



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Employer Information

Employer name: GTO Cafe
Type of business: Family Restaurant
Job location: GTO Cafe LLC
City: Murdo
State: SD
Zip: 57559
Website: www.gtodiner.com

Why choose us?

We are known for our Friendly, Hospitable and Affordable attitudes. Murdo, SD is located not far from the Black Hills and Badlands National Parks, and only two hours from the famous Mt. Rushmore.

Cultural exchange activities

Walk down Main Street of 1880 Town and explore more than 30 buildings authentically furnished with thousands of relics. Enjoy the rolling terrain of a sprawling homestead and envision 'life on the prairie'.

While at 1880 town, you can view memorabilia from the late Casey Tibbs, a champion rodeo bronc rider as well as many props that were used in filming the movie 'Dances with Wolves'. 1880 Town is located 22 miles west of Murdo, SD just off Interstate 90 at exit 170.

Also, on your way to or from Mt. Rushmore, the Black Hills or Yellowstone National Park, plan to visit 'THE BIG VARIETY SHOW' at the Pioneer Auto Show. You will find it a fun filled experience.

Over 250 collectible cars, motorcycles, tractors, music boxes, toys and nostalgic items. See the 'REAL General Lee', Elvis Presley's Motorcycle as well as a dramatic collection of the famous Zeitner rocks, gems and fossils.

Position

Job title: Cook, Prep Cook, Server, Busser, Dishwasher

Job description and required skills: Employer will cross train students to do different jobs. Prep Cook: Advanced English; prepping food, making salads and salad dressings, sandwiches etc. General cleaning of work area; checking in delivery trucks and stocking the storage areas. Busser: Intermediate English; bussing/clearing tables, stocking waitress station. Dishwasher: Intermediate English; clean, wash and stock restaurant supplies in very hot water, while maintaining a clean work area. All positions require carrying heavy trays of dishes and/or food, standing for long periods of time and being quick on your feet. Restaurant is very busy. Employer guarantees minimum 32 hours.

English level required: advanced

Hourly wage (before taxes): \$7.50-9.00

Position ID: 30017



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Position Information

Tips:	server
Bonus:	no
Estimated hours per day:	up to 7-8
Number of days per week:	5
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?	yes
Earliest start date:	05/20/2016
Latest start date:	06/15/2016
Earliest end date:	09/10/2016
Latest end date:	09/30/2016
Is the employer willing to hire couples?	no
Is the employer willing to hire group of friends?	yes
Are meals included?	yes
Meals details (discount, cost, # of meals):	One meal per shift
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:	It is possible, but your priority must be GTO Cafe's schedule - no conflicts.
How soon after arrival will participants begin working?	Within 1 week.
Specific instructions for arrival to employer:	See Welcome Letter.
Is training required?	yes
Conditions of training:	Training will be provided. See Additional Information for wage breakdown.
Is there possibility to change positions?	yes
Are students required to wear a uniform?	yes
Does employer provide uniform?	yes
Cost of uniform:	\$0 (\$7 for second uniform)
Is uniform refundable?	no



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Do students need to purchase specific clothes or footwear?

yes

If so, details for clothing:

Must bring comfortable, clean, close toed shoes for walking and standing for most of the shift, as well as nice black or dark blue jeans. Employer provides shirts. No jewelry; hair restraints; no facial hair. (These are State Health Department Codes). Hair must be pulled back at all times and clean. No visible tattoos. Ear piercing only & no more than two piercings per ear.

Additional information:

Pay starts at \$8.50/hr for bus persons, cooks and dishwashers. Pay will increase up to \$9/hr after training for cooks, \$8.50/hr for dishwashers and bus persons. Wait staff start at \$4.50/hr, plus they keep all tips which ranges from \$50-\$90/day. Employer needs workers with strong work ethics, great attitudes and those who like to work as a team. Please do not apply for this position if you can not commit to the dates you've indicated on this Job Offer. Your employer is depending on you to stay until that date. No early departures will be approved.

