



CHI WORK AND TRAVEL

255 West End Avenue
San Rafael, CA 94901 USA

1-800-432-4643 x2
1-415-459-5397 x2

chiwt@chinet.org

wt.chinet.org

Job Description

EMPLOYER INFORMATION

Employer Name: The Sweet Spot
DBA: The Sweet Spot
Type of Business: Bakery/Cafe/Ice Cream
Job location: 1718 ATLANTIC AVE
Location type: Beach town
City: VIRGINIA BCH
State: VA
Zip: 23451
Website: <https://the-sweet-spot-ice-cream-shop.business.site/>

Why choose us?

The Sweet spot has a cosmic variety of delicious treats where you will find exactly what your sweet tooth is asking for. Located in the well-known coastal city of Virginia Beach and a huge tourist destination with the opportunity of having an amazing cultural experience. With a 3-mile long boardwalk loaded with tons of fun and a stretch of beautiful beaches, you will be able to spend your free time exploring and relaxing. The Sweet Spot also offers competitive pay plus tips and the possibility of overtime, so come join us today!

Cultural exchange activities

Virginia Beach is a tourist-based area and several exchanged visitors live and work there. The boardwalk has lots of restaurants and places for them to communicate with the locals and spend some time on their days off on the beach.

Position

Job title: Shop Associate
Job prerequisites: Intermediate to Advanced English skills, understand American currency. Must be willing to work.
Job description: Job duties include, but are not limited to cleaning, food prep, cashiering, serving, and preparing desserts for customers. You will be handling money so it is pertinent to know American currency. Must speak and read English on an intermediate to advanced level. You also need to be outgoing, cheerful and friendly to do well at this job. Customer Service is really important so please come to work happy and with a smile on your face.
English level required: Upper Intermediate
Hourly wage (before taxes): 11.00
Wage comments: \$11.00 an hour
Position ID: 17226

Position Information

Tips: Yes
Bonus: No
Bonus comments:
Estimated hours per day: 32 hours per week minimum
Number of days per week: Varies
Overtime: Slight
Overtime details: Overtime is possible, but not guaranteed
Earliest start date: 5/1/2022



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Latest start date: 7/1/2022
Earliest end date: 8/10/2022
Latest end date: 9/30/2022

Is the employer willing to hire couples? No

Is the employer willing to hire group of friends? Yes

Meals? Yes

Meals details: Unlimited free dessert.

Is a drug test required? No

Drug test comments:

Is employer interview required? No

Employer interview details:

Do students complete an additional application upon arrival? No

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: Second jobs must NOT conflict with the primary job schedule! Work & Travel participants are not permitted to begin work before their Sponsor has approved any secondary employer. If you are found starting any new job without permission from CHI your program will be terminated. This is for your safety. A second job offer and instructions will be provided in your welcome letter. Your CHI program coordinator is always available to help you with this process.

When will work begin? Your official start date will be scheduled once you arrive at the employer.

Arrival Instructions: Please contact your PC with flight information and also contact your Host Company 2 weeks prior to your arrival. It is important that you make them aware you are coming so they are prepared for you. Your official start date will be scheduled once you arrive at the employer. Start dates may vary several days from your DS date. Please be patient and allow the employer to integrate you into the schedule.

Is training required? Yes

Conditions of training: Training at your assigned store is paid at the hourly rate. Training may take up to two weeks. Students may not receive full hours until the training period is complete. No job, or hours at a job, can be 100% guaranteed. Regardless of what your work contract states, there is always a possibility that you will work more or less hours. Participants should expect to have less hours during the first two weeks of training. Students will be required to work on peak business days, Friday, Saturday, and Sundays.

Is there possibility to change positions? No

Uniform required? Yes

Does employer provide uniform? Yes

Cost of uniform: \$15

Is uniform refundable? No

Uniform provided details: 2 shirts, 2 hats and hoodie provided. Any additional, must pay.

Do students need to purchase specific clothes or footwear? Yes

If so, details for clothing: Non-slip shoes, you have the option of jeans, black pants, khakis, or shorts. Short length



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needs to be reasonable. If too short, you will be sent home. Must wear your hat to each shift. If not, you will be required to buy a new one.

Grooming: Working in customer service, all staff must have good hygiene (wear deodorant). Long hair must be pulled up and away from face/off shoulders at all times. Facial hair must be short and maintained. Females, make-up must be subtle.

Important points of job: Must have a positive attitude and a good work ethic. Must be in good health and able to stand for long periods of time.

