



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 (Steena Co)
DBA: McDonald's, Iowa
Type of Business: Fast Food
Job location: 3734 8th St SW
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. PappaJohn Sculpture Park. Go Cart Racing.

Position

Job title: General Crew - Altoona 8th Street

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): 9.75

Wage comments:

Position ID: 14506

Position Information

Tips: None

Bonus: Yes

Bonus comments: \$5 cash each time your name is mentioned on a highly satisfied customer review on mcdvoice.com

Estimated hours per day: 6-8



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Number of days per week: 5-7

Overtime: Slight

Overtime details: Overtime must be first approved by management.

Earliest start date: 5/1/2021

Latest start date: 6/20/2021

Earliest end date: 8/25/2021

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: Employees receive a 50% discount on meals up to \$10.

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 communicate with your CHI Program Coordinator so she can help give you some housing leads and help you find other students to live with.

Is training required? Yes

Conditions of training: Training will be provided.

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, name tag, and will order shoes upon arrival for you.

Do students need to purchase specific clothes or footwear? Yes

If so, details for clothing: You will need to bring black slacks and dark colored tennis shoes.

Grooming: Hair must be pulled back at all times and clean. No visible tattoos. Ear piercing only & no more than two piercings per ear. 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 all times.



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Job Description

Additional position information:

Housing Information

Housing name: MUST ARRANGE OWN - Altoona/Pleasant Hill

Housing address: MUST ARRANGE OWN

City: ALTOONA/PLEASANT HILL

Phone:

Fax:

Contact: TBD

Email: chiwt@chinet.org

Website:

Housing assisted by: Must Arrange Own

Is student required to sign a separate housing contract? Yes

If so, contract details: Most housing options will require participants to sign a landlord/tenant agreement.

Type of housing: Apartment

Number of people to a room: 2+

Bedrooms: 1+

Bath: 1+

Cost Type: Month

Cost Amount: \$500.00

Cost Details: Estimated monthly cost of \$300-\$500 per student, per month

Is housing cost deducted from paycheck? No

Is housing deposit required? Yes

Deposit amount: \$200 - \$450

Housing deposit due date: On Arrival

Instructions for deposit payment: 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 retained 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: 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.

Utilities included: Yes

If so, utilities details: Most housing options will require participants to sign a landlord/tenant agreement.

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: Own



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Job Description

Transportation details: Walking, Bicycle, Bus (<https://www.ridedart.com/>)

Additional housing features: Most housing is furnished with a kitchen. Coin operated laundry services are available. Free Internet and printing is provided at the Public Library locations, Starbucks and McDonalds.

Comments: You will need to secure your own housing. The rent amount will be different than we list - we are just giving you an idea of the cost of living in the area. Please talk with your CHI Program Coordinator about housing options.

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 taxi or Uber
- Nearest bus station (to the airport):** Des Moines Area Transit Authority (DART)
- Bus information (web site):** www.ridedart.com
- Nearest train information (to the airport):** NA
- Train information (web site):** NA
- If participant arrives after hours suggested, overnight accomodation:** May need to arrange 1 night in a motel/hotel if you arrive late in the evening.
- Cost per night:** Varies
- Transportation to overnight accomodation:** Taxi, Uber or Bus
- Transportations cost:** Varies
- Travel Instructions:** It is important to talk with your Program Coordinator about traveling to America. Some housing locations won't be open on the weekend to allow you to move into them, others close their offices at 5 pm. Make sure you talk to your Program Coordinator to ensure you know what to expect at the housing you arranged months in advance of coming to the USA.

Social Security Information

- Does the company require students to have Social Security number before arriving to the work place?** Yes
- Does the company provide Social Security application assistance?** No
- If so, details:** You must validate on your student profile in our database. Then wait 3 to 8 days for your status to be set to "S". Once that happens, then you can apply for your ss card.
- Where is the closest Social Security office?** 455 SW 5th St, Ste F, Des Moines, IA 50309
- How far is the Social Security office from the work place?** 12 miles (19.3 km)
- Specific instructions:** Upon arrival in America, please validate on your student profile in our database. Then wait approx. 4 to 10 days after validating and check your status is set to "S" on your profile. THEN you can apply for your card at Social Security Office located at: Riverpoint OFC Complex, 455 SW 5th St, Ste F, Des Moines, IA 50309; Telephone:1-800-772-1213; Hours: Mon & Tue 9am - 4pm, Wed 9am - 12pm, Thu & Fri 9am - 4pm, except Federal holidays. Remember to get a receipt - it is the only proof that you have applied!



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, but also challenging, 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.

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 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 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 into www.wt.chinet.org to enter your flight information, as soon as you book your ticket.
- Join CHI Facebook pages 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 safe.
- Log into your CHI Work & Travel account 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 in on their student profile 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

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?

- 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.
- Contact your CHI representative and let them know you arrived safely at your housing.
- Wait