Housing Information

Housing name: GTO Cafe
Housing address: 205 Lincoln Ave
City: Murdo, SD 57559
Fax:
Contact: Doris Convey
Email: gtocafe@gwtc.net
Website:
Housing assisted by: Employer
Is student required to sign a separate housing contract? no
Type of housing: House
Number of people to a room: 2
Bedrooms: 2
Bath: 1
Estimated cost of housing per week: \$55 per student per week
Is housing cost deducted from paycheck? no
Is housing deposit required? yes
Deposit amount: \$150
Housing deposit due date: Arrival
Instructions for deposit payment: Due upon arrival.
Is housing deposit refundable? yes
Conditions for deposit refund: Housing is left clean and free of damage.
Utilities included: yes



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If so, utilities details:	Water and electricity are included in the \$50 per week.
Is the housing mandatory?	If the students want internet access that is an additional fee of approx. \$60 to \$70 per month. yes
Can students find alternative housing during their stay?	no
Method of transportation from housing to work site:	Walking
Transportation details:	This house is approximately 6 blocks from GTO Cafe.
Additional housing features:	The bedrooms will have bunk beds. There is a washing machine & dryer; stove, and refrigerator. The employer will furnish bedding and towels. The house is furnished with a sofa, tv, table and chairs, dishes, utensils, pots & pans. The only items the students need to provide are their toiletries and food.
Location of work site best described as:	Remote/Rural
Location details:	The City of Murdo is located at the crossroads of Interstate 90 and Highway 83 in the middle of South Dakota where the Central Time Zone meets the Mountain Time Zone. If recreation is what you seek, Murdo is the right place! In addition to the hunting & fishing in the area, Murdo has an excellent 9-hole golf course with greens and a watering system. The 'Jones County Sportsman Club' has expanded its services for people interested in target and archery shooting. The Murdo Swimming Pool, outdoor tennis and basketball courts, baseball and softball field as well as the City Park & Playground are great recreation areas. Little History: In 1904, Mr. Murdo MacKenzie, head of the Matador brand, who had herds from Mexico to Canada, shipped train load after train load of Texas steers to the Standing Rock Reservation so they could graze on Dakota grass. A grateful railroad named a town for Murdo and the town was recognized when a lot sale was held on July 12, 1906. Current Population: 500
Average daily temperature:	Summer: High 88 F; Low 50 F
Community or regional website:	www.murdosd.com
Nearest cities:	Rapid City, SD; pop: 69,200
Distance to nearest cities:	137 miles
What to wear:	Summer: Light clothing, shorts, t-shirts, light jacket
Available public transportation:	None
Public transportation access:	Town is very small; everything can be accessed by walking.
Accessible amenities (by walking or public transportation):	
Food market:	yes
Shopping mall:	no
Post office:	yes
Bank:	yes
Movie theater:	no
Restaurants:	yes
Fitness center:	no
Laundry:	yes
Internet café:	no
Public library:	yes



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Suggested Travel Information

Nearest international airport:	Minneapolis-Saint Paul International Airport (MSP)
Nearest airport:	Pierre Regional Airport (PIR)
Transportation from airport to employer and / or housing:	If at Rapid City or Pierre Airport your employer will pick you up
Nearest bus station (to the airport):	NA
Bus information (web site):	NA
Nearest train information (to the airport):	NA
Train information (web site):	NA
If participant arrives after hours suggested, overnight accomodation:	any local motel
Cost per night:	varies
Transportation to overnight accomodation:	taxi or public transportation
Transportations cost:	varies
Specific instructions:	PIERRE AIRPORT (PIR) or RAPID CITY (RAP) AIRPORTS: Please arrive all together into either airport. Notify employer at least 2 weeks in advance of arrival date and time of arrival to arrange for pick up at the airport.

