



**CULTURAL HOMESTAY INTERNATIONAL**  
*CHI BRINGS PEOPLE TOGETHER SINCE 1980!*  
**JOB DESCRIPTION**  
**USA WORK & TRAVEL PROGRAM**



### *Employer Information*

**Employer name:** Cafua Management Company, LLC - Saco, OOB  
**Type of business:** Quick service restaurant  
**Job location:** Old Orchard Beach Dounts  
**City:** OLD ORCHARD BEACH  
**State:** ME  
**Zip:** 04064  
**Website:** <http://www.cafuamanagement.com/>

### *Why choose us?*

Clean, Grease free environment. Fun atmosphere. Busy donuts shop. Close to beach and attractions.

### *Cultural exchange activities*

Pizza parties for birthdays, etc.

### *Position*

**Job title:** Team Member- OOB- June arrival  
**Job description and required skills:** Serving coffee, making sandwiches, prepping food, cleaning restaurant, taking orders, ringing up food and cashiering.  
**English level required:** advanced  
**Hourly wage (before taxes):** \$8.5  
**Position ID:** 30396



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### Position Information

Tips:	no
Bonus:	no
Estimated hours per day:	40 hrs/week
Number of days per week:	5
Possibility of students getting more than estimated hours:	yes
If so, is overtime paid at the rate of 1.5 hourly, after 40 hours of work per week?	yes
Earliest start date:	06/01/2016
Latest start date:	06/25/2016
Earliest end date:	09/15/2016
Latest end date:	10/10/2016
Is the employer willing to hire couples?	yes
Is the employer willing to hire group of friends?	yes
Are meals included?	no
Meals details (discount, cost, # of meals):	You could have donuts with 50% off
Is a drug test required?	no
Is Skype interview required?	no
Do students complete an additional application upon arrival?	yes
Possibility to find a second job in the area	yes
<b>Second jobs require you to contact CHI at <a href="mailto:chiwt@chinet.org">chiwt@chinet.org</a> 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.</b>	
<b>You can work with a new secondary employer ONLY AFTER you have received written authorization from CHI.</b>	
Additional comments regarding second job:	Limited in Spring. You could find second jobs in hotels.
How soon after arrival will participants begin working?	As soon as possible
Specific instructions for arrival to employer:	Arrive mid-week with proper notice.
Is training required?	yes
Conditions of training:	Paid hourly training.
Is there possibility to change positions?	no
Are students required to wear a uniform?	yes
Does employer provide uniform?	no
Cost of uniform:	vaies
Is uniform refundable?	no



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

no

**If so, details for clothing:**

Employer will provide company hat, apron and namebadge. Students should have non-slip shoes. You will also need to bring blue jeans and a white polo style shirt with short sleeved shirt. No visible tattoos or facial piercings including no tongue piercing. Must have a clean and neat appearance. Long hair MUST be secured back while working. Shirts must be white solid white, have a collar, turtleneck or mock neck, can be button up or pullover, cannot be open more than 3 inches below base of neckline. Cannot be see-through.

**Additional information:**

Fun fast paced customer service type position. Great atmosphere, FUN place to work.

## Housing Information

**Housing name:**

CHI Assisted Housing- Maine general housing TBA

**Housing address:**

To be announced.

**City:**

TBA, ME

To be announced.

Kristina Young

chikristina@chinet.org

**Website:**

**Housing assisted by:**

CHI

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

no

**Number of people to a room:**

2-6

**Bath:**

1-2

**Estimated cost of housing per week:**

\$100-125

**Is housing cost deducted from paycheck?**

no

**Is housing deposit required?**

yes

**Deposit amount:**

\$100-200

**Instructions for deposit payment:**

Please prepare to pay a security deposit upon your arrival.

**Is housing deposit refundable?**

yes

**Conditions for deposit refund:**

Your housing deposit will be returned if you stay until the end of your contract and the housing is left in undamaged condition.

