



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 Bagel Dock LLC
DBA: The Original Famous Bagel Dock Cafe of Calabash
Type of Business: Bakery/Cafe/Ice Cream
Job location: 1162 RIVER RD
Location type: Beach town
City: Calabash
State: NC
Zip: 28467
Website: www.bageldock.com

Why choose us?

Calabash, North Carolina—known as the “Seafood Capital of the World”—offers a unique blend of work and lifestyle perks. Located near bigger cities like Wilmington and Myrtle Beach, employees enjoy small-town charm with easy access to big-city attractions, shopping, and entertainment. The area is famous for fresh seafood, beautiful beaches, and a relaxed coastal atmosphere, making it an ideal place to balance work and leisure. Affordable living, friendly communities, and year-round sunshine create a welcoming environment for anyone looking to live and work by the coast.

Cultural exchange activities

Calabash, North Carolina offers a rich blend of cultural experiences, from art galleries and craft shops to local history and coastal traditions. Visitors can explore the Sunset River Gallery, Museum of Coastal Carolina, and Ingram Planetarium, or enjoy festivals like the annual Taste of Calabash, celebrating the town’s seafood heritage. With its unique “Calabash-style” cuisine, community events, and natural preserves nearby, the town combines coastal charm with vibrant cultural activities.

Position

Job title: Cafe Associate - Calabash, NC
Job prerequisites: Requirements:

- Must be able to speak, read, and understand English.
- Strong communication and customer service skills.
- Ability to work quickly and accurately in a busy environment.
- Dependable, friendly, and a team player.
- Willingness to follow directions and adapt to store needs.
- Previous café, restaurant, or food service experience is a plus, but not required.

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Job Summary:

We are looking for energetic and reliable Café Associates to join our team at a New York style bagel shop. The ideal candidate will be able to read tickets and prepare orders quickly and accurately while providing excellent customer service in a fast-paced environment.

Responsibilities:

Read and fulfill customer orders efficiently and correctly.

Communicate clearly with team members and customers.

Provide friendly and professional service at all times.

Prepare food items, including bagels, sandwiches, spreads, and beverages.

Stock supplies and maintain product displays.

Keep work areas clean and organized, following all safety and sanitation guidelines.

Assist with general store tasks including cleaning, restocking, and food preparation.

Follow all instructions and store procedures carefully.

English level required: Upper Intermediate

Hourly wage (before taxes): 7.25

Wage comments: \$7.25/hr + tip pool

Position ID: 30292

Union: No

Union Dues:

Payroll Period: Paid Weekly

Payroll Period Comments: Paid Direct Deposit on Wednesdays (pay period Tuesday - Monday)

Position Information

Tips: Yes, tip pool

Bonus: Yes

Bonus comments: As long as you have not attendance issues or behavioral issues, you will receive a \$100 bonus at the end of your program.

Estimated hours per day: 32 hours per week minimum

Number of days per week: Varies

Overtime: Yes

Overtime details: Overtime is possible but it not guaranteed. Anything worked over 40 hours per week is considered overtime and will be paid 1.5 times.

Is the employer willing to hire couples? No

Is the employer willing to hire group of friends? No

Meals? Yes

Meals details: 50% off and you can also take bagels home at the end of the day. Pastries will be full price.



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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: Second jobs must NOT conflict with the primary job schedule! Work & Travel Adult International Participants are not permitted to begin work before their Sponsor has approved any secondary Host Company. 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 Host Company.

Arrival Instructions: Your official start date will be scheduled once you arrive at the Host Company. Start dates may vary several days from your DS date. Please be patient and allow the Host Company to integrate you into the schedule. Please try to arrive on a Monday, Thursday, or Friday to Myrtle Beach International Airport. Your Host Company will be able to arrange your transport from Myrtle Beach to Calabash. Please make sure you arrange travel plans with your Host, Christine Cheffo (thebageldocknc@gmail.com) 2 weeks prior to your arrival to ensure a smooth arrival.

Is training required? Yes

Conditions of training: Training may take up to two weeks. Adult International Participants may not receive full hours until they complete training. 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. You will be required to work on peak business days, Fridays, Saturdays, and Sundays.