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?	yes
If so, details:	Your employer will assist with the application process.
Where is the closest Social Security office?	Rapid City, SD
How far is the Social Security office from the work place?	136 miles
Specific instructions:	You must first validate yourself in SEVIS before applying for your card. Either log into www.sevis.org or call CHI at 1-800-432-4643 within 3 days of when you arrive in the USA. Then after 10 business days, you can go the Social Security office. The office is located at: Suite 201, 605 Main Street, Rapid City, SD 57701; Telephone: 1-866-964-7416. Hours: Mon & Tue 9am - 4pm, Wed 9am - 12pm, Thu & Fri 9am - 4pm, except Federal holidays. Remember to get a receipt; it is the only proof you have that you applied!



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EMAIL PART 1: WELCOME & CONTACT INFO

Hello Work and Travel Participants!

My name is Kristi Brinkerhoff, and I will be your Program Coordinator for Summer 2016 while you are here in the United States!

First, please **CLICK HERE** ----> [Add me as a Friend!](#)

If you need anything please contact us. You can call, email or schedule a Skype call.

Name: Kristi Brinkerhoff

Phone: 720-663-1098

Email : chikristib@chinet.org

SKYPE ID: chi.kristi

Manager's name & email: Mary Wolfe - chimaryw@chinet.org

I want to welcome you to CHI's Work & Travel Program! CHI is your sponsor and we are so excited that you will be coming to the U.S. to work! We are hoping that you will meet Americans, have a chance to improve your English skills, travel, and experience the American culture. Along the way, please feel free to share your culture with us too!

I am available to assist you with any questions you might have while you are here. This is the first of **six** emails I will be sending you over the next week regarding your W&T program this season. Please read each email carefully and let me know if you have any questions. Remember, **DO NOT** delete these e-mails - keep them for future reference. You will need them!

Each email will focus on an important topic:

1. Contact Information and Things to Remember;
2. Social Security, SEVIS and Documents You Will Need;
3. Housing Information;
4. Local Transportation Info of Where You Are Going;
5. Frequently Asked Questions; and
6. Checklist for You

Things To Remember:

1. Communicate: Make sure to check your email frequently, respond to CHI emails and complete your monthly reports. Also, at any time, for any reason, you may contact CHI for assistance, that's what we are here for! :)
2. Read All The Emails: I know there are many emails you are receiving, but make sure to read them because they contain VERY important information about what to do before and during your stay. I suggest creating a folder in your inbox that is just for CHI emails so you can go back and read them if you need to.
3. Get Connected: Click on the Facebook Link below to stay up to date with fun things to do around your area and connect with other J1 Work & Travel Students. We will post your photos and comments on this Facebook page during your stay. Feel free to create fun YouTube Videos and post them on the page as well!

Check out our Facebook pages:

<http://www.facebook.com/CHIWesternRegion> and

<http://www.facebook.com/groups/CHIgetOUTthere/>

You will be receiving instructions for Social Security and Sevis information in the next email. Make sure to keep them and read them. Write back with any questions, or give me a call!

[PLEASE RESPOND TO LET ME KNOW YOU RECEIVED THIS.](#)

PART 2: SOCIAL SECURITY & SEVIS INFO.

Hello Again from CHI!

Here is your **SOCIAL SECURITY, SEVIS** and **IMPORTANT DOCUMENTS YOU NEED** Information

AS SOON AS YOU BUY YOUR PLANE TICKETS:

1. Log onto <http://www.sevis.org> and enter your complete travel arrangements. (Input flight information; include your final destination. DO NOT include layovers or stops.)
2. While you are inputting your Flight information don't forget to specify how you will be getting from the airport to your housing location. You need to arrange transportation as soon as possible from the airport to the location you will be staying.
3. **NOTIFY YOUR EMPLOYER at least 2 weeks before your arrival date.**

EMPLOYER INFORMATION:

Contact: Doris Convey

Email: gtocafe@gwtc.net

Telephone: 1-605-669-3070

Employer street address: 503 E 5th Street, Murdo, SD 57559

Mailing Address: GTO Café, P.O. Box 130 Murdo, SD 57559-0130 **(you must give this address to the Social Security office, NOT the above street address)**

4. **After** you arrive in the USA, login to SEVIS (<http://www.sevis.org>) again to validate and show proof of your arrival. The Department of State requires you to do this within 3 days of your arrival.