Additional position information: WHAT TO EXPECT AT WORK: To lift and carry 22kgs, manual dexterity, bend, stoop, twist, reach, and stand for long periods of time. Multi-task in a very fast-paced environment. Participants may be in contact with sharp knives, boiling liquids, and hot pans. You will clean, including washing heavy kitchen mats, breaking down boxes, and removing garbage. Kitchens will be hot. Support, encourage, respect colleagues. Provide courteous, friendly, efficient customer service. Be able to work in a team. Students will be required to work on peak business days, Friday, Saturday, and Sundays. Cashiers: Basic math skills; must be familiar with U.S. currency prior to arriving.

US RESTAURANT CULTURE: Some days will be slower than others. It is common practice in the United States for employees of restaurants to be sent home early (cut) if business does not allow for a full staff.

MEDICAL ISSUES: If you travel to the U.S. knowing that you have a medical condition that would prevent you from working at your pre-arranged job, CHI will terminate your program. Please disclose any allergies (food, dust, or chemical) or pre-existing conditions that may affect your ability to fulfill your commitments at your pre-arranged job. If you have a sudden medical problem that prevents you from working at your pre-arranged job, you must get a note from a doctor in the U.S. before you take any action to leave your pre-arranged job. If the medical condition is serious or is not covered by your insurance, CHI may ask that you return to your home country, for your health and safety.

HOW TO AVOID PROGRAM TERMINATION: Within 24 hours after arrival complete the "SEVIS VALIDATION" in your online CHI Portal. (wt.chinet.org) As early as possible, but no later than one week after changing addresses or phone numbers, update them in your CHI portal. (wt.chinet.org) Before starting work or training at a new or second job, you must get permission from CHI. Respond to all emails from CHI. You are responsible for ensuring emails from CHI do not go to spam. Monthly Evaluations must be completed each month you are on the Work Travel program.



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Housing Information

Housing name: The Sweet Spot Employer Housing

Housing address: 1718 ATLANTIC AVE

City: VIRGINIA BCH

Phone: (757) 754-6168

Fax:

Contact: Mery Ghattas

Email: mery@iamthesweetspot.com

Website:

Housing assisted by: Employer

Is student required to sign a separate housing contract? Yes

If so, contract details: Lease/contract

Type of housing: Apartment

Number of people to a room: 2-4

Bedrooms: 2-3

Bath: 1-2

Cost Type: Week

Cost Amount: \$120.00

Cost Details: \$120 per week

Is housing cost deducted from paycheck? Yes

Is housing deposit required? Yes

Deposit amount: \$365

Housing deposit due date: Upon Arrival

Instructions for deposit payment:

Is housing deposit refundable? Yes

Conditions for deposit refund: \$50 non-refundable cleaning fee, but as long as the housing is clean and damage-free, your remaining deposit will be returned.

Utilities included: Yes

If so, utilities details:

Utilities estimated cost per month: \$0

Is the housing mandatory? Yes

Can students find alternative housing during their stay? No

Method of transportation from housing to work site: Own

Transportation details: Bike, walking, public transportation

Additional housing features: Linens provided fully stocked kitchen with all necessary items (silverware, plate ware, pots, pans).

Comments:



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Location Area Information

Location type: Beach town

Location of work site best described as: Beach town

Location details:

Average daily temperature: 80 F and above

Community or regional website: <https://www.visitvirginiabeach.com/>

Nearest cities: Norfolk, Virginia

Distance to nearest cities: 30-45 miles

What to wear:

Available public transportation: Hampton Roads Transit

Public transportation access: <https://gohrt.com/routes/virginia-beach/>

Accessible amenities (by walking or public transportation)

Food market: Yes

Shopping mall: Yes

Post office: Yes

Movie theater: Yes

Restaurants: Yes

Fitness center: Yes

Laundry: Yes

Internet café: No

Public library: Yes

Suggested Travel Information

Nearest international airport: Norfolk International Airport

Nearest airport: Virginia Beach Airport

Transportation from airport to employer and / or housing: Taxi, Uber, Lyft

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: TBA

Cost per night: Varies

Transportation to overnight accomodation: Taxi, Uber, Lyft

Transportations cost: Varies

Travel Instructions: Please contact your PC with flight information and also contact your Host Company 2 weeks prior to your arrival so they are aware.



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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: Host Company will assist you with transportation to the Social Security Office.

Where is the closest Social Security office? 2875 Sabre St #100, Virginia Beach, VA 23452

How far is the Social Security office from the work place? 25-50 miles

Specific instructions:



CULTURAL HOMESTAY INTERNATIONAL

Welcome Letter

WORK & TRAVEL

Dear Student,

Hello and Welcome! We are so happy that you will be visiting our country. Work & Travel can be difficult, especially in the beginning, but we believe you will find your experience rewarding and unforgettable. CHI is here to help! Please read carefully through this Welcome Letter.

