



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Employer Information

Employer name: Atlantic Pier Amusements
Type of business: Amusement Park
Job location: Atlantic Pier Amusements
City: ATLANTIC CITY
State: NJ
Zip: 08401
Website: www.steelpier.com

Why choose us?

Work on the iconic Steel Pier! An amusement park that extends 300 m or 1,000 ft over the Atlantic Ocean, with awesome views of the beach and skyline. See fireworks, power boat races, and an air show while working. More than 25 extreme rides, including a helicopter tour. Steel Pier features food and beverage outlets that provide varied treats. Steps from the ocean, casinos and nightlife, Atlantic City is one of New Jersey's best summer tourist destinations on the Jersey Shore.

Cultural exchange activities

Steel Pier provides good hours and many cultural events to Work & Travel participants through out the summer season. Past events include basketball tournaments, yoga classes, dance teams, international food days, baseball games, volleyball tournaments, and trips to nearby cities. Atlantic City has an excellent transportation system and Work & Travel participants from all over the world. Atlantic City is only 2.5 hours from NYC, 1 hour from Philadelphia, and 3 hours from Washington D.C.. Spend your summer living near the beach and working over the ocean. Enjoy world class shopping, casinos, nightlife, and free citywide weekly events.

Position

Job title: Food Beverage, Retail Sales, Customer Service

Job description and required skills: Food and Beverage experience Req.! Fun, Friendly and Positive. Like working with children and desire to provide GREAT service. ENJOY SMILING! Detailed and observant, ensuring safety is the most important aspect of any position. Mature, able to follow rules and direction. Preference given to employees 21+. MUST be physically able to work long hours inside hot kiosk. Clean and remove garbage. May work with pork. MUST be able to stand for long periods of time. Must be flexible, willing to work in any position assigned. MUST BE COMFORTABLE COUNTING & HANDLING US CURRENCY. Comfortable in a urban environment. Must wear a hat. ADVANCED ENGLISH

English level required: advanced

Hourly wage (before taxes): \$8.38

Position ID: 30333



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Tips:	no
Bonus:	no
Estimated hours per day:	30 Per Week
Number of days per week:	Will Vary
Possibility of students getting more than estimated hours:	average
If so, is overtime paid at the rate of 1.5 hourly, after 40 hours of work per week?	no
Earliest start date:	05/15/2016
Latest start date:	06/02/2016
Earliest end date:	08/31/2016
Latest end date:	10/01/2016
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):	Discounted for Employees
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	no

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:	Steel Pier will not accommodate second job schedules. Participants who are seeking second jobs must find early morning positions. Second jobs must NOT conflict with primary job schedule! Second jobs must be authorized and approved by CHI.
How soon after arrival will participants begin working?	Friday starts prior to mid-June, after mid-June weekday starts
Specific instructions for arrival to employer:	Prefer mid-week arrival. You must arrive the week BEFORE Memorial Day 5/21 or the week AFTER. Students who arrive during the Memorial Day holiday 5/22 to 5/25 will not be able to start immediately.
Is training required?	yes
Conditions of training:	Training paid at the hourly rate. Students may be trained in several different positions. Training may take up to two weeks. Food and Beverage; employees need to complete food safety certification. Students may not receive full hours until training period is complete. Students will not reach full hours until mid-june when the park is open full time. Students should be prepared to work only weekends until mid-June.
Is there possibility to change positions?	yes
Are students required to wear a uniform?	yes
Does employer provide uniform?	yes
Cost of uniform:	Est 50 USD
Is uniform refundable?	no



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Do students need to purchase specific clothes or footwear?

yes

If so, details for clothing:

Must wear sneakers and black pants. As the weather gets warm, black shorts are allowed, they must be long, no short shorts. Students will purchase 2 Tee-Shirts, 1 Sweatshirt, 1 hat from the employer. The cost is estimated to be \$50. A small portion of the estimated \$50 cost will be taken weekly from paychecks. Students do not have to pay the cost of the uniform up front. Students will also be issued 1 name tag and 1 register key free of charge. If either the name tag or register key are lost, students will be charged for replacement. Name tag and register key must be returned before picking up final paychecks.

