



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Employer Information

Employer name: AC Food Hall Partnerships, LLC
Type of business: Restaurant
Job location: AC Food Hall Partnerships, LLC - Quick Bites
City: ATLANTIC CITY
State: NJ
Zip: 08401
Website: <https://resortsac.com/restaurants/casual-dining/quickbites/>

Why choose us?

Great restaurant positions. Excellent location on the Jersey Shore beach of Atlantic City in a city of casinos and active nightlife. 2.5 hours from NYC and 1 hour from Philadelphia.

You may be placed at Dunkin' Donuts, Express, The Original Soupman, Famous Famiglia Pizzeria, Haagen Dazs ice cream, Ruby's Diner

Cultural exchange activities

If you're looking to make work fun, then the Quick Bites restaurants are the place for you! If you enjoy smiling, are very outgoing and a friendly person then Quick Bites wants you on their team!

You will have constant customer interaction, as well as a chance to meet local residents and vacationing tourists (tourists primarily visit during the spring and summer) from all over the US and abroad. Atlantic City is must-stop location for top-name concerts, championship boxing matches, celebrity sightings, fun family atmosphere and more.

Atlantic City with it's close proximity to Washington D.C., Philadelphia, and New York offers many options. Visit museums, as well as various memorials set throughout the city in the forms of gardens, statues and museums. Lucy the Elephant, Absecon Lighthouse, America's first Boardwalk.

Position

Job title: Restaurant Worker, Counter Position - Late

Job description and required skills: ONLY POSITIVE, OUTGOING STUDENTS WITH GREAT ATTITUDES AND ADVANCED ENGLISH NEED APPLY!
Customer service skills are a must! If you don't like to smile, this isn't the job for you! **STUDENTS MAY BE TRANSFERRED TO ANOTHER COMPANY RESTAURANT ON ARRIVAL** AC Food Halls is a food court in Resorts Hotel & Casino ~ After the paid training period, managers will determine which restaurant counter position suits the particular student. Students may work a variation of counter stations, table bussing, and cleaning within the food court ~ Restaurant possibilities are The Original SoupMan, Famous Famiglia Pizzeria, Ruby's Diner, Haagen Dazs

English level required: advanced

Hourly wage (before taxes): \$8.38

Position ID: 29521



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Position Information

Tips:	NO
Bonus:	no
Estimated hours per day:	32 Hours Per Week
Number of days per week:	Will Vary
Possibility of students getting more than estimated hours:	no
If so, is overtime paid at the rate of 1.5 hourly, after 40 hours of work per week?	no
Earliest start date:	06/13/2016
Latest start date:	06/27/2016
Earliest end date:	09/13/2016
Latest end date:	09/27/2016
Is the employer willing to hire couples?	no
Is the employer willing to hire group of friends?	yes
Are meals included?	no
Meals details (discount, cost, # of meals):	50% Discount on Meals
Is a drug test required?	yes
Is Skype interview required?	yes
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:	Potential opportunities for second jobs available in the area. Second jobs must NOT conflict with primary job schedule! Second jobs must be approved by CHI.
How soon after arrival will participants begin working?	Students will receive a date to begin training as soon as they arrive.
Specific instructions for arrival to employer:	Students will be given a date to start training as soon as they arrive. Training will begin on weekday mornings only (Monday through Thursday).
Is training required?	yes
Conditions of training:	Training paid at the hourly rate. Students will be trained in several different positions. Training may take up to two weeks. Students may not receive full hours until training period is complete.
Is there possibility to change positions?	yes
Are students required to wear a uniform?	yes
Does employer provide uniform?	yes
Cost of uniform:	Free, apron, name tag, and hat
Is uniform refundable?	no



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Do students need to purchase specific clothes or footwear?

yes

If so, details for clothing:

You will be required to be in full uniform to start training. Short Sleeve White Polo Shirt (no pocket or logos), black pants, black socks, all black belt. There are many shops in Atlantic City to purchase required pants and shirts. Black, non-skid, close-toed shoes are required at all locations. No visible piercings (including no tongue rings). Girls may wear one stud earring in each ear but nothing else. Any employee with long hair must have it up and off their shoulders. Conservative hairstyle and hair color. No visible tattoos. Only clear nail polish is permitted; nails must be kept short and well groomed.

