



## 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:** Wildwood Donuts LLC

**DBA:** Dunkin' Donuts

**Type of Business:** Restaurant

**Job location:** 3120 Boardwalk

**Location type:** Beach town

**City:** N Wildwood

**State:** NJ

**Zip:** 08260

**Website:** [www.dunkindonuts.com](http://www.dunkindonuts.com)

### Why choose us?

In 1950, the first Dunkin' Donuts restaurant opened in Massachusetts, with the goal to "make and serve the freshest, most delicious coffee and donuts quickly. Since then, the brand has grown to more than 12,400 restaurants in 46 countries. Dunkin' is America's favorite all-day, everyday stop for coffee and baked goods. Dunkin' offers a full lineup of espresso beverages, including Lattes, Macchiatos and Cappuccinos, a range of frozen beverages, premium hot teas and iced tea, sandwiches and delicious baked goods. "America Runs on Dunkin' "

America runs on Dunkin' and Dunkin' restaurants run on teamwork. Do you love being a part of a busy team? Do you love to help others? Are you patient, level-headed, cool-under-pressure, with a positive attitude? Are you motivated to take on new challenges, learn new skills, and build friendships with a diverse group of people? Are you willing to show up committed to work hard? Then Dunkin' wants you!

### Cultural exchange activities

There are many events throughout the summer available for Work & Travel participants in the Wildwoods. The greatest advantage is the close proximity of your Dunkin' location to some of the United State's greatest cities. Make your dreams come true! Visit New York City, see the Statue of Liberty, Central Park, and the Empire State Building. Visit Philadelphia, see the Philadelphia Museum of Art (Rocky Steps), Independence Hall, and the Liberty Bell. Visit Washington DC, see the Lincoln Memorial Reflecting Pool and the world famous Smithsonian. The options for unforgettable experiences are endless.

### Position

**Job title:** Crew Member - Late - OJL

- Job prerequisites:**
1. Advanced English, outgoing and customer service oriented
  2. Participants must be willing to clean and remove rubbish
  3. Flexible and willing to be trained in all positions
  4. Will be required to work on peak business days, Friday, Saturday, and Sunday
  5. Basic math skills; must be familiar with U.S. currency prior to arriving
  6. Students must arrange their own housing. Recommended @J1housingWW
  7. Couples or groups of friends welcome, but will not be guaranteed the same schedule or days off.
  8. Must be able to be patient and wait three weeks before finding a second job.

**Job description:**



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### Job Description

Crew members may perform food production duties or serve customers at the cash register. Including but not limited to operating cash registers, greeting customers, taking food, drink orders, and completing transactions. Crewmembers clean workstations, brew/grind the coffee, restock cups, food items, assist bakers, and clean by sweeping, mopping, removing trash, including cleaning bathrooms. You will move around the store quite a bit and stand for long periods of time, must be energetic, and have no physical limitations. A team environment you must possess the ability to communicate effectively with managers, coworkers and guests.

English level required: Advanced

Hourly wage (before taxes): 11.50

Wage comments:

Position ID: 14169

### Position Information

Tips: Yes, pooled by crew, distributed biweekly.

Bonus: Yes

Bonus comments: Possible for employees who exhibit extraordinary performance and complete the Work & Travel program with Dunkin' through their DS end date. Excellent crew member performance includes but is not limited to showing flexibility, outstanding attendance, exceptional customer service, meeting or surpassing management's expectations.

Estimated hours per day: 32 - 36 Hours Per Week

Number of days per week: Varies

Overtime: No

Overtime details:

Earliest start date: 5/17/2021

Latest start date: 6/16/2021

Earliest end date: 9/6/2021

Latest end date: 9/30/2021

Is the employer willing to hire couples? Yes

Is the employer willing to hire group of friends? Yes

Meals? Yes

Meals details: 50% off meals while working.

Is a drug test required? Yes

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](mailto: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: Once participants have worked at Dunkin' for 3 weeks second jobs will be approved. Second jobs must NOT conflict with primary job schedule! Work & Travel participants are not permitted to begin work before their Sponsor has approved any secondary employer.



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### Job Description

Working without authorization may jeopardize your Work & Travel program. 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 to the employer.

**Arrival Instructions:** Students will receive a date to begin paid training as soon as they arrive. Start dates may vary several days from your DS date. Please be patient and allow the employer to integrate you into the schedule. Participants must arrive by May 15th.