Additional information:

Open weekends only until 6/12. Full time hours 6/12 to 9/7. Weekend hours are available after 9/7. Positions are assigned by the employer. Must be flexible and open to any position assigned. Must be willing to work weekends, holidays, including late hours to 2 AM. Steel Pier will not accommodate second job schedules. Those seeking second jobs must find early morning positions that do NOT conflict with their Steel Pier schedule! This is an outdoor position, weather can effect hours. EMPLOYER PREFERS EMPLOYEES 21 OR OLDER. Must be able to work through 9/8. NO exceptions! Must be able to work in summer heat and full sun. 30 Hours Guaranteed.

Housing Information

Housing name:

Irish Pub Hotel & Apartments For June Arrivals Only

Housing address:

124 St. James Place

City:

Atlantic City, NJ 08401

609-344-9063

Fax:

Contact:

Frank ~ Manager 609-344-9064 or 609-344-9063

Email:

Website:

www.theirishpub.com

Housing assisted by:

CHI

Is student required to sign a separate housing contract?

no

Type of housing:

Apartment

Number of people to a room:

1-4

Bedrooms:

29

Bath:

6

Estimated cost of housing per week:

\$100

Is housing cost deducted from paycheck?

no

Is housing deposit required?

yes

Deposit amount:

\$300

Housing deposit due date:

On Arrival

Instructions for deposit payment:

Deposit includes last two weeks rent. Students pay \$100 for the first week and \$100 for the last two weeks + A \$100 refundable deductible if housing is left in good, clean condition.

Is housing deposit refundable?

yes

Conditions for deposit refund:

A \$100 deposit is refundable if the housing is left clean and in good condition. The landlord reserves the right to keep both the deposit and last weeks rent if students leave the housing before the agreed end date, there is any major damage or loud disturbances.

Utilities included:

yes



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If so, utilities details:	Coin operated laundry facilities close by, Free Wifi, heat, electricity and water included.
Is the housing mandatory?	yes
Method of transportation from housing to work site:	Walking
Transportation details:	www.njtransit.com , bicycle, Jitney
Additional housing features:	Apartments furnished, full kitchen, internet (WIFI), laundry facilities close by. There are a few private rooms in the hotel located next to the apartments, these do not have kitchens or Wifi. Owner does not mind if students become friends and share facilities.
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

Students must arrive before 20:00. Students should bring a twin sheet and pillow. They will go to the gift shop in the Irish Pub and ask for Frank. Students MUST NOT EVER HANG LAUNDRY ON PORCHES OR PARTY ON PORCHES. THIS IS GROUNDS FOR EVICTION. Porches are for a cup of tea or lunch and relaxing.



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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):	10th & Filbert Streets Philadelphia
Bus information (web site):	www.njtransit.com , us.megabus.com , www.greyhound.com
Nearest train information (to the airport):	www.amtrak.com , 30th Street Station Philadelphia
Train information (web site):	www.njtransit.com , www.amtrak.com
If participant arrives after hours suggested, overnight accomodation:	www.hihostels.com , www.applehostels.com
Cost per night:	\$40 and up
Transportation to overnight accomodation:	Taxi, Bus, Train, www.rome2rio.com
Transportations cost:	\$30 and up
Specific instructions:	Details in Welcome Letter. www.rome2rio.com

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 . 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 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



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Atlantic Pier Amusements, NJ

FOOD & BEVERAGE SERVER:

Multi-functional position. Take orders from and serve food and beverages to guest, counter server environment. Should be able to work in various positions including waiting, banquet attendant, and bar attendant.

Main Job Tasks and Responsibilities:

- Take and relay food and beverage orders
- Serve food and beverages to guests
- Check on guest satisfaction
- Handle complaints and concerns of customers
- Provide food and beverage product knowledge
- Use proper serving techniques
- Practice responsible alcohol service
- Cash out and reconcile cash with total sales

Knowledge, Skills and Abilities:

- Excellent communication skills required
- Professional appearance and attitude
- Excellent customer service skills
- Cash handling experience is an asset
- Time management skills

CUSTOMER SERVICE:

Interact with customers to provide and process information in response to inquiries, concerns and requests about products and services.