You will need:

- Last name
- DS Number (11 digits)
- I-94 Number
- Housing Address (where you will be living in the U.S)

Tuesday	9:00 AM - 4:00 PM
Wednesday	9:00 AM - 12:00 PM
Thursday	9:00 AM - 4:00 PM
Friday	9:00 AM - 4:00 PM
Saturday	Closed
Sunday	Closed

You can also go to <http://www.ssa.gov>, for further information about Social Security.

- Put your employer's mailing address on the Social Security application; otherwise your card may not reach you
- **Get a receipt and do not lose it!** It is the only proof you have that you have applied.
- Make sure you take with you these documents:
 1. Passport
 2. DS-2019 form
 3. Proof of your I-94 stamp
 4. Job Offer
 5. CHI sponsor letter

It will take up to 2 weeks to receive your Social Security number and up to 4-8 weeks to receive your Social Security card.

10. When you travel you should keep the following documents on your person and not in checked luggage:

- Passport
- J-1 visa
- DS-2019
- Proof of sufficient funds form
- 1797 – SEVIS Fee Receipt
- I-94 stamp in passport (received at customs upon arrival)

- All 6 welcome information emails, from me, your program coordinator
- Sponsorship Letter from CHI
- CHI Job Offer – Proof of Employment

Please keep your passport and other important documents stored in a safe location once you have arrived at your housing location.

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. DO NOT use your US housing address, as US mail will not be forwarded internationally 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 for this purpose.

ANY QUESTIONS - Feel free to give me a call, send an email or schedule a Skype call.

[PLEASE RESPOND TO LET ME KNOW YOU RECEIVED THIS.](#)

EMAIL PART 3: HOUSING INFO.

Hello Students!

This email is to inform you that your housing will be supplied at a nominal cost by your employer. Please read below for rent and deposit information.

If you have any questions, please do not hesitate to contact me!

Housing assisted by:	Employer
Is housing mandatory?	yes
Housing on site:	no
Is the student required to sign a separate housing contract?	no
Type of housing:	House
Number of people to a room:	2
Bedrooms:	2
Bath:	1
Estimated cost of housing per week:	\$55/per student per week
Is housing cost	no

deducted from paycheck?	
Is housing deposit required?	yes
Deposit amount:	\$150
Housing deposit due date:	Arrival
Is housing deposit refundable?	yes
Conditions of deposit refund:	Deposit will be returned if the house is left clean and free from damage.
Utilities included?	yes
If so, please provide details:	Electricity & water are included. Internet can be added for an additional \$60-\$70 per month
Utilities estimated cost per month:	No cost unless you want internet which is \$60-\$70 per month
Method of transportation from housing to work site:	Walking, the house is located approximately 6 blocks away from GTO cafe
Room Amenities:	The bedrooms will have bunk beds. There is a washing machine and dryer, stove, and refrigerator. The employer will furnish bedding and towels. The house is furnished with a sofa, tv, table and chairs, dishes, utensils, pots and pans. The only items you will need to provide are your toiletries and food.