**Is training required?** Yes

**Conditions of training:** Training paid at the hourly rate. Training will take two weeks. 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. Your employer requires you to wait until the training period is over and you are fully integrated into the schedule before getting your second job. (Three weeks) Your employer encourages second jobs and is flexible with scheduling as long as the participant prioritizes Dunkin'. Students will be required to work on peak business days, Friday, Saturday, and Sundays.

**Is there possibility to change positions?** No

**Uniform required?** No

**Does employer provide uniform?** No

**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:** Participants will be required to be in full uniform to start training. Dunkin' provides an apron, name tag, and hat/visor, free of charge. ats must be worn at all times while working your shift. Hats must be worn straight. Participants should bring a short-sleeve a solid white polo shirt (no pocket or logos). Must be clean, neat, and tatter free. Shirts should be tucked in at all times and laundered appropriately. Choose a shirt appropriate for foodservice that allows freedom of movement without presenting a safety hazard. Bring black trousers or jeans. Must have the appropriate length, and not be excessively baggy or long. Must be clean, neat, tatter free, without rips, tears, patches or distress. For personal safety and to avoid injury if you drop sharp or hot objects on your footwear, participants should purchase a closed-toed, black, slip-resistant athletic shoe.

**Grooming:** In the United States, culturally, you must shower daily and use antiperspirant. Perfume or highly fragrant grooming products should not be worn. No visible tattoos. Keep earrings small or moderately sized. No visible piercings (including no tongue rings). For food-safety reasons, no jewelry on hands or forearms (including watches, bracelets or wristbands), with the exception of one ring in the form of a plain band. Any other jewelry, such as necklaces, must not be a health or safety hazard and must be worn under clothing. Please make sure your fingernails are clean, well-manicured, and of either short or moderate length. Natural color hair a must.

**Important points of job:** The first two weeks will be difficult, there is a lot to learn, but if you have a passion for learning and customer service you will succeed in this fun, fast-paced atmosphere at the famous Jersey Shore.

**Additional position information:** Participants will work with pork. No food allergies. Must have physical ability to lift and carry 22kgs, manual dexterity, bend, stoop, twist, reach, and stand for long periods of time. Take action to resolve complaints of guests. Inform managers of accidents, safety hazards.



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### Job Description

Operate, sanitize sharp equipment in a safe manner. Basic math skills. Multi-task in a very fast-paced environment. Support, encourage, respect colleagues. Provide courteous, friendly, efficient customer service. Team Player. Participants will be required to work on peak business days, Friday, Saturday, and Sundays. Must learn and study the American money guide.

### Housing Information

**Housing name:** Dunkin Donuts Recommended Housing

**Housing address:** 120 E SPENCER AVE

**City:** Wildwood

**Phone:** (609) 522-1260

**Fax:**

**Contact:** Lisa's Place

**Email:** summerrentals@aol.com

**Website:** <https://www.facebook.com/J1HousingWW/>

**Housing assisted by:** Must Arrange Own

**Is student required to sign a separate housing contract?** Yes

**If so, contract details:** The contract is between the landlord and participant. Participants must contact the landlord and arrange accommodations.

**Type of housing:** Apartment

**Number of people to a room:** 4 +

**Bedrooms:** 2

**Bath:** 1

**Cost Type:** Week

**Cost Amount:** \$125.00

**Cost Details:** \$125 to \$135

**Is housing cost deducted from paycheck?** No

**Is housing deposit required?** Yes

**Deposit amount:** \$400 to \$500

**Housing deposit due date:** On Arrival

**Instructions for deposit payment:** Your employer recommends to contact Lisa's Place as soon as you receive your visa. If there is not availability at Lisa's Place, we recommend you reserve a hotel room for the first night or two. Look at the available housing options before paying a security deposit. The return of a security deposit is subject to the terms and conditions of the landlord/tenant agreement. If a tenant leaves their housing prior to the end of the negotiated term, the security deposit may be kept by the landlord. Program Coordinators cannot negotiate the return of a security deposit if the landlord/tenant agreement has been broken.

**Is housing deposit refundable?** Yes

**Conditions for deposit refund:**



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A security deposit, also called a damage deposit, is security for the landlord. Each tenant is responsible for all of the conditions of the landlord/tenant agreement. If one tenant damages the premises, the landlord may deduct the damages from the tenant who caused the damage, or the landlord may choose to deduct money from all of the tenants' deposits. Participants should understand the return of this deposit is conditional and may not be returned. This deposit may be retained by the landlord for the following: any unpaid rent or utility bills; payment for damages to the premises; any cleaning; failure to remove any collected trash and food waste from the premises at least once a week; failure to remove trash from the premises which requires pest control professionals; failure to remove ALL collected trash and food waste from the premises before departure; failure to remove collected trash in the yard or street area around or near to the premises, including trash disturbed by birds or animals; disturbances to neighboring premises from parties or loud noise; leaving the premises prior to the end of the negotiated term. Program Coordinators cannot negotiate the return of a security deposit if the landlord/tenant agreement has been broken.

