



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: McDonald's, Iowa (J&D Restaurants Inc)
DBA: McDonald's, Iowa
Type of Business: Fast Food
Job location: 2951 ADVENTURELAND DR
Location type: Small town community
City: ALTOONA
State: IA
Zip: 50009
Website: www.mcdonalds.com

Why choose us?

Fun & fast-paced environment with lots of young crew to socialize/make friends with. Competitive wages. Located in close proximity to the Iowa State Fair and Adventureland Theme Park. Close to Des Moines. Nearby shopping/amenities/entertainment. Half-Priced Meals.

Cultural exchange activities

Des Moines Farmer's Market. Botanical Garden. IA State Fair. LIVE Des Moines Music Festival. 5k Color Run Downtown. Native dish potluck. Pappa John Sculpture Park. Go Cart Racing.

Position

Job title: General Crew - Adventureland Drive

Job prerequisites: Advanced English. Ability to work with American currency.

Job description: Service Crew: Position includes, but is not limited to, operating cash registers, taking customers' orders, handling American currency, presenting food to customers, making ice-cream desserts, drinks & coffee drinks, stocking, and keeping counters and prep/food area clean. You will also have to help with cleaning up spills, taking out the trash, and other duties as requested by management.

Kitchen Crew: Position includes, but is not limited to, preparing customers' orders, frying/cooking/baking food, assembling sandwiches/wraps/salads, stocking, dishes, and food prep. Must work fast and have the ability to work with hot grills/stoves, hot oil, and sharp utensils. Must be willing to clean kitchen, dining and bathroom areas, mop the floors, collect and remove trash and other tasks as requested by management.

English level required: Advanced

Hourly wage (before taxes): 15.00

Wage comments:

Position ID: 20135

Position Information

Tips: No

Bonus: No

Bonus comments:

Estimated hours per day: 6-8

Number of days per week: 5-7



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Overtime: Slight

Overtime details: Overtime is paid at the rate of 1.5 hourly, after 40 hours of work per week.

Earliest start date: 5/1/2023

Latest start date: 6/20/2023

Earliest end date: 8/25/2023

Latest end date: 9/30/2023

Is the employer willing to hire couples? Yes

Is the employer willing to hire group of friends? Yes

Meals? Yes

Meals details: Meal card with 28 free meals will be provided at the restaurant you are hired at.

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? 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, however, you must contact your CHI Program Coordinator about a 2nd job. It can not interfere with your work schedule or work performance at McDonald's.

When will work begin? Within a few days of arrival.

Arrival Instructions: Please email your employer at least two to three weeks prior to your arrival with your travel arrangements. You must keep your participant profile updated with your visa appointment date, visa approval, and travel arrangements once they are made. Please see the travel section for how to get to your housing from the airport.

Is training required? Yes

Conditions of training: Paid hourly training.

Is there possibility to change positions? No

Uniform required? Yes

Does employer provide uniform? Yes

Cost of uniform: \$0

Is uniform refundable? No

Uniform provided details: Employer provides shirt and name tag

Do students need to purchase specific clothes or footwear? Yes

If so, details for clothing: You will need to bring black slacks, loose-fitting, and covers the ankle. The manager will help you get the proper shoes after you arrive.

Grooming: Hair must be pulled back at all times and clean. Good hygiene must be maintained, including daily showering, use of deodorant, and laundered uniforms.

Important points of job: Must like working directly with the public and be friendly and helpful. Must be able to stand for long periods of time. Requires excellent customer service skills and ability to work well as part of a team. Must be friendly and helpful to co-workers, managers and our customers at



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all times.

Additional position information:

Housing Information

Housing name: WoodSpring Suites - McDonalds

Housing address: 1525 METRO EAST DR

City: Pleasant Hill

Phone: (000) 000-0000

Fax:

Contact: Courtney Nelson-Garrett

Email: cmnelson9473@gmail.com

Website:

Housing assisted by: Employer

Is student required to sign a separate housing contract? Yes

If so, contract details: See housing contract in files.

Type of housing: Motel

Number of people to a room: 3

Bedrooms: 1

Bath: 1

Cost Type: Month

Cost Amount: \$500.00

Cost Details: \$500 per participant per month

Is housing cost deducted from paycheck? Yes

Is housing deposit required? Yes

Deposit amount: 100

Housing deposit due date: upon arrival

Instructions for deposit payment:

Is housing deposit refundable? No

Conditions for deposit refund:

Utilities included: Yes

If so, utilities details: Water, electricity, tv with DirecTV, and internet are included.

Utilities estimated cost per month: NA

Is the housing mandatory? Yes

Can students find alternative housing during their stay? No

Method of transportation from housing to work site: EmployerProvides

Transportation details: The employer will provide transportation to and from work. There is a \$15/weekly fee for this service. It will be deducted from your paycheck.

Additional housing features: In each room is 1 full-size bed and 1 twin-size bunk bed. You will be responsible for all of your own towels, linens, bed sheets, blankets, and pillows. There is a refrigerator, sink, microwave, and a small burner for cooking.

Comments: This housing has many rooms and guests staying there. They will not tolerate large gatherings



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or loud partying. Be respectful of the housing rules and regulations. You do not want to be evicted from your housing.

There is a \$15 weekly transportation fee that will be deducted from your payroll. This is to cover the rides to and from work and your housing.

Location Area Information

Location type: Small town community

Location of work site best described as: Fast Food restaurant in Altoona, Iowa.