Is there possibility to change positions? No

Uniform required? Yes

Does employer provide uniform? Yes

Cost of uniform:

Is uniform refundable? No

Uniform provided details:

Do students need to purchase specific clothes or footwear? Yes

If so, details for clothing: For personal safety and to avoid injury if you drop sharp or hot objects on your footwear, participants should purchase a closed-toed, slip-resistant athletic shoe. You will also need a baseball hat.

Grooming: In the United States culture, you must shower daily and use antiperspirants. Visible tattoos are permitted as they don't contain objectionable words or imagery. Please make sure your fingernails are clean, well-manicured, and of either short or moderate length. Any employee with long hair must have it up and off their shoulders. No wristwatches, bracelets, or rings per Health Department regulations.



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Important points of job: Will be required to stand for the whole shift. Have to be communicative and understand your guest. This is a morning job, so you will be required to be up and at it early in the morning.

Additional position information: WHAT YOU SHOULD EXPECT AT WORK:

Physically able to work long hours standing. Flexible and willing to do all tasks requested by management. 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. Adult International Participants are in contact with sharp knives, boiling liquids, and hot pans. You will work with pork, cleaning, including washing heavy kitchen mats, breaking down boxes, and removing garbage. The kitchens will be hot. Support, encourage, and respect colleagues. Provide courteous, friendly, and efficient customer service. Be able to work in a team. The minimum hours are 32 per week; however, you may work more due to increased guest visitation. You may not request to only work 32 hours per week. As your primary Host Company, we will not, under any circumstances, change our schedule to accommodate your second job.

MEDICAL AND MENTAL HEALTH ISSUES:

If you enter the U.S. with a known medical or mental health condition that prevents you from fulfilling your duties at your pre-arranged job, your program will be terminated by CHI. It is crucial to disclose any allergies, whether to food, dust, or chemicals, as well as any pre-existing medical or mental health conditions that could impact your job performance. Should a sudden medical or mental health issue arise that hinders your ability to work, you are required to obtain a note from a U.S.-based doctor before taking any steps to leave your pre-arranged job. In cases where the medical or mental health condition is severe or not covered by your insurance, CHI may recommend that you return to your home country for your own health and safety.

HOW TO AVOID PROGRAM TERMINATION:

- **Keep Contact Info Updated:** If your phone number or address changes, update them in the CHI portal within three days.
- **Report to Your Assigned Employer:** Show up at the employer arranged for you by CHI.
- **Obtain CHI Permission for New Jobs:** If you want to work a new or second job, get approval from CHI first.
- **Respond to CHI Emails:** Make sure to reply to all emails from CHI, and keep them out of your spam folder.
- **Act with Integrity:** Always behave honestly, whether or not anyone is watching.
- **Maintain Good Attendance at Work:** Don't miss work or show up late without valid reasons.
- **Avoid Insubordination:** Follow your supervisor's instructions, and don't refuse to do your assigned tasks.
- **Fill Out Monthly Evaluations:** Complete these forms every month of the program.

KEY CONSIDERATIONS:

- **Mobile Device Management:** Keep your mobile device stored in a designated area to avoid temptation, ensuring you remain focused on your assigned tasks. Refrain from using your mobile phone during meetings or training sessions, as your undivided attention is always required.
- **Attendance and Punctuality:** You are expected to be punctual and regularly present for work to maintain employment. A "No Call/No Show" may result in immediate termination. Should your employment be terminated for any misconduct, CHI is not responsible for securing you another job opportunity.
- **Job Expectations:** Your job offer may not list every task or responsibility that will be assigned. You will need to maintain an open mind and remain adaptable and fulfill all job-related tasks as assigned.



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- **Position Understanding:** Your summer job is entry-level, and you do not possess decision-making authority within your employer's organization. It is not appropriate to attempt to dictate your work location, work schedule, or job duties. There is no guarantee or assurance that you will be scheduled with friends. You will be expected to follow the directions and rules set by management.
- **Learning Curve:** A new job often comes with a learning curve, as you adapt to new responsibilities and expectations. It may feel overwhelming initially, but you'll become more comfortable with time.
- **Emotional Challenges:** It's normal to feel stressed, anxious, or even frustrated, especially when faced with new tasks or difficult situations.
- **Social Interactions:** You'll interact with colleagues, supervisors, and possibly customers. Developing strong communication and interpersonal skills will be beneficial.
- **Personal Growth:** You'll learn about your strengths, weaknesses, interests, and values, all contributing to personal growth.