**Utilities included:** Yes

**If so, utilities details:** Hot Water, Cooking Gas, Electric, Wifi Utilities included. Participants will be charged for excessive water use. Normal use is included.

**Utilities estimated cost per month:**

**Is the housing mandatory?** No

**Can students find alternative housing during their stay?** Yes

**Method of transportation from housing to work site:** Walking

**Transportation details:** Walking, Bicycle (Always wear a helmet), [www.njtranist.com](http://www.njtranist.com)

**Additional housing features:** Program Coordinators cannot negotiate the return of a security deposit if the landlord/tenant agreement has been broken.

**Comments:** Most housing is furnished with a kitchen. Coin operated laundry services are available throughout the city. Internet is provided at the public library, several McDonalds locations.



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### Location Area Information

**Location type:** Beach town

**Location of work site best described as:** Beach Town on the Jersey Shore

**Location details:** Students will enjoy an array of activities: Beach Monster Mash Truck Races, Family Nights On the Boardwalk, Friday Night Fireworks, the New Jersey State Barbecue Championships and Anglesea Blues Festival, Classic Car Shows, the International Kite Festival, Irish and Italian American Festivals and the National Marbles Tournament are just a few of the over 180 events hosted each year.

**Average daily temperature:** 18 - 37 C (Summer), 64 - 98 F (Summer), 4 C - 40 F

**Community or regional website:** wildwoodsnj.com

**Nearest cities:** Atlantic City 72 km - 44 miles, Philadelphia 144 km - 89 miles

**Distance to nearest cities:** Atlantic City 1.5 Hours, Philadelphia 3 Hours

**What to wear:** The summer is cool to very hot and humid. Sweatshirts & jeans for May and early June. Short pants, t-shirts & don't forget a bathing suit for the remainder of the summer. At work, freezer storage spaces must be kept at -17°C or 0°F, refrigerated storage spaces must be kept at 4°C or 40°F. Depending on the position you are assigned, you will be very cold while working until an adjustment is made to the cold temperatures. Please bring a sweatshirt and a coat to wear while working.

**Available public transportation:** [www.njtransit.org](http://www.njtransit.org), Bicycle (Always wear a helmet!)

**Public transportation access:** Good

### 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:** Philadelphia (PHL), New York (EWR), (LGA), (JFK)  
**Nearest airport:** Atlantic City International Airport (ACY)  
**Transportation from airport to employer and / or housing:** Taxi, Uber, Bus, Train, [www.rome2rio.com](http://www.rome2rio.com)  
**Nearest bus station (to the airport):** 10th & Filbert Streets Philadelphia  
**Bus information (web site):** [www.njtransit.com](http://www.njtransit.com), [us.megabus.com](http://us.megabus.com), [www.greyhound.com](http://www.greyhound.com)  
**Nearest train information (to the airport):** 30th Street Station Philadelphia  
**Train information (web site):** [www.njtransit.com](http://www.njtransit.com), [www.amtrak.com](http://www.amtrak.com)  
**If participant arrives after hours suggested, overnight accomodation:** [www.hihostels.com](http://www.hihostels.com), [www.applehostels.com](http://www.applehostels.com)  
**Cost per night:** \$50 +  
**Transportation to overnight accomodation:** Taxi, Uber, Bus, Train, [www.rome2rio.com](http://www.rome2rio.com)  
**Transportations cost:** \$45 +  
**Travel Instructions:** Details in Welcome Letter. [www.rome2rio.com](http://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?** No  
**If so, details:** Students will have to take public transportation to Social Security. Directions [www.rome2rio.com](http://www.rome2rio.com). You do not have to wait for your card to arrive to begin working, but it is the student's obligation to "promptly" show their SS card to the employer upon receipt. Paychecks will not be issued until the employer receives a copy of the student's SS card. Be prepared to have enough spending and rent (including your deposit) money for three weeks before receiving your first paycheck.  
**Where is the closest Social Security office?** RIO GRANDE, NJ  
**How far is the Social Security office from the work place?** 40 Minutes  
**Specific instructions:** US Social Security Administration  
1046 New Jersey 47  
Rio Grande, NJ 08242  
  
MON: 09:00 AM - 04:00 PM  
TUES: 09:00 AM - 04:00 PM  
WED: 09:00 AM - 12:00 PM  
THUR: 09:00 AM - 04:00 PM  
FRI: 09:00 AM - 04:00 PM  
SAT & SUN: CLOSED



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## Job Description





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 Jennifer Campbell. I am the Regional Manager for the Mid - Atlantic & Ohio Regions 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. Please remember to check your email daily for important communications.