**Utilities included:**

yes



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<b>Is the housing mandatory?</b>	yes
<b>Can students find alternative housing during their stay?</b>	no
<b>Method of transportation from housing to work site:</b>	Must arrange own
<b>Transportation details:</b>	Housing will be within biking distance in most cases.
<b>Additional housing features:</b>	Housing will include at least access to a microwave and refrigerator.
<b>Location of work site best described as:</b>	Ocean
<b>Location details:</b>	Seaside community boasts a diverse and large population of up to 75,000 in the summer as it hosts vacationers from all over the United States but primarily from New England and the mid-Atlantic states, Canada and Europe looking to enjoy our miles-long stretch of fine beach, clean ocean water and all the attractions that both Old Orchard Beach and the surrounding City of Portland have to offer.
<b>Average daily temperature:</b>	40-70F
<b>Community or regional website:</b>	<a href="http://www.visitmaine.com">www.visitmaine.com</a>
<b>Nearest cities:</b>	<a href="http://www.visitmaine.com">www.visitmaine.com</a>
<b>Distance to nearest cities:</b>	Boston, 2 hrs
<b>What to wear:</b>	Variety of clothes; warm coat, t-shirts, jacket, pants, boots, hat, gloves.
<b>Available public transportation:</b>	Bus
<b>Public transportation access:</b>	Limited
<b>Accessible amenities (by walking or public transportation):</b>	
<b>Food market:</b>	yes
<b>Shopping mall:</b>	yes
<b>Post office:</b>	yes
<b>Bank:</b>	yes
<b>Movie theater:</b>	yes
<b>Restaurants:</b>	yes
<b>Fitness center:</b>	yes
<b>Laundry:</b>	yes
<b>Internet café:</b>	yes
<b>Public library:</b>	yes

This is a sample housing arrangement. Your CHI Coordinator will inform you of your precise housing details as soon as they are available. Your housing may change based on availability and location. Please be prepared for your housing to meet the criteria outlined in this job offer.



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### *Suggested Travel Information*

<b>Nearest international airport:</b>	Boston Logan Airport
<b>Nearest airport:</b>	Portland Jetport (PWM)
<b>Transportation from airport to employer and / or housing:</b>	Bus, train, taxi
<b>Nearest bus station (to the airport):</b>	At Boston airport
<b>Bus information (web site):</b>	<a href="http://www.concordcoachlines.com">www.concordcoachlines.com</a>
<b>Nearest train information (to the airport):</b>	North Station, Boston
<b>Train information (web site):</b>	<a href="http://www.amtrak.com">www.amtrak.com</a>
<b>If participant arrives after hours suggested, overnight accomodation:</b>	<a href="http://www.hihostels.com">www.hihostels.com</a>
<b>Cost per night:</b>	\$50 +
<b>Transportation to overnight accomodation:</b>	Subway, taxi
<b>Transportations cost:</b>	Varies

### *Social Security Information*

<b>Does the company require students to have Social Security number before arriving to the work place?</b>	no
<b>Does the company provide Social Security application assistance?</b>	no
<b>Where is the closest Social Security office?</b>	Saco, Maine
<b>How far is the Social Security office from the work place?</b>	20 minutes bus
<b>Specific instructions:</b>	Students could take bus to social security office in Saco.



**WELCOME LETTER**  
**Cultural Homestay International**

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**Dunkin' Donuts -Old Orchard  
Beach**

13 Old Orchard St, Old Orchard Beach, ME  
04064

**Employer contact information**

Josh Montalto  
Email : [jmontalto@cafuamanagement.com](mailto:jmontalto@cafuamanagement.com)  
Phone : (207)838-7518

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Hello everyone!

My name is Lizzy Chan, and I am your local Program Coordinator through Cultural Homestay International. I will be helping you prepare for your exciting summer in Old Orchard Beach, Maine working for Dunkin' Donuts! This packet contains very important information regarding your travels, so please be sure to READ IT IN FULL, and print a copy to bring with you to the United States.

**\*IF YOU WERE DENIED YOUR VISA AND ARE RECEIVING THIS EMAIL RESPOND TO THE SENDER AND LET THEM KNOW YOU ARE NOT COMING!**

This letter will describe the following:

1. Things to review before departure
2. How to contact your employer
3. Where you will be living/What to pack
4. How to get to your job from the airport
5. Validating your status in SEVIS
6. Where to apply for a Social Security number

**Keep in mind, the I-94 is now an electronic document that needs to be printed and taken to social security with you.**

If you have questions about HOUSING or TRANSPORTATION, please don't hesitate to contact us at Lizzy Chan at [chilizzy@chinet.org](mailto:chilizzy@chinet.org).

For general questions and emergencies, you may always contact CHI's Main Office at 1(800) 432-4643.

Welcome to Old Orchard Beach and have a safe trip

Sincerely,

Lizzy Chan  
Cultural Homestay International  
Program Coordinator  
New England Region

Facebook: LIKE us on [CHI Work and Travel at New England and Great Lakes Region](#)

## **1. BEFORE DEPARTURE**

Read your CHI Student Handbook. You should have received this from your agency.

- Bring: Documents: Passport, J- 1 Visa, DS 2019, sponsorship letter, job offer
- \$1000 US available (transportation from airport, housing deposits, food, etc.)
- Carry On (a change of clothes, medicines, copy of this letter) Always keep your important paperwork with you while traveling. Do NOT pack it!
- Contact your employer and CHI coordinator by email to notify him/her of your specific arrival time.
- 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 hostel to stay overnight.
- **Log into [www.sevis.org](http://www.sevis.org) as soon as you know your flights so you can enter your flight information!**

## **2. CONTACT YOUR EMPLOYER**

Josh Montalto is the Multi Unit Manager of Dunkin' Donuts; you must contact Josh and let us know your flight information and when EXACTLY you will be arriving! Please email Josh immediately at [jmontalto@cafuamanagement.com](mailto:jmontalto@cafuamanagement.com). Please also email Ana and Lizzy with your exact arrival information and to confirm receipt of this letter!