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Housing Information

Housing name: The Bagel Dock Mandatory Housing

Housing address: 1297 RIVERVIEW DR

City: Calabash

Phone: (917) 327-6743

Fax:

Contact: Christine Cheffo

Email: thebageldocknc@gmail.com

Website:

Housing assisted by: Employer

Is student required to sign a separate housing contract? Yes

If so, contract details: Lease

Type of housing: House

Number of people to a room: 2

Bedrooms: 3

Bath: 3

Cost Type: Week

Cost Amount: \$150.00

Cost Details: \$150 per week

Is housing cost deducted from paycheck? No

Is housing deposit required? No

Deposit amount:

Housing deposit due date:

Instructions for deposit payment:

Is housing deposit refundable? No

Conditions for deposit refund:

Utilities included: Yes

If so, utilities details: All necessary utilities are included

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: Housing is right up the street from your worksite. You can walk or bicycle to work.

Additional housing features:

Comments:



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Location Area Information

Location type: Beach town

Location of work site best described as: Beach town

Location details: Calabash, North Carolina—known as the “Seafood Capital of the World”—offers a unique blend of work and lifestyle perks. Located near bigger cities like Wilmington and Myrtle Beach, employees enjoy small-town charm with easy access to big-city attractions, shopping, and entertainment. The area is famous for fresh seafood, beautiful beaches, and a relaxed coastal atmosphere, making it an ideal place to balance work and leisure. Affordable living, friendly communities, and year-round sunshine create a welcoming environment for anyone looking to live and work by the coast.

Average daily temperature: 18 - 37 °C (Summer), 64 - 98 °F (Summer)

Community or regional website: <https://www.townofcalabash.net/>

Nearest cities: Myrtle Beach, SC is 20-30 miles away

Distance to nearest cities: Wilimington, NC is 50-55miles

What to wear: The Summer is very hot and humid. Sweatshirts & jeans for cooler weather and short pants, t-shirts & don't forget a bathing suit.

Available public transportation: No

Public transportation access: www.rome2rio.com

Accessible amenities (by walking or public transportation)

Food market: Yes

Shopping mall: No

Post office: Yes

Movie theater: No

Restaurants: Yes

Fitness center: Yes

Laundry: Yes

Internet café: Yes

Public library: No



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Suggested Travel Information

Nearest international airport: Myrtle Beach International Airport

Nearest airport: Wilmington Airport

Transportation from airport to employer and / or housing: Taxi, Uber, Lyft, www.rome2rio.com

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: www.hostelworld.com

Cost per night: \$50+

Transportation to overnight accomodation: Taxi, Uber, Lyft, www.rome2rio.com

Transportations cost: \$50+

Travel Instructions: Details in Welcome Letter. www.rome2rio.com

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 coordinate with you to transport you to the Social Security Office. You do not have to wait for your card to arrive to begin working, but it is the participant's obligation to "promptly" show their SS card to the Host Company upon receipt.

Where is the closest Social Security office? 611 Burroughs and Chapin Blvd STE 301, Myrtle Beach, SC 29577

How far is the Social Security office from the work place? 26 miles

Specific instructions: Validate in SEVIS at least 5 business days before applying. Apply in person at a Social Security Office. Bring your passport and DS-2019 (original copy signed in blue ink), as well as a valid mailing address. Check with your landlord for an accurate address. Check all of your information is correct on your receipt/proof of application before leaving the Social Security Office. You should receive their SSN within 2 weeks. If you do not receive a letter or card in the mail in 3 weeks, you should return to the office with your passport, DS-2019, and application receipt to check on the status of your number. Check your local office hours before taking the trip. Most offices are open weekdays only: Monday, Tuesday, Thursday, Friday - 9am - 4pm and Wednesday - 9am - 12 pm.