You must stay in contact with your CHI representative.

Have the best summer of your life!

Warm Travel Wishes,

*Jennifer Campbell*

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**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.**

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### 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 can not 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 [www.sevis.org](http://www.sevis.org) to enter your flight information, as soon as you book your ticket.
- 

## **Student and Exchange Visitor Information System (SEVIS) | [wt.chinet.org](http://wt.chinet.org)**

- You must log into [wt.chinet.org](http://wt.chinet.org) to enter your flight information, as soon as you book your ticket.
  - You are required to access [wt.chinet.org](http://wt.chinet.org) within three days of arrival into the United States to check in, use the SEVIS tab on the left hand side of the [wt.chinet.org](http://wt.chinet.org) portal.
  - You are required to access [wt.chinet.org](http://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.
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## **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

### **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](http://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 [www.sevis.org](http://www.sevis.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 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 doctors 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.
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## 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.
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# Dunkin' Donuts

## New Jersey

Adaptation is not always easy, working is hard, but it is important to remember that you are temporarily in the United States for a new learning experience. The key to a successful program is to stay positive and be flexible.



Participants who accept the position, must smile and provide excellent customer service.



Participants should be prepared to stand for long periods of time.



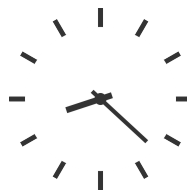
Participants who accept the position, must be willing to remove trash.



Participants who accept this position, must be willing to work fast.



Participants who accept the position, must be willing to clean. Including bathrooms.



Participants who accept this position, must be flexible and remember Dunkin' provided the opportunity to come to the US and be prioritized over any second jobs.



The concept of time plays a great role in American culture. Being late consistently makes you unreliable. Come to work as scheduled and on time. Good attendance ensures your hours.



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. Expect lower hours during the first two weeks of training.



Dunkin' is a fast paced, busy store. Participants must be able to keep calm and respectful, when working with diverse, impatient and sometimes difficult customers.



Participants who accept the position, must not have any food allergies.



Second jobs must be approved by CHI prior to starting. Your CHI coordinator will help you with this process.



Participants who accept the position, will come into contact with boiling liquids, sharp knives and hot pans.



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.



Open a bank account and get a debit card. Do not carry cash, valuables or your documents with you. Bring an alternative ID to carry. Keep your passport and documents stored safely at your housing.



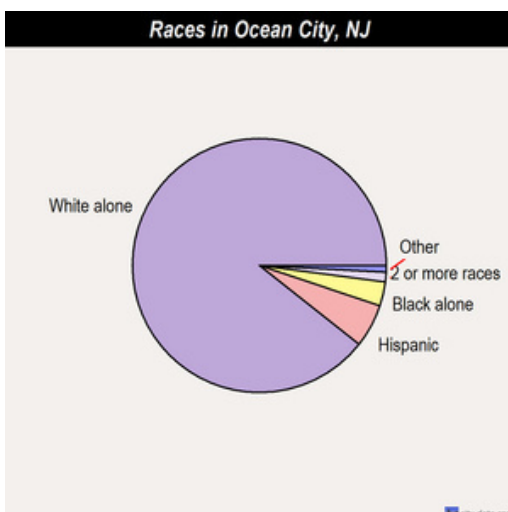
You must arrange your own housing. Your employer recommends contacting @J1HousingWW as soon as you get a visa. Be prepared with an arrival plan. Do not arrive late at night.



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.



A security deposit protects landlords from the cost associated with: parties, loud noise, damage, dirt, trash, unpaid rent, or utility bills. Participants who leave housing before the end of their program will \*NOT\* see any portion of their security deposit returned. Your refund is conditional, CHI coordinators can not negotiate a return.



Participants should be aware the United States is a melting pot. You will come into contact with all kinds of people and ways of life. All ages, shapes and sizes, levels of wealth, backgrounds, religions, sexual preferences, and ethnicities.