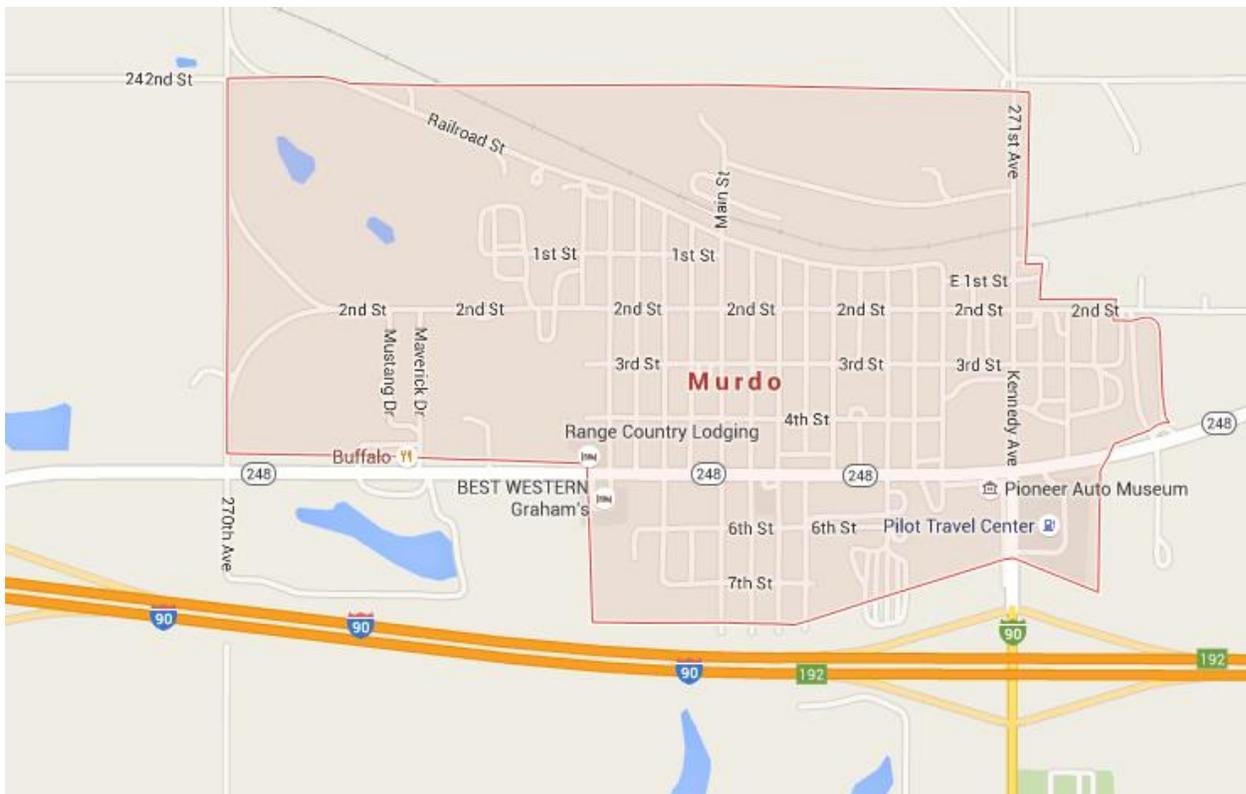
EMAIL PART 4: TRAVEL & TRANSPORTATION INFO.

Welcome to Murdo, South Dakota, U.S.A!

Map of Murdo, SD:



Detailed Map of your area:



Here is the link to the maps for your reference: [GTO Cafe Murdo, SD](#)

GENERAL INFORMATION:

In 1904, Mr. Murdo MacKenzie, head of the Matador brand, who had cattle herds from Mexico to Canada, shipped train load after train load of Texas steers to the Standing Rock Reservation so they could graze on the Dakota grass. A grateful railroad named a town for Murdo and the town was recognized when a lot sales was held on July 12, 1906. Murdo was literally a city on wheels, and after the lot sales, there was a race to see who could reach his lot first. The original buildings were located east of the present Murdo site. Over 40 businesses and several residences had been erected prior to the lot sale as fast as lumber arrived. This is how the town got its nickname, The Magic City.

The City of Murdo is located at the crossroads of Interstate 90 and Highway 83 in the middle of South Dakota where the Central Time Zone meets the Mountain Time Zone. In addition to the hunting and fishing in the area, Murdo has an excellent 9-hole golf course with greens and a watering system. The 'Jones County Sportsman Club' has expanded its services for people interested in target and archery shooting. The Murdo Swimming Pool, outdoor tennis and basketball courts, baseball and softball field and the City Park & Playground are great recreation areas.

POPULATION: 647 (small town feeling!) The nearest city is Rapid City with a population of 69,200

WEATHER INFORMATION :

Summer temperatures in Murdo can be quite warm. Average high temperatures during the hottest semi-humid months of summer are approximately 90°F (32°C) and lows near 60°F (16°C) at night. The temperatures may feel much warmer because humidity at this time can hover just under 90%.