Dress Code: Please check your job description for your dress code.

## **3. HOUSING: To be announced. Please contact your coordinator for your housing information.**

Please Email your housing person with your arrival information!!

## **4. DIRECTIONS FROM THE AIRPORT TO YOUR HOUSING**

### **Portland International Jetport (PWM)**

After arriving at Portland Jetport, you could take a taxi to your housing(\$50-\$70). Please make sure you confirm your arrival information with your housing person, so they could assist you to check in your housing and they even might be able to pick you up from the airport.

### **Boston Logan Airport Arrival: (THIS IS THE RECOMMENDED ROUTE)**

From the airport terminal, take FREE SHUTTLE to the BLUE LINE "Airport" Subway Station. Take the BLUE LINE in the direction of "Bowdoin" to GOVERNMENT CENTER. Get off and transfer to the GREEN LINE toward "Lechmere." Ride for TWO STOPS and get off at NORTH STATION. This ride will cost you \$2.00.

Or you may take a taxi from Boston Logan Airport to North Station.\*This will cost you at least \$45US

AT NORTH STATION buy a ticket on AMTRAK's Downeaster train to Old Orchard Beach, ME. Check [www.amtrak.com](http://www.amtrak.com) for a schedule and fares. There are 5 trains every day, you can see the schedule on the website (make sure you enter Boston North Station and Old Orchard Beach, ME) and the cost is \$23.

Please make sure your housing person know when exactly will arrive at Old Orchard Beach. Most of the housing person can meet you at the Old Orchard beach train station and bring you to your housing.

If you couldn't make the 5:40 pm train, please stay in Boston for a night and head to Old Orchard Beach the next day.

#### **New York City JFK Arrival.....**

Book a connecting flight through JET BLUE ([www.jetblue.com](http://www.jetblue.com)) to PORTLAND INTERNATIONAL JETPORT (PWM) costs about \$100 US and takes about 1 hour. After you arrive at Portland, ME, you could get a taxi for \$50 to \$70 to your housing.

Please make sure you confirm your arrival information with your housing person, so they could assist you to check in your housing and they even might be able to pick you up from the airport.

#### **IMPORTANT:**

**Please remember if you will not be able to make it to your housing during 8:00 AM to 8:00PM , you may need to stay overnight and travel the following day.**

**See [www.bostonhostel.org](http://www.bostonhostel.org); [www.hiboston.org](http://www.hiboston.org); [www.hostels.com](http://www.hostels.com) for hostel options in Boston.**

#### **5. SEVIS**

**Before you arrive in USA-** Log in to [www.sevis.org](http://www.sevis.org) and enter your flight information as soon as you purchase your flight ticket.

**After you arrive in USA -** Log into the SEVIS system within THREE days of your arrival to the United States! Any delay can affect your Social Security Card application, which then affects WHEN YOU CAN START WORKING! VALIDATE YOUR SEVIS STATUS IMMEDIATELY!

- a. Log in to [www.sevis.org](http://www.sevis.org). If you can't log in then you need to call us.
- b. IMMEDIATELY call CHI to complete the SEVIS validation process: 1(800) 432-4643.
- c. Refer to your Student Handbook for log-in instruction. There are serious consequences if you do not validate your visa, beginning with a cancellation of your visa, so please do it as soon as possible. Most public libraries have internet access – speak with library staff about your temporary stay in the US.
- d. **Log back in after 3 days to make sure your visa status has been validated – this is a requirement BEFORE applying for a social security number!**

**6. APPLYING FOR A SOCIAL SECURITY NUMBER**

- **Validate your Visas in SEVIS.**
- **Then wait 10 days and visit the closest social security office is:**

SOCIAL SECURITY  
SUITE 1450, 110 Main St., SACO, ME 04072  
1(603)433-0716

.Social Security Office Hours: MON: 09:00 AM - 03:00 PM; TUES: 09:00 AM - 03:00 PM; WED: 09:00 AM - 12:00 PM; THUR: 09:00 AM - 03:00 PM; FRI: 09:00 AM - 03:00 PM

SAT & SUN & Federal Holidays: CLOSED

**PLEASE REMEMBER TO GET A RECEIPT AT THE SOCIAL SECURITY OFFICE. IT'S YOUR ONLY PROOF THAT YOU APPLIED!**

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**We look forward to meeting you!!**

For general questions and emergencies, you may always contact CHI ☐ Main Office at 1-800-432-4643