



# CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

## JOB DESCRIPTION

### USA WORK & TRAVEL PROGRAM



## Employer Information

<b>Employer name:</b>	Drury Hotels Company LLC
<b>Type of business:</b>	Hotel
<b>Job location:</b>	Drury Plaza Hotel - St. Louis
<b>City:</b>	SAINT LOUIS
<b>State:</b>	MO
<b>Zip:</b>	63102
<b>Website:</b>	<a href="http://www.druryhotels.com">www.druryhotels.com</a>

## 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](http://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

<b>Job title:</b>	Drury Plaza Hotel, STL - Housekeeper - Late Arrivals
<b>Job description and required skills:</b>	Very physically demanding. Prepare to stand, walk and push 50lb/22kg cart. Clean guest rooms, change linens, dust, clean stool, tub/shower, sinks and mirror. Vacuum and spot clean carpeted floors, wash bathroom floors on hands/knees. Wipe



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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 housekeeper cleans is inspected by a supervisor, must have room score of 15 points or less.

**English level required:** intermediate  
**Hourly wage (before taxes):** \$10.27  
**Position ID:** 29937



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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:	06/01/2016
Latest start date:	07/01/2016
Earliest end date:	09/15/2016
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](mailto: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:	\$20.00 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 for about \$20. Shirts are provided.

**Additional information:**  
 Must clean a stay-over room in 15 minutes and a checkout room in 30 minutes. Every room is inspected by a supervisor, must have room score of 15 points or less. Students will also be restocking housekeeping carts daily with cleaning supplies and linens. 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). Students will be expected to follow the same performance guidelines as other team members. Attention to detail, punctuality, and a great service attitude.

## *Housing Information*

**Housing name:**      The Gentry's Landing

**Housing address:**      400 North 4th Street

**City:**      St. Louis, MO 63102

**Phone:**      888-399-6457

**Fax:**      314-231-6542

**Contact:**      Steven J. Swartz

**Email:**      sswartz@gentryslanding.com

**Website:**      www.gentryslanding.com

**Housing assisted by:**      CHI

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

**If so, contract details:**      Please see attached letter from Steve Swartz, Assistant Facilities Manager

**Type of housing:**      Apartment

**Number of people to a room:**      2

**Bedrooms:**      studio-2 bedroom apartments

**Estimated cost of housing per week:**      \$25.50 - \$69.75 depending on size of apartment and based on 5 students

**Is housing cost deducted from paycheck?**      no

**Is housing deposit required?**      yes

**Deposit amount:**      \$200.00

**Housing deposit due date:**      On arrival

**Instructions for deposit payment:**      If students live at this location, they must contact Steve Swartz as soon as possible. He has limited availability and will need the deposit to hold the apartment in order to guarantee housing.

**Is housing deposit refundable?**      yes

**Conditions for deposit refund:**      Deposit is refundable if the apartment is left clean and undamaged. The deposit will be given back within 30 days of moving out.

**Utilities included:**      no



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<b>If so, utilities details:</b>	If students do not have a social security card, an additional fee of \$98 for smaller apartments and \$148 for 2 bedroom apartments per month will be added in. Once social security numbers are received, utilities can be put in the student's names(Steve will assist with this) and payment will then be made directly to the utility company.
<b>Is the housing mandatory?</b>	no
<b>Can students find alternative housing during their stay?</b>	yes
<b>Method of transportation from housing to work site:</b>	Public transportation
<b>Transportation details:</b>	Arrival date for housing will need to be discussed with Steve. Also, some locations are within walking distance of the housing and some will require you to take public transportation to get to work. Transportation costs \$1.35 for a one way bus ticket.
<b>Additional housing features:</b>	These are unfurnished apartments. They do not have beds, furniture, utensils or towels so these items will need to be purchased. You will also need to purchase air mattresses and blankets to sleep on. Please see attached letter for more details.
<b>Location of work site best described as:</b>	Metropolitan
<b>Location details:</b>	St. Louis, Missouri - the Gateway to the West - sits at the crossroads of the United States on the Mississippi River. Welcoming travelers and tourists with its magnificent Gateway Arch, St. Louis' rich cultural mix reflects its French and German heritage and Native American roots. Today's St. Louis is a cosmopolitan city with fabulous restaurants, active nightlife and major sports teams that make St. Louis one of the Midwest's most interesting and livable cities.
<b>Average daily temperature:</b>	Summer: High 95F (35C); Low 70F (21C)
<b>Community or regional website:</b>	<a href="http://www.explorestlouis.com">www.explorestlouis.com</a>
<b>Nearest cities:</b>	St. Louis/318,069
<b>Distance to nearest cities:</b>	5 miles
<b>What to wear:</b>	Summer: Shorts; short sleeve shirts; tennis shoes, sandals, light jacket, light slacks.
<b>Available public transportation:</b>	Bus, taxi, Metrolink
<b>Public transportation access:</b>	<a href="http://www.metrostlouis.org">www.metrostlouis.org</a>
<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





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Housing must be arranged PRIOR to arrival!



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## *Suggested Travel Information*

<b>Nearest international airport:</b>	St. Louis Lambert International Airport
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<b>Transportation from airport to employer and / or housing:</b>	Metrolink, taxi, bus
<b>Nearest bus station (to the airport):</b>	Greyhound
<b>Bus information (web site):</b>	<a href="http://www.greyhound.com">www.greyhound.com</a>
<b>Nearest train information (to the airport):</b>	Amtrak
<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> ; Huckleberry Finn Youth Hostel <a href="http://www.huckfinnhotel.com">www.huckfinnhotel.com</a>
<b>Transportation to overnight accomodation:</b>	Metrolink, taxi, bus
<b>Transportations cost:</b>	\$5.00 for bus or Metro - \$50.00 for taxi
<b>Specific instructions:</b>	30 minute ride from airport.

## *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>	St. Louis
<b>How far is the Social Security office from the work place?</b>	1 mile
<b>Specific instructions:</b>	You must validate yourself in SEVIS within 3 days of arriving in the USA! Either log into <a href="http://www.sevis.org">www.sevis.org</a> 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: 717 North 16th Street, Suite 100, St. Louis, MO 63103; 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](http://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](mailto: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