THINGS TO DO:

<http://www.murdosd.com/index.php/see-do>

TRANSPORTATION:

There is no public transportation available in the town of Murdo; because it is so small everything is within walking distance.

From The Airport:

RECOMMENDED:

Arrival at St. Paul/Minneapolis International Airport: Take Greyhound or Jefferson Bus Lines to Rapid City, SD. Go to www.greyhound.com or www.jeffersonlines.com for schedules and fares. Either bus will take approximately 11 to 12 hours and cost \$100 to \$125.

ALTERNATIVE:

Arrive at Rapid City Regional Airport (MSP) or Pierre Regional Airport (PIR).

If you arrive at either Rapid City Regional Airport or Pierre Regional Airport your employer will pick you up IF you provide your complete travel arrangements at least two weeks in advance of

your arrival. YOU MUST CONTACT THE EMPLOYER AT LEAST TWO WEEKS PRIOR TO TRAVEL and let them know what day you plan to arrive and the time of day you are arriving.

EMAIL PART 5 : FAQ'S

Hi Students! 🇺🇸

Every season students ask very important questions. We have compiled a list of the most frequently asked questions about the Work & Travel program. Please read the entire e-mail and let me know you have received it. You can always feel free to let me know if you have other questions, but this is a really good starting point!

Frequently Asked Questions:

1. How long do I have to wait before I can start work?

You may start work on the date listed on your DS-2019 form. Those dates on your DS-2019 form reflect the exact beginning and end dates you are allowed to work in the USA.

2. Can I do anything to speed up the Social Security process?

Follow all the directions in the Part 2 email: Social Security, SEVIS and Documents You Will Need. Validate AS SOON as you arrive in the United States. Check your status 3 days after you validate. Sometimes your status is changed to "S" early and you can go apply for your Social Security card. Your status is SEVIS MUST say "S" before you can apply. If you try sooner, you will make the process longer.

3. Do I need to contact my employer before I start work?

YES. You should email or call your employer at least 2 weeks before you arrive and let them know the exact date you will be here. Also, remember to ask if there is anything else you need to do before your arrive, or any additional paperwork he/she has for you. Doing this will make the process of starting your job easier.

4. How do I find the best housing?

Your housing is provided by your employer at a minimum cost to you. Please see email "Part #3: Housing Info" for more information about the type of housing and cost of housing.

DO...	DON'T...
1. Stay in contact with CHI.	1. Ignore CHI emails.
2. Show up to work on time.	2. Call in sick, or skip work unless it is an emergency.
3. Clock in and out when you are supposed to.	3. Abuse your privilege to work in the USA by overstating the time you've

	worked or working when you're not scheduled to try to make more money.
4. Ask questions politely and respectfully.	4. Refuse to perform your job because you don't understand something.
5. EXPLORE, travel and make friends!	5. Let exploring, travel or friends interfere with your job duties.
6. Get a second job if your first job employer allows it.	6. Let a second job interfere with your Primary job duties. Your primary job ALWAYS comes first.
7. Keep your word and stay until the end of your contract date.	7. Make up an excuse to end your job early. If you do this, the employer might not participate in the W&T program again.
8. YOUR BEST at all times, both on the job and off. You are a representation of your country and of this program. We believe in YOU!	8. Be a poor Ambassador for your country and leave your employer feeling that you didn't want to be there to work.
9. Ask questions! There is no such thing as a dumb question. CHI is always here for you.	9. Wait until the last minute to ask a question, or wait until it becomes a problem. We are willing to help you in any way we can.
10. HAVE FUN! This program is all about experiencing the American Dream. Learn as much about the American culture all around you.	10. Isolate yourself or regret not experiencing as much as you can while in America.

ANY QUESTIONS? CONTACT ME.

EMAIL PART 6: BEFORE YOU LEAVE FOR THE USA CHECKLIST

...

