



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: Saco Dounts
City: SACO
State: ME
Zip: 04072
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-SACO- 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: 30398



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:	09/10/2016
Latest end date:	10/15/2016
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

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:	You could find second jobs in restaurants and retail stores.
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 name badge. 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 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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Is the housing mandatory?	yes
Can students find alternative housing during their stay?	no
Method of transportation from housing to work site:	Must arrange own
Transportation details:	Housing will be within biking distance in most cases.
Additional housing features:	Housing will include at least access to a microwave and refrigerator.
Location of work site best described as:	Suburban
Location details:	Saco sees much tourism during summer months, due to its amusement parks, Ferry Beach State Park, and proximity to Old Orchard Beach. Saco is part of the Portland–South Portland–Biddeford, Maine metropolitan statistical area.
Average daily temperature:	40-70F
Community or regional website:	www.visitmaine.com
Nearest cities:	www.visitmaine.com
Distance to nearest cities:	Boston, 2 hrs
What to wear:	Variety of clothes; warm coat, t-shirts, jacket, pants, boots, hat, gloves.
Available public transportation:	Bus, LIMITED
Public transportation access:	www.shuttlebus-zoom.com/zoom.html
Accessible amenities (by walking or public transportation):	
Food market:	yes
Shopping mall:	yes
Post office:	yes
Bank:	yes
Movie theater:	yes
Restaurants:	yes
Fitness center:	yes
Laundry:	yes
Internet café:	yes
Public library:	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

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

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
Where is the closest Social Security office?	Saco, Maine
How far is the Social Security office from the work place?	5 minutes bus or walk
Specific instructions:	Students could take bus to social security office in Saco.



WELCOME LETTER
Cultural Homestay International

Dunkin' Donuts -Saco

505 Main St, Saco, ME 04072

Employer contact information

Josh Montalto

Email : jmontalto@cafuamanagement.com

Phone : (207)838-7518

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 spring /summer in Saco, 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.

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

Welcome to Maine 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 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. Please also email 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 (BOS) Arrival:

From the airport terminal, you could take concord coach bus to Portland Maine. After arriving at Portland, you could take a taxi to your housing(\$50-\$70). Please check <http://www.concordcoachlines.com/> for more information.

Please make sure your housing person know when exactly you will arrive, so they could assist you to check in your housing.

New York City JFK Arrival.....

Book a connecting flight through JET BLUE (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.

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; www.hiboston.org; www.hostels.com for hostel options in Boston.

5. SEVIS

Before you arrive in USA- Log in to 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. 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.
- 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!

We look forward to meeting you!!

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