Additional information:

You need to be very outgoing, cheerful and friendly to do well at this job. Verbal English must be at a 10 on scale of 1 to 10 with 10 being fluent. All cellular phones must be turned off and put away when you are dressed in your uniform, have clocked in and are working. No exceptions! **MUST LEARN THE ASSIGNED RESTAURANT MENU PRIOR TO ARRIVAL! YOU WILL BE TESTED ON ARRIVAL!** Atlantic City a world famous beach resort, is also an urban environment. Students should be comfortable in a city environment.

Housing Information

Housing name:	Brunswick Hotel
Housing address:	160 Saint James Place
City:	Atlantic City, NJ 08401
Fax:	609-338-4295
Contact:	Robert Jones
Email:	robert.josephjones@gmail.com
Website:	
Housing assisted by:	CHI
Is student required to sign a separate housing contract?	no
Type of housing:	Motel
Number of people to a room:	1-2
Bedrooms:	1
Bath:	1
Estimated cost of housing per week:	\$100
Is housing cost deducted from paycheck?	no
Is housing deposit required?	no
Is housing deposit refundable?	no
Utilities included:	yes



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If so, utilities details:	Wifi, television, hot water and electric.
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:	Walking on the Atlantic City boardwalk, no more than 1 mile.
Additional housing features:	Coin operated laundry, internet (Wifi), furnished, and no kitchen.
Location of work site best described as:	Ocean
Location details:	Stroll along the famous boardwalk with its numerous amusements and eateries or visit the historic, recently restored Absecon Lighthouse. Water-based activities include parasailing, charter fishing and tall ship cruises. Casino hoppers and nightlife goers have 9 establishments to choose from, MUST BE 21. Close proximity to New York, Philadelphia, & Washington DC.
Average daily temperature:	18 - 37 C (Summer)
Community or regional website:	www.atlanticcitynj.com
Nearest cities:	NYC and Philadelphia
Distance to nearest cities:	2.5 hours (NYC) and 1 hour (PHL)
What to wear:	The summer is cool to 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:	
Public transportation access:	www.njtransit.org , www.jitneyac.com
Accessible amenities (by walking or public transportation):	Excellent
Food market:	
Shopping mall:	yes
Post office:	yes
Bank:	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:	Philadelphia International Airport PHL
Nearest airport:	Atlantic City International Airport ACY
Transportation from airport to employer and / or housing:	www.njtransit.com, us.megabus.com, www.greyhound.com
Nearest bus station (to the airport):	www.greyhound.com
Bus information (web site):	www.greyhound.com
Nearest train information (to the airport):	www.amtrak.com, 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
Cost per night:	\$40 and up
Transportation to overnight accomodation:	Taxi, Bus, Train www.rome2rio.com
Transportations cost:	\$30
Specific instructions:	Details in Welcome Letter.

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:	Students will have to take a bus to Social Security. Directions in Welcome Letter or www.njj1.com. Students may begin working upon arrival. Students will be required to furnish their Social Security cards prior to receiving their first paycheck. It is the student's obligation to "promptly" show the card to the employer upon receipt. Students will only be eligible for direct deposit once the employer receives a copy of the student's Social Security card. Paychecks will not be issued until the employer receives a copy of the student's SS card. Be PREPARED to have a housing deposit, spending money, and rent for three weeks before receiving your first paycheck.
Where is the closest Social Security office?	Egg Harbor Township, NJ
How far is the Social Security office from the work place?	45 minutes by bus
Specific instructions:	Office Address: SOCIAL SECURITY 1350 DOUGHTY RD EGG HARBOR TWP, NJ 08234 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 of www.njj1.com or www.njtransit.com Office Hours: Monday, Tuesday, Thursday, Friday - 9 am - 3pm Wednesday - 9 am - 12 pm



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American Study Guide for Cashiers

American Coins



1.



2.



3.



4.



5.



6.

1. ***Penny ~ One Cent Coin ~ .01***
2. ***Nickel ~ Five Cent Coin ~ .05***
3. ***Dime ~ Ten Cent Coin ~ .10***
4. ***Quarter ~ Twenty - Five Cent Coin ~ .25***
5. ***Half Dollar ~ Fifty Cent Coin ~ .50 (Rarely Used Coin)***
6. ***One Dollar ~ One Dollar Coin ~ 1.00 (Rarely Used Coin)***

American Notes



\$1.00 Note (Common)



\$2.00 Note (Not Common)



\$5.00 Note (Common)



\$10.00 Note (Common)



\$20.00 Note (Common)



\$50.00 Note (Common)



\$100.00 Note (Common)

Verify Cash Drawer

The beginning balance is the amount of cash in the drawer at the start of a work period that enables the employee to make change for customers. Employee must understand that all cash above this beginning balance at the end of the work period is cash added to the drawer from sales. When an employee receives a cash drawer at the beginning of a shift, this drawer is the sole responsibility of the employee -- no other employees other than managers will have access to the drawer. The employee must verify the balance of the cash drawer at the start of the shift, in the presence of a manager, before any transactions occur.