What is your first AND last name?*_

Who is your employer?*_

Have you added me as a friend on Facebook?

- YES
- NO
- I NEED HELP

Do you have your housing arranged?*_

- YES
- NO
- I NEED HELP

Do you know who your Program Coordinator is, and who to contact if you need help? If YES, enter your program coordinator's name and e mail here. If NO, type the words: I NEED HELP below.*_

Have you called or emailed your employer to let them know when you are arriving?*_

- YES
- NO
- I NEED HELP

Did you enter your flight information into the SEVIS system?*_WWW.SEVIS.ORG use your DS # to log in

- YES
- NO
- I NEED HELP

Did you confirm the Social Security process with your employer?*_

- YES, I know what the Social Security Process is, and so does my employer
- No, I have not confirmed this. (You need to do this)
- I NEED HELP

Do you know how you will get from the airport to your arranged housing when you arrive?*_

- YES
- NO
- I NEED HELP

Are you ready to have FUN?! *_

- Maybe, I'm nervous
- No
- YESSSS!!!!!!! I CAN'T WAIT !!



Cheesburger Deluxe & Fries



Coffee, Soda, Juice, Tea, Lemonade

**Position for summer 2016:
Cook, Prep Cook; Server; Busser; Dishwasher**

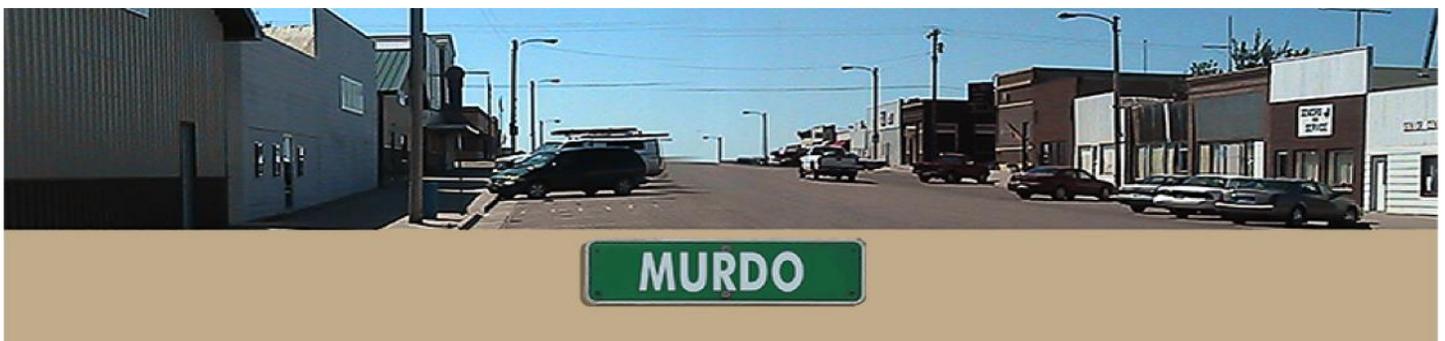
Position description:

Employer will cross train students. Prep Cook: Advanced English; prepping food, making salads and salad dressings, sandwiches etc. General cleaning of work area; checking in delivery trucks and stocking the storage areas. Busser: Intermediate English; bussing/clearing tables, stocking waitress station. Dishwasher: Intermediate English; clean, wash and stock restaurant supplies in very hot water, while maintaining a clean work area. All positions require carrying heavy trays of dishes and/or food, standing for long periods of time and being quick on your feet. Restaurant is very busy. Employer guarantees a min of 32 hours.
Hourly Wage: \$7.50-9.00

The City of Murdo is a remote/rural town located at the crossroads of Interstate 90 and Highway 83 in the middle of South Dakota where the Central Time Zone meets the Mountain Time Zone.

The closest metropolitan city is over 300 miles away;

Rapid City (population: 70,000) & Mt Rushmore National Memorial are 140 miles West. Sioux Falls is 215 miles East of Murdo & is the largest city in South Dakota (population of 157,000).



Population 500