My name is Wendie Mewszel, South Atlantic Region – Regional Assistant Manager, for Cultural Homestay International (CHI). I will be happy to answer any questions you might have and I will also be available throughout your stay to assist with any problems that may occur. Please remember to check your email daily for important communications.

You must stay in contact with your CHI representative.

Warm Travel Wishes,

Wendie Mewszel

Please read the CHI Student Handbook, which you should have received at orientation or from your student agency. You are responsible for following all rules in this handbook. The rules are in place for your health, safety, and welfare. Failure to follow the rules may result in a participant's negative program status.

Be Prepared

- Make photocopies of important documents and leave a copy with loved ones.
- Back up your digital photos, in case your phone is stolen or broken.
- Leave things you could not bear to lose at home.
- Bring your welcome letter, your important documents, two extra sets of clothes and your necessary medicine in your carry-on luggage. Checked luggage is often lost. The airline will deliver your bag to your US housing or employer once found, but it could take 3 or 4 days.
- *If your luggage is lost, send it to your employers address to ensure delivery.

- You are required to bring \$1000 with you from your country. We recommend you bring \$1200. The first few weeks of Work & Travel you will need these funds to establish yourself in a new country. You will need to pay your housing deposit, pay a week or two of rent, buy a sim card, purchase pillows, sheets, and blankets, food, uniforms, a bicycle, or have transportation money. It takes a few weeks to start working, be trained, become integrated into the schedule and get your first paycheck. You will be nervous and out of money when your first paycheck arrives. Be prepared, you are moving to another country.
-

Be Safe

- Exercise adequate discretion, stay aware of your belongings, and avoid putting yourself into risky situations (such as unlit, deserted areas at night).
 - Open a bank account, on the first day you check into your US housing, to keep the recommended \$1200 you brought from your country safe and secure. You will need this money. Never keep large amounts of money in your student housing no matter how much you trust your roommates.
 - Once in the United States, never carry large amounts of money. You will have a debit card from the bank, if lost, this can always be cancelled. Do not give your PIN (personal identification number) to anyone. If you lose your cash, it cannot be replaced.
 - Once in the United States, never carry your important documents or valuables to work. Keep your documents, including passport, safely hidden in your room. Never give your passport or documents to anyone (such as a landlord or employer) to keep. It is illegal for anyone to take your passport or documents from you for any reason.
 - Bring an ID from your country to carry with you that can easily be replaced (University ID, residency card, drivers license). Passports are difficult and expensive to replace, and losing your passport can ruin your travel period plans.
 - Establish a “do not lose it” discipline. Travelers are more likely to inadvertently lose their bags than to have them stolen. I have heard of students leaving passports under pillows, bags on the overhead rack on the bus, and documents in the taxi. Always take a look behind you before leaving any place or form of transport.
 - When you are out and about, never casually or carelessly set down any small valuable item, such as a phone or wallet. Either hold it in your hand or keep it tucked away. At cafés, do not place your phone on the tabletop or purse on the back of the chair where it will be easy to snatch — keep phones and valuables in your front pocket. Make it a habit to be careful with your things; it will become second nature.
 - Stay vigilant in crowds and steer clear of disturbances near you.
 - Participants should use common sense, stay with a partner or friend, especially at night. It is recommended participants let a friend know where they are.
 - Bicycle riders with helmets had an 85 percent reduction in their risk of head injury and an 88 percent reduction in their risk of brain injury. If you ride a bicycle in the US, wear a helmet.
-

Communicate Your Arrival Information

- Check your email frequently for important information.
- 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 hotel or hostel to stay overnight.
- Do not arrive late at night! You may not be able to get into your housing after 20:00.
- You must contact your CHI representative, to let them know when you will be arriving.
- You must log into wt.chinet.org to enter your flight information, as soon as you book your ticket.

Student and Exchange Visitor Information System: wt.chinet.org

To access wt.chinet.org, you need your family name as it appears on your DS-2019 form and your 11 digit DS number, starting with letter N

- You must log into wt.chinet.org to enter your flight information, as soon as you book your ticket.
- You are required to access wt.chinet.org within three days of arrival into the United States.
- You are required to access wt.chinet.org, every month following your initial check in, for the duration of your program to complete a monthly report.
- Failure to complete SEVIS check-ins may result in a participant's negative program status.

