



CULTURAL HOMESTAY INTERNATIONAL

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JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Employer Information

Employer name:	Drury Hotels Company LLC
Type of business:	Hotel
Job location:	Drury Inn - San Antonio NW Med Center
City:	SAN ANTONIO
State:	TX
Zip:	78230
Website:	www.druryhotels.com

Why choose us?

Drury Hotels Company, LLC is a 100% family owned and operated hotel company with over 130 hotels in 21 + states. We pride ourselves on being able to offer our guests a memorable experience by providing extras that are not extra and all of our employees are empowered to do whatever it takes to make our guests happy. You will be surrounded by managers and associates who truly have a passion for providing great guest service in a fun environment.

Cultural exchange activities

St. Louis, Missouri: From its origins as a trading post perched on the threshold of uncharted territory, St. Louis grew to blend disparate influences -- French, German, Ragtime, Rust Belt, Midwest and Southern. All tours begin at the Gateway Arch. Designed in 1966 by architect Eero Saarinen to commemorate Thomas Jefferson's vision of westward expansion, the Arch is synonymous with the city. First-rate museums, an extensive botanical garden, and a strong musical heritage give visitors plenty of reason to say "meet me in St. Louis." Located near Six Flags Great America and near Forest Park which is home to many historical buildings, monuments and wildlife.

Read more: www.frommers.com/destinations/stlouis/0189010001.html#ixzz26GqyeVel

Independence, MO location just minutes from Kansas City, MO: Independence Center Mall, Harry S Truman National Historic Site - 7 miles NW, Truman Library - 8 miles NW, Arrowhead Stadium (home of the Kansas City Chiefs Football Team)- 10 miles west, Kauffman Stadium (home of the Kansas City Royals Baseball Team)- 10 miles west, Ameristar Casino - 12 miles NW, Kansas City Zoo - 12 miles west, Starlight Theatre - 13 miles west, Worlds of Fun Theme Park - 14 miles NW, Isle of Capri Casino - 14 miles NW, Rockhurst University - 14 miles west, UMKC - University of Missouri Kansas City - 15 miles west, Harrah's Casino - 15 miles NW, Crown Center - 15 miles west, Legoland Discovery Center Kansas City - 15 miles west, Sprint Center - 15 miles west, College Basketball Experience - 15 miles west, National Collegiate Basketball Hall of Fame - 15 miles west, Berg Event Space - 15 miles west, Uptown Theater - 16 miles west, Kemper Arena - 17 miles west, DeVry University Kansas City - 17 miles SW, Avila University - 18 miles SW, Argosy Casino Kansas City - 19 miles NW, Odessa Outlet Mall - 19 miles east, Town Center Plaza - 20 miles SW, New Theatre Restaurant - 21 miles west

San Antonio, TX --

San Antonio (Spanish for "Saint Anthony"), is the seventh most populated city in the United States of America and the second most populated city in the state of Texas.

San Antonio was named for Saint Anthony of Padua, whose feast day is on June 13, by a 1691 Spanish expedition in the area. It is notable for Spanish colonial missions, the Alamo, the River Walk, the Tower of the Americas, the Alamo Bowl, and Marriage Island. Commercial entertainment includes SeaWorld and Six Flags Fiesta Texas theme parks. The city is home to the five-time NBA champion San Antonio Spurs and hosts the annual San Antonio Stock Show & Rodeo, one of the largest such events in the country.

Position

Job title:	Drury Inn, San Antonio NW Med Center - Housekeeper, Laundry, Floor & Public Houseperson
Job description and required skills:	Housekeepers: Very physically demanding. Prepare to stand, walk and push 50lb/22kg cart. Clean guest rooms, change linens, dust, clean toilet, tub/shower, sinks and mirror. Vacuum and spot clean carpeted floors, wash bathroom floors on



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hands/knees. Wipe vanity drawers, clean windows, vacuum drapes. Restock housekeeping carts. Other duties as assigned by supervisor. Must be on hands and knees wiping down bathroom floor. Must clean a stay over room in 15 minutes and a checkout room in 30 minutes. Every room a housekeepers cleans is inspected by a supervisor, must have room score of 15 points or less. Laundry: Fast paced position. Removing & sorting laundry from laundry chute, housekeeping carts, or guest rooms; operating the washer (using the automated chemical systems); loading washers & dryers; folding & counting linen; placing linens. Must be available flexible shifts, AM, Mid and PM shift. Based on number of linen being washed, must fold x number of baskets a day. You have 2 1/2 minutes to unload and load the washers and dryers. Public Houseperson: Maintain public areas, lobby, meeting rooms, breakfast area, public restrooms, & grounds. Remove trash, vacuum/mop, clean elevators, windows, front desk area, exercise room, pool deck & meeting rooms; clean/sanitize toilets, sinks, vanity, floors, walls, doors, fill dispensers; clean parking garage, sidewalks, dumpster area. Takes requested items to guest rooms, delivers role a way beds. Vacuum/spot clean carpets. Floor Houseperson: Works with the housekeepers removing dirty trash and linen from the housekeepers carts. Vacuum, spot clean & shampoo carpets. Restocks linen rooms. Takes out large amount of trash. Cleans trash room. Removes marks off of walls. All positions require ability to walk/stand during entire shift, lift up to 35 lbs/15 kg, reach, stretch. Other duties as assigned by supervisor.

