



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Employer Information

Employer name: United Service Companies
Type of business: Outsourced Labor Provider
Job location: United Temps, inc.- Hyatt Cambridge, MA
City: CAMBRIDGE
State: MA
Zip: 02139
Website: www.unitedhq.com

Why choose us?

Hard, but rewarding work with opportunities to work within United States at chosen location (likely hotel environment). Chance to learn a trade and how work is done in USA.

Cultural exchange activities

All kinds of activities for students to experience in Boston area.

Position

Job title: Hyatt Cambridge - Housemen

Job description and required skills:

Job Duties:

1. Maintain and clean rooms, bathrooms and work areas
2. Clean furnishings and carpets
3. Clean and maintain common areas within the hotel
4. Shovel snow from walkways
5. Assist with bellman duties when required
6. Assist guests with questions
7. Assist front desk as an when required
8. Replenish supplies in guest rooms
9. Change bed linens and empty trash as required
10. Assist housekeeping staff with laundry removal

Housemen are also responsible for cleaning lobbies and bathrooms along with stocking guest rooms with necessary items like soaps and towels.

English level required: intermediate

Hourly wage (before taxes): \$9

Position ID: 29857



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Position Information

Tips:	varies
Bonus:	no
Estimated hours per day:	6-8
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:	05/15/2016
Latest start date:	06/30/2016
Earliest end date:	09/15/2016
Latest end date:	10/01/2016
Is the employer willing to hire couples?	yes
Is the employer willing to hire group of friends?	yes
Are meals included?	yes
Is a drug test required?	yes
Is Skype interview required?	no
Do students complete an additional application upon arrival?	yes
Possibility to find a second job in the area	yes
Additional comments regarding second job:	Possible in Boston.
How soon after arrival will participants begin working?	Arrive mid-week with proper notice.
Specific instructions for arrival to employer:	Arrived in mid-week
Is training required?	yes
Conditions of training:	Paid training.
Is there possibility to change positions?	no
Are students required to wear a uniform?	no
Does employer provide uniform?	yes
Is uniform refundable?	no

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.



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Do students need to purchase specific clothes or footwear?

no

If so, details for clothing:

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image of USC present to customers and visitors.

Additional information:

Also required:

- Can stand and walk for 8 hrs/day and lift or carry 25-30 pounds (13 kg).

- Possess friendly personality

- Excellence in communication

- Customer Oriented

In Boston area. Great location. Housing will be around \$100-150 per week.

Housing Information

Housing name:

CHI Assisted Housing - Massachusetts

Housing address:

City:

TBA, MA

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:

2-4

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

Housing deposit due date:

At arrival

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



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



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. If not, CHI will assist in arranging a shuttle.
Additional housing features:	Housing will include at least access to a microwave and refrigerator. Most housing is within walking distance to free wifi or library.
Location of work site best described as:	Suburban
Location details:	It's in Boston area. It is easy to commute to anywhere.
Average daily temperature:	50-90°F
Community or regional website:	www.cityofboston.gov
Nearest cities:	Boston
What to wear:	Variety of clothes; warm coat, t-shirts, jacket, pants , shorts to bathing suit.
Available public transportation:	Bus, subway
Public transportation access:	www.mbta.com/schedules_and_maps/subway
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 meets the criteria outlined in this job offer.



Suggested Travel Information

Nearest international airport:	Boston Logan Airport
Nearest airport:	Boston Logan Airport
Transportation from airport to employer and / or housing:	subway, bus
Nearest bus station (to the airport):	South Station, Boston
Bus information (web site):	www.greyhound.com
Nearest train information (to the airport):	At the airport (blue line)
Train information (web site):	http://mbta.com/
If participant arrives after hours suggested, overnight accomodation:	www.hihostels.com
Cost per night:	\$50 +
Transportation to overnight accomodation:	subway,bus,taxi
Transportations cost:	varies
Specific instructions:	www.mbta.com/rider_tools/trip_planner Please use trip planner to get to your destination.

Social Security Information

Does the company require students to have Social Security number before arriving to the work place?	yes
Does the company provide Social Security application assistance?	no
Where is the closest Social Security office?	www.socialsecurity.gov/locator
How far is the Social Security office from the work place?	around 30 minutes
Specific instructions:	Bus and Subway



WELCOME LETTER
Cultural Homestay International

United Temps- Cambridge, MA
575 Memorial Drive, Cambridge, MA 02139

Employer contact information

Jose Santiago and Josie Gonzalez
Email : Jsantiago@unitedhq.com and
ygonzalez@unitedhq.com
Phone : 617-697-9699

Hello Participants,

My name is Kristina Young, and I am your local Program Coordinator through Cultural Homestay International. I will be helping you prepare for your exciting spring/ summer working for United Temps, Inc.! 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 have any question, please don't hesitate to contact me at Chikristina@chinet.org and my assistant- Lizzy Chan at chilizzy@chinet.org.

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

Have a safe trip!

Sincerely,

Kristina Young
Cultural Homestay International
New England Regional Manager

Facebook: LIKE us on CHI Work and Travel at New England and Great Lakes Region OR Kristina Young

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 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

Jose Santiago and **Josie Gonzalez** are the managers of United Temps, Inc. You must contact **Jose**, **Josie** and CHI and let us know your flight information and when EXACTLY you will be arriving! Please email **Jose** at Jsantiago@unitedhq.com and **Josie** at ygonzalez@unitedhq.com. Please also email Kris and Lizzy at Chikristina@chinet.org and chilizzy@chinet.org with your exact arrival information and to confirm receipt of this letter!

3. HOUSING:

To be announced. Please contact your CHI coordinator for final housing information.