Arriving at a United States Airport

The following documents you MUST have in your possession and present to the U.S. immigration officials upon arrival in the U.S.:

- Valid passport
- DS-2019 Form, the original copy signed with blue ink. Do not accidentally give your loved ones the original copy for safekeeping.
- I-901 SEVIS fee receipt
- Sponsor Letter
- J-1 Job Offer

Arrival Tips:

- The immigration officer will review all documents, validate, and place a stamp on your DS-2019 form and your passport. The officer will then return all validated documents to you, including the DS-2019 form.
- Use your “do not lose it” discipline; remember to collect all documents from the immigration officer. This is a place students often misplace documents. Students are nervous, excited and fail to check they have received everything back before leaving the area.
- Wait to check-in on social media or take a selfie until you check you have all your documents.
- You should have no problem entering the U.S. as long as you have all the proper documentation, cooperate and communicate respectfully with the U.S. immigration officers at the airport.

Traveling to your Final Destination

- Before you leave your home country, map out your trip. www.rome2rio.com is a great website for this research. Your CHI representative will send you exact instructions in a letter prior to your arrival. Check your email daily, it is very important.
 - When estimating your arrival time please add extra time for waiting for baggage, eating, or missing a bus or train connection.
 - Be sure to have a small amount of American currency for regional travel before leaving the airport. Do NOT accept rides from strangers at the airport!
 - Plan accordingly, if arriving late at night, please stay in a hotel or hostel and travel in the morning. (You will not be able to get into your housing if arriving late at night.)
-

Arriving at your Final Destination | What do I need to do now?

- It is very important that you log into the SEVIS system within three days of your arrival. Log into wt.chinet.org or if you have no access to the web, call CHI for assistance at 1-800-432-4643. There are SERIOUS consequences if you do not validate your visa, beginning with a cancellation of your visa, so do it as soon as possible!
 - Go to your employer; let them know you have arrived safely. They will provide you with your orientation/start date.
 - 24 hours after entering the United States you will be required to retrieve a document on the internet called an I-94.
 - Wait 5 business days after checking into SEVIS and report to the Social Security office to apply for a Social Security number.
-

I - 94

The I-94 Form is the Arrival / Departure Record that is issued by the immigration officer at the airport to all foreign visitors entering the United States. All I-94 records are created electronically and accessible online 24 hours after arrival.

Retrieval Tips:

- Wait 24 hours following your arrival in the US before you attempt to retrieve your I-94 number.
 - Ensure that the computer you are using is connected to a printer (local library).
 - Go to the <https://i94.cbp.dhs.gov>
 - Enter the required information in all CAPITAL letters. Please make sure you enter your name exactly as it appears in your passport
 - Click Submit
 - You must print this document; it is a required document at Social Security
-

Applying for a Social Security Number

You must register with the local Social Security Office to get your card and number. YOU MUST WAIT TO RECEIVE YOUR “S” STATUS, before you apply for a Social Security card! This in most cases takes 5 business days from the day you first checked into SEVIS.

Required Documents:

- Valid passport
- DS-2019 Form, the original copy signed with blue ink. Do not accidentally give your loved ones the original copy for safekeeping.
- I-901 SEVIS fee receipt
- J-1 Visa
- I-94 Form, printed from the internet at your local community library or employer.

Second Jobs

- CHI does not provide second jobs.
- Second jobs are possible. However, your responsibility is to your primary employer. It is the primary employer's participation in the Work & Travel program that has afforded you the opportunity to come to the United States.
- A second job may not conflict with your primary CHI position in anyway.
- If you are considering looking for a second job, please be reminded the employer must be approved by CHI for your safety.
- Failure to have any second job approved may result in a participant's negative program status.
- Your CHI representative will send you exact instructions in a letter prior to your arrival. Check your email daily, it is very important.

Health Insurance

It is required that all participants of Work & Travel obtain health insurance.

- Your health insurance provider will email your instructions to obtain your insurance card.
- Do not leave your home country without accessing the health insurance website and printing your card.
- In the United States, doctors and hospitals are in different buildings. Doctors generally have offices away from the hospital or work at an urgent care facility or clinic.
- For a basic illness, you will go to a doctor's office, urgent care facility or clinic, pay \$100 and your insurance will cover any costs incurred after \$100.
- For a serious emergency, you will go to the hospital or emergency center, pay \$350 and your insurance will cover any costs incurred after \$350.
- There is limited coverage for dental emergencies. Please visit your primary care doctor and dentist in your home country before traveling to the United States.
- Please contact your CHI representative to report any illness or emergency you may have, so they can provide assistance.

Know the Law

- In the United States, you must be at least 21 years of age to purchase, possess or consume alcoholic beverages. Underage drinking is illegal and can have severe consequences for young people who drink and for adults who provide alcoholic beverages to those under 21.
-