Location details: Des Moines is the capital and the biggest city in the state of Iowa. There are multiple activities available during the summer months including free festivals, miles of trails to walk or bike and outdoor concerts. Altoona is a suburb of Des Moines. You will find the people to be very friendly. Some of the main attractions in Altoona include Adventureland Park & Resort, Prairie Meadows and the Gay Lea Wilson Trail that brings nature to an urban setting. Population of the greater Des Moines: 206,599 / population of Altoona: 18,699

Average daily temperature: Summer: High 86 F (30C) ; Low 62 F (16C)

Community or regional website: www.catchdesmoines.com

Nearest cities: Chicago, IL

Distance to nearest cities: 323 miles (519.8 km)

What to wear: Summer: Light clothing, shorts, t-shirts, light jacket

Available public transportation: DART (Des Moines Area Regional Transportation)

Public transportation access: www.ridedart.com

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: Yes

Public library: Yes



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Suggested Travel Information

- Nearest international airport:** O'Hare International Airport (ORD)
- Nearest airport:** Des Moines International Airport (DSM)
- Transportation from airport to employer and / or housing:** From Des Moines airport take a taxi or Uber
- 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:** NA
- Cost per night:** NA
- Transportation to overnight accomodation:** Taxi, Uber, Bus
- Transportations cost:** Varies
- Travel Instructions:** It is important to talk with your Program Coordinator about traveling to Des Moines. Your employer has arranged your housing and you need to keep your Participant Profile Portal updated with your travel plans so everyone knows when you will arrive. Please take a taxi or Uber to the housing. There will be someone at the front desk to let you into 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?** Yes
- If so, details:** Online option:
Please complete your online application for a ss card at www.ssa.gov
Then, please go in person and present your required documents to show: passport, J1 visa, DS2019 form, Job Offer, Sponsor Letter, I-94 card. Please take a pen with you as well.
- Your employer will help with getting to you the local SSA office to complete your online application form for your ss card. Be sure and read the SS Instructions section. Don't go before your validation is processed and approved!
- Where is the closest Social Security office?** 455 SW 5th St, Ste F, Des Moines, IA 50309; Phone 1-800-772-1213
- How far is the Social Security office from the work place?** 12 miles (19.3 km)
- Specific instructions:** If you started the ss application online from your home country or after arriving in the USA: Upon arrival in America, please validate your student profile in our database. Wait for approx. 2 to 6 days after validating and check your status is set to "S" on your profile. THEN you can take your documents and complete your application for an ss card in person at the Social Security Office. Check their website for their office hours. Please show your receipt or your online application confirmation as proof that you applied.



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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 exciting, fun, adventurous, but also overwhelming at times, 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 Mary Wolfe. I am the Regional Manager for the Western Region for Cultural Homestay International (CHI). My team and I will be happy to answer any questions you might have and we will also be available throughout your stay to assist with any problems that may occur. We have a CHI Program Coordinator that will be working with you during your program. You should be hearing from that person shortly via email. Please remember to check your email daily for important communications.

To have a successful program, you must stay in contact with your CHI representative.

Have the best summer of your life!

Regards,

Mary

Mary Wolfe
Regional Manager
email: chimaryw@chinet.org
phone: 1.530.715.0195
WhatsApp: 1.530.636.3760



CULTURAL HOMESTAY INTERNATIONAL

Program Information

WORK & TRAVEL

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 employer's address to ensure delivery.
- You are required to bring at least \$1000 with you from your country. We recommend you bring \$1200. In 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 your 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 don't want to run out of money before your first paycheck arrives. Be prepared, you are moving to another country.

Communicate Your Arrival Information



- Check your email frequently for important information. Respond to it.
- Plan your flight accordingly: if your final destination is far away from your arrival airport, please check that your flight allows you to make any connecting transportation needed to get to your destination. If not, please make a reservation at a local hostel or motel and plan to continue your travels the next day.
- 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 onto www.wt.chinet.org to enter your flight information, as soon as you book your ticket.
- Join CHI Facebook pages and WhatsApp group and become friends with your Program Coordinator.

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 can not be replaced.
- Do not 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 & 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, & documents in the taxi. Always take a look behind you as you leave.
- 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.

Student Account Profile | www.wt.chinet.org

- Validation is the second thing you need to do upon arrival in your new city, after calling your parents to report you have arrived safely.
- Log into your CHI Work & Travel profile page and complete your validation the same day you land in the USA. Many airports offer free wifi.
- If you are staying in a hotel the first days of your program, you should validate using the hotel information and update your information once you move to more permanent housing.
- If you have no access to the web, please call CHI 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!
- Validation must be officially finalized by CHI before going to Social Security.
- Participants who do not validate or do not wait for the notification from CHI that their validation information has been approved, prior to going to Social Security, will delay their Social Security card for 60 days. Do not make this costly mistake.

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
- J-1 Visa
- Job Offer
- Sponsor Letter
- Vaccination card

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. This is a great website to use: www.rome2rio.com. 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?

- Contact 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.
- Contact your CHI representative and let them know you arrived safely at your housing.
- Once you validate, the next day call the Social Security Administration and get an appointment to apply for your ss card.

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 apply for your SS card at the local Social Security Office. You have to call SSA and schedule your appointment. Their offices are not open to drop in. If they do not call you back, call them again (and again if necessary). By the end of your first two weeks, you should have your appointment scheduled. It is your responsibility to get an appointment to apply for your card.

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 employers 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 should cover any costs incurred after \$100.
- For a serious emergency, you should go to the hospital or emergency center, pay \$250 and your insurance should cover any costs incurred after \$250.
- There is no dental or vision coverage. 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.

Be Safe. Follow the rules. Have fun.