RETAIL SALES:

To assist customers in finding and purchasing the required merchandise in a retail environment. To encourage customers to purchase products.

Main Job Tasks and Responsibilities:

- Greet customers
- Find out the customer's needs
- Recommend, select and help locate the right merchandise
- Describe a product's features and benefits

- Demonstrate use and operation of the product
- Answer customer queries regarding the store and the merchandise
- Provide information about warranties, manufacturing specifications, care and maintenance of merchandise and delivery options
- Receive and process cash, check and charge/credit payments
- Provide change and receipts
- Bag or package purchases
- Count money, sort charge slips and balance monies
- Maintain sales records
- Stay current with sales prices
- Recognize and monitor security issues
- Arrange and display merchandise
- Keep merchandise area tidy
- Take stock inventory
- Requisition new stock

IMPORTANT: HOURS WILL NOT INCREASE SIGNIFICANTLY UNTIL MID JUNE AS THIS IS WHEN ALL OF THE SCHOOLS ARE OUT FOR SUMMER AND SUMMER OFFICIALLY KICKS OFF!

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

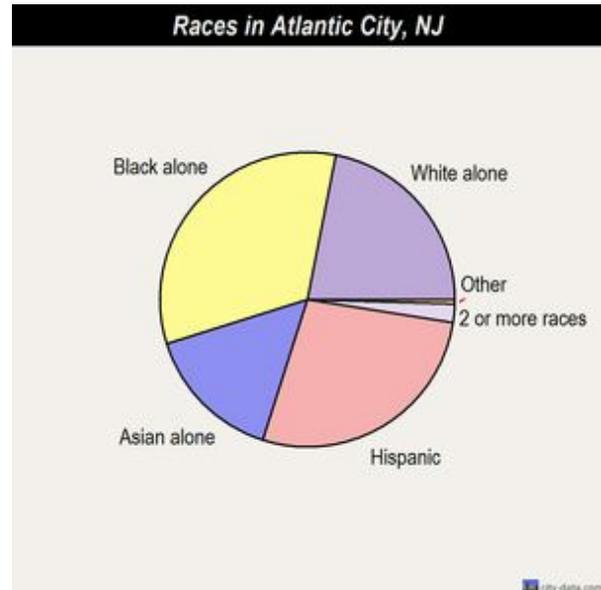
After removing the correct change from the drawer, the employee must insert the cash tendered and close the cash drawer. The employee must then count the change back to the customer to ensure accuracy. Using the same example, the employee would say, "\$21.45, \$21.50 (place nickel in customer's hand), \$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 cannot 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.

Steel Pier is an outdoor amusement park. Weather conditions can effect hours. Participants who select Steel Pier should prepare to work only weekends until mid-June.

Tips for obtaining hours: The concept of time plays a great role in American culture. Late once or twice may be unavoidable but being late consistently makes you unreliable. Employers are looking for participants who are on time and come to work as scheduled. These participants will be sure to have 32 hours or more, with the best shifts and weekly hours.

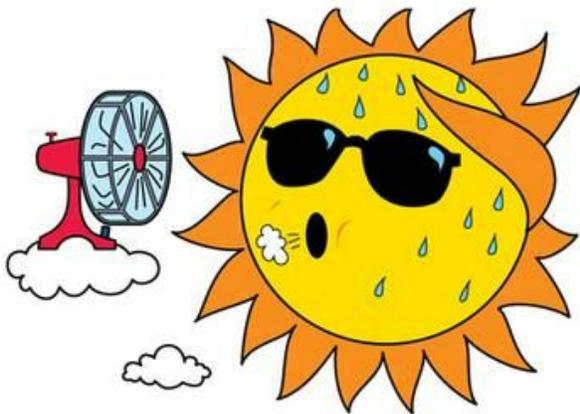




Second jobs are available in Atlantic City. Second jobs must be approved by CHI before starting work. The second job offer will be provided in your welcome letter. Your CHI program coordinator will be available to help you with this process. Please note, your second job can not conflict with your primary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

Participants who accept food & beverage positions at Steel Pier 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



Participants who select Steel Pier will be working in hot conditions. Whether working in the food kiosks near hot grills or in the sun as ride operators, participants will need to wear sunscreen and tolerate heat.