English level required: intermediate
Hourly wage (before taxes): \$10.31
Position ID: 29941



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Position Information

Bonus:	no
Estimated hours per day:	6-8
Number of days per week:	4-6
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:	05/01/2016
Latest start date:	06/30/2016
Earliest end date:	08/15/2016
Latest end date:	10/30/2016
Is the employer willing to hire couples?	yes
Is the employer willing to hire group of friends?	yes
Are meals included?	no
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:	Drury is your primary job. A second job must work around Drury's schedule and cannot affect your work performance or attendance.
How soon after arrival will participants begin working?	To be determined by employer.
Is training required?	yes
Conditions of training:	On the job.
Is there possibility to change positions?	no
Are students required to wear a uniform?	yes
Does employer provide uniform?	yes
Cost of uniform:	\$16.00 for pants
Is uniform refundable?	no



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Do students need to purchase specific clothes or footwear?

yes

If so, details for clothing:

Students will need a brown, blue or black belts, white socks and comfortable tennis shoes. Pants can also be purchased at Wal-Mart and should be Dickie Brand navy work pants. Shirts are provided.

Additional information:

Students will also be restocking housekeeping carts daily with cleaning supplies and linen. Students should be open to working other duties as assigned by the supervisor, which could include working as a laundry attendant, houseperson or in the breakfast area (washing dishes, cleaning tables/floors/counters, cooking).

Housing Information

Housing name:

Auburn Creek

Housing address:

4411 Gardendale

City:

San Antonio, TX 78240

Phone:

210-696-4892

Fax:

Contact:

Kylie Berone

Email:

Website:

www.auburncreekapartments.com

Housing assisted by:

Must Arrange Own

Is student required to sign a separate housing contract?

yes

If so, contract details:

Students must sign a 3 month lease minimum.

Type of housing:

Apartment

Number of people to a room:

2-3

Bedrooms:

1-3

Bath:

1-2

Estimated cost of housing per week:

\$300 per month if apartment is split between 4-5 people

Is housing cost deducted from paycheck?

no

Is housing deposit required?

yes

Deposit amount:

\$800/apartment

Housing deposit due date:

right away

Instructions for deposit payment:

Students will do application online and the deposit will have to be paid in order to complete the application process. There is also a \$50 application fee per student and \$149 administration fee per apartment. Both application and administrative fee are non-refundable.

Is housing deposit refundable?

yes

Conditions for deposit refund:

If the housing is returned in excellent condition. Housing must be vacuumed, swept, countertops and stoves cleaned, no stains on any walls or flooring.

Utilities included:

no



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Utilities estimated cost per month:	\$50 per student
Is the housing mandatory?	no
Method of transportation from housing to work site:	Walking
Transportation details:	Housing is located in a central location to all San Antonio properties. Some properties are within walking distance and others may need to take public transportation to work. Students must be ok with either method of transportation. It may take up to 30 minutes with public transportation and the cost is \$1.35 for one way transportation.
Additional housing features:	Housing is unfurnished. There are no beds, or furniture, no utensils, no towels. You will have to purchase air mattresses and blankets to sleep with.
Location of work site best described as:	Metropolitan
Location details:	<p>San Antonio is famous for its Riverwalk, the Alamo, five-time NBA Champion Spurs basketball team, the Tower of the Americas, and being home to SeaWorld and Six Flags Fiesta Texas theme parks. The jewel of the city is the Paseo del Rio, or River Walk, which meanders through the downtown area, is lined with numerous shops, bars, and restaurants as well as the Arneson River Theater. This attraction is transformed into an impressive festival of lights during the Christmas and New Year holiday period.</p> <p>The downtown area also features HemisFair Park (home of the Tower of the Americas and the Institute of Texan Cultures, La Villita, El Mercado, and the city's most widely recognized landmark, the Alamo.</p> <p>Other places of interest include Brackenridge Park (home of the San Antonio Zoo), the San Antonio Missions National Historic Park, the Witte Museum, and the McNay Art Museum.</p> <p>Every April, San Antonio hosts Fiesta San Antonio, a 10-day celebration of the city's diverse cultures and of the heroes of the Battle of the Alamo and the Battle of San Jacinto, featuring over one hundred events held throughout the city. Visitors can also experience something of the cowboy culture every February at the San Antonio Stock Show & Rodeo; year round, they can also see the 40 foot tall cowboy boots at North Star Mall.</p>
Average daily temperature:	Summer: High 95F (35C); Low 70F (21C)
Community or regional website:	www.visitsanantonio.com
Nearest cities:	NA
Distance to nearest cities:	NA
What to wear:	Summer: Shorts; short sleeve shirts; tennis shoes, sandals, light jacket, light slacks.
Available public transportation:	VIA Metropolitan transit (www.viainfo.net)
Public transportation access:	Throughout the city
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
Comments:	



This apartment complex is the closest housing to all locations. Students are able to all stay together in the complex even if they are not all working at the same location. Students must be ok with being further away and taking public transportation to work while others will be close enough to walk to work. Students will have to contact each other ahead of time to set up housing together.