4. DIRECTIONS FROM THE AIRPORT TO YOUR HOUSING

Boston Logan Airport Arrival:

Please arrive Boston Logan airport and take the subway/ bus to your housing. The information center at the airport is a good place to ask for advice.

You also could use trip planer to plan your trip when you are in Boston.

http://www.mbta.com/rider_tools/trip_planner/

Please make sure your hosing person and employer expect your arrival.

IMPORTANT:

Please remember if you will not be able to make it to your housing during reasonable hours- 8:00am to 9:00pm, you may need to stay overnight and travel the following day.

See www.bostonhostel.org; www.hiboston.org; www.hostels.com for hostel options.

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 if you need specific instructions about how to log in. (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 options:**

10 Fawcett Street, Cambridge, MA 02138
115 Freeport Street, Dorchester, MA 02122
4238 Washington Street, Roslindale, MA 02131

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!

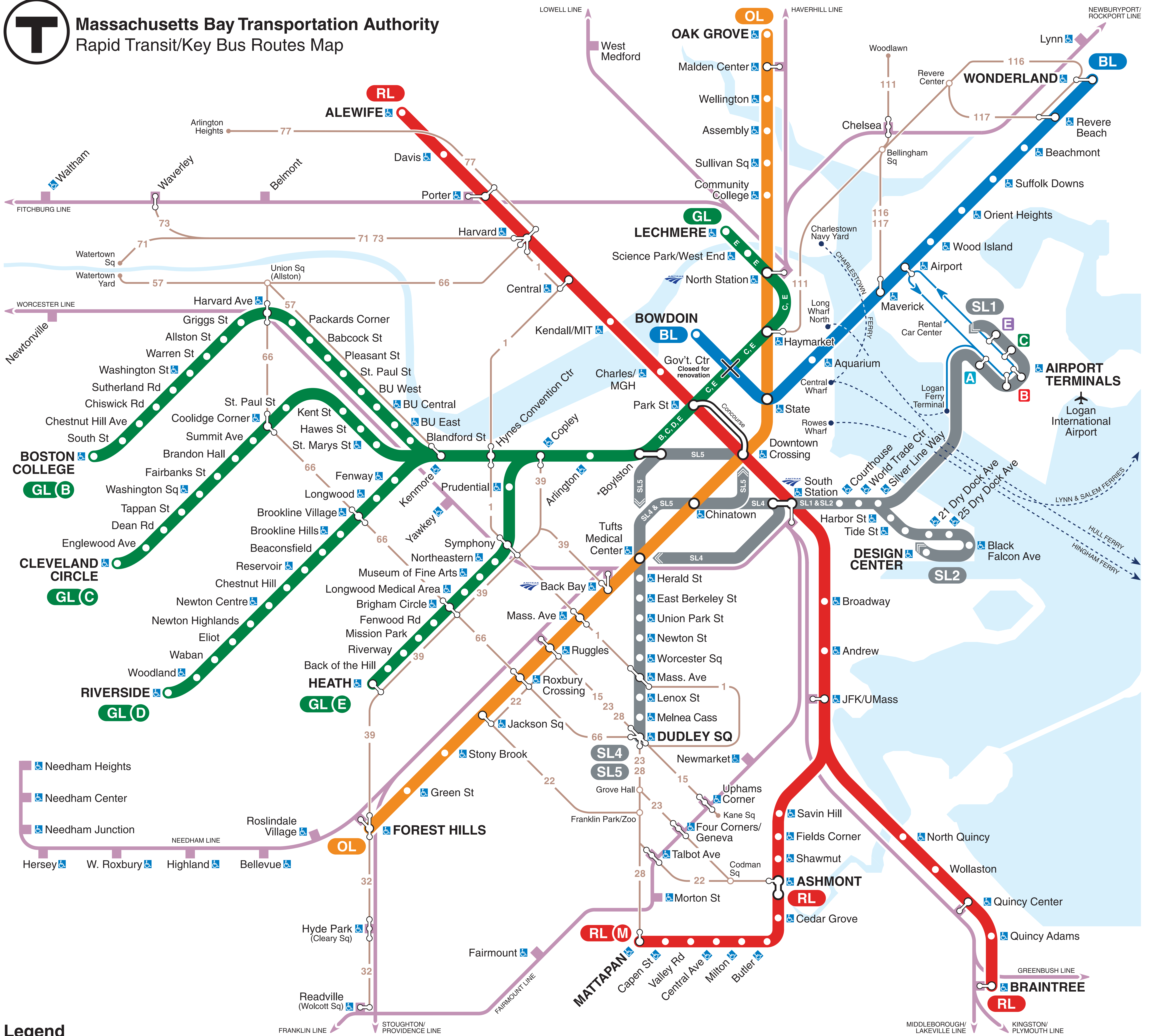
We look forward to meeting you!!

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



Massachusetts Bay Transportation Authority

Rapid Transit/Key Bus Routes Map



Legend

- RL** RED LINE
- M** MATTAPAN LINE
- OL** ORANGE LINE
- BL** BLUE LINE
- SL** SILVER LINE and branches
 - SL1** SL4
 - SL2** SL5
- GL** GREEN LINE and branches
 - B** Terminates at Park St
 - D** Terminates at Park St (N. Station during off-peak)
 - C** Terminates at N. Station
 - E** Terminates at Lechmere
- COM** COMMUTER RAIL
- 000** KEY BUS ROUTE Frequent Service
- F** FERRYS
- ♿** Accessible station All MBTA and Massport bus and ferry services are accessible
- Amtrak** Amtrak service Back Bay, North & South Stations
- ?** Customer Communications & Travel Info 617-222-3200, 1-800-392-6100, TTY 617-222-5146, www.mbta.com
- 911** MBTA Transit Police: 911 TTY 617-222-1200
- ↑** Elevator/escalator/lift updates: 800-392-6100