriving late at night, please stay in a hotel or hostel and travel in the morning. (You will not be able to get into your housing if arriving late at night.)
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Arriving at your Final Destination | What do I need to do now?

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

I - 94

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

Retrieval Tips:

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

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

Required Documents:

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

Second Jobs

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

Health Insurance

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

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

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