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Suggested Travel Information

Nearest international airport:	San Antonio International Airport
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Transportation from airport to employer and / or housing:	Taxi, shuttle, metro
Nearest bus station (to the airport):	Greyhound
Bus information (web site):	www.greyhound.com
Nearest train information (to the airport):	Amtrak
Train information (web site):	www.amtrak.com
If participant arrives after hours suggested, overnight accomodation:	www.hihostels.com
Cost per night:	Varies
Transportation to overnight accomodation:	Taxi, shuttle, Metro
Transportations cost:	Varies
Specific instructions:	You will need to take a bus or taxi from the airport to your housing.

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?	San Antonio, TX
How far is the Social Security office from the work place?	5.6 miles
Specific instructions:	You must validate yourself in SEVIS within 3 days of arriving in the USA! Either log into www.sevis.org or call CHI at 1-800-432-4643 to validate. Then after 10 business days you can go to Social Security to apply for your Social Security card. Be sure to get a receipt, it is the only proof that you have applied. The social security office is located at: 402 Isom Road, San Antonio, TX, 78216; Telephone: 1-800-772-1213; Hours: Mon & Tue 9am-4pm, Wed 9am-12pm, Thu & Fri 9am-4pm, except Federal holidays.

Hello!

Welcome to the U.S. State Departments Work and Travel USA Cultural Exchange Program. Cultural Homestay International (CHI) will be your sponsor. My name is Jodi Blank and I am your Program Coordinator. I am available to assist you with any questions you might have during your program. My goal is for us to maintain good communication and ask you to please check your email frequently.

Here are a few very important things to remember.

As soon as you purchase your plane tickets log onto www.sevis.org (Use your last name and number found on your DS2019 form), enter your complete travel arrangements as soon as you make your flight reservations. You only need to input the flight information to your FINAL DESTINATION. Be sure and include how you are getting to your employers from the airport and the date & time of arrival at your employer.

YOU MUST ALSO NOTIFY YOUR EMPLOYER AT LEAST TWO WEEKS IN ADVANCE OF YOUR ARRIVAL!

When you fly make sure to keep the following important documents with you at all times while traveling:

- Passport • J-1 visa • DS-2019 • CHI Student Handbook
- Arrival Instructions Letter • Sponsorship Letter from CHI • Job Offer

When you travel, you should keep all your documents in your carry-on bag and with you at all times. Please make copies to leave with your family. Make sure you do not carry large amounts of cash with you. You do have to have access to at least \$1000 when you arrive. This does not mean to bring it all in cash, it can be a combination of travelers checks, bank card, some cash, etc.

After you arrive in the USA

Please login to SEVIS again to show proof of your arrival. The US State Department requires you to do this within 3 days of entering the US. You are required to input your 1-94 number and housing address of where you will be living in the US. The US Government must know where you live at all times.

Please remember to use your home address in your home country (NOT your University address) when filling out all paperwork with your new employer. This is very important and ensures that your employers can forward any important employment related documents to you by mail after you return home. DO NOT use your U.S. housing address as documents will not be forwarded to you. When your program is complete and you are preparing to return home, it is very important that you give your employer 2 self-addressed stamped envelopes.

You must be VALIDATED in SEVIS and be in the US for at least 10 business days BEFORE going to apply for your Social Security card. If you do not, it will delay or prevent you from receiving your SS number. To check to see if you are validated, go back into the SEVIS system 3 days after you validated yourself. An "S" in the status field indicates your successful validation. If you require support, please contact CHI at chiwt@chinet.org or calling CHI at 1- 800-432-4643.

Second Jobs – You are not allowed to work or start training at a 2nd job without CHI permission. Contact me for details.

Monthly Reports You are required to complete a online questionnaire each month of your program. An email will be sent to you monthly, requesting you to log onto SEVIS to complete the questionnaire. Be

sure and check your email frequently. Your program will be at risk if you do not complete the required monthly questionnaire.

Your employer would like to remember you. We encourage that you bring a small gift from your home country, such as: a key chain, picture postcard, magnet, chocolates, etc. This will certainly bring a smile to their face and it is a nice gesture they will not forget!

I would like to wish you a wonderful cultural exchange program filled with unforgettable memories to cherish. Please be sure to take plenty of pictures and keep a journal. We are very excited about your arrival in the United States of America and I look forward to working with you to make this a truly life changing and meaningful experience!

Warm Regards,
Jodi Blank
chijodi@chinet.org