Counting Back Policy

Employees must always count change verbally to customers. Counting money back is an effective practice for minimizing mistakes. The practice of making change and counting it back involves starting at the total cash owed and counting up to the amount tendered by the customer.

How to Make Change

Employees should take the cash from the customer and place it on the cash register while pulling change from the drawer. Count up from the cash owed using coins to reach an even dollar amount, then continue counting up to reach the amount of cash sitting on the cash register. For example, if the cash owed is \$21.45 and the customer gives \$30.00, the employee must set the \$30.00 where it is visible to the customer on the cash register, then remove from the drawer one nickel to reach \$21.50, two quarters to reach \$22.00, three \$1 bills to reach \$25.00, and one \$5 to reach \$30.00.

How to Count Back

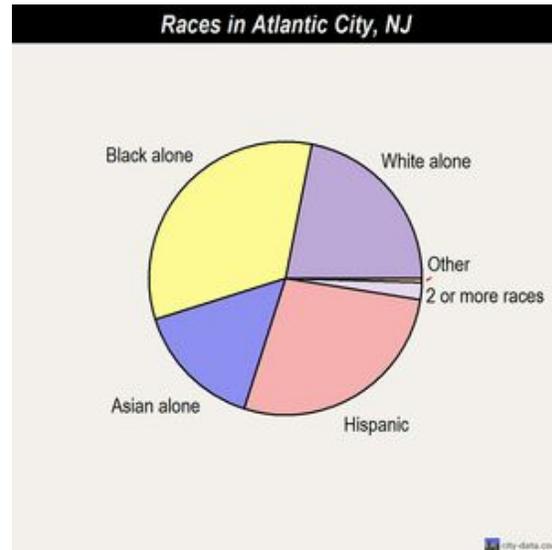
After removing the correct change from the drawer, the employee must insert the cash tendered and close the cash drawer. The employee must then count the change back to the customer to ensure accuracy. Using the same example, the employee would say, "\$21.45, \$21.50 (place nickel in customer's hand), \$22.00 (place quarters in customer's hand), \$23.00, \$24.00, \$25.00 (place \$1 bills in customer's hand), and \$30.00 (place \$5 in customer's hand)." After counting back the change, the employee must hand the customer the receipt.

Balance Drawer

After an employee's shift ends, the employee has the responsibility to balance the drawer. This involves counting the total amount of cash in the drawer, adding check, credit, and debit transactions, and recording everything on a special balance sheet. Using the beginning balance, the total sales that occurred during the shift, and the ending balance, the cash drawer should total correctly.

Atlantic City Disclaimer

Participants should be aware Atlantic City is a melting pot, with 26 million visitors a year. You will come into contact with all kinds of people and ways of life. All ages, shapes and sizes, levels of wealth, backgrounds, religions, sexual preferences, and ethnicities.



Participants who choose Atlantic City, NJ should have the experience and knowledge necessary to deal with the potential dangers of life in an urban environment. Atlantic City's 26 million visitors a year attract pickpockets. Participants should use common sense, stay with a partner or friend while walking a night and never carry valuables.

Housing in Atlantic City ranges from \$85 - \$100 per participant, per week. 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.



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 less 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 United States restaurants for employees to be sent home early if business does not allow for a full staff.

Second jobs are available in Atlantic City. Second jobs must be approved by CHI before starting work. The second job offer will be provided in your welcome letter. Your CHI program coordinator will be available to help you with this process. Please note, your second job can not conflict with your primary job. If you have a conflict, your primary employer cannot guarantee 32 hours.



Second jobs are available in Atlantic City following the Easter holidays, when tourist begin to flood the city. Second jobs must be approved by CHI before starting work. The second job offer will be provided in your welcome letter. Your CHI program coordinator will be available to help you with this process. Please note, your second job can not conflict with your primary job. If you have a conflict, your primary employer cannot guarantee 32 hours.

Participants who accept the position at AC Food Halls must not have any food allergies. Participants must be physically able push, pull, and lift 15 kgs. Participants must be able to work with pork. Participants must be willing to clean and remove rubbish.

FOOD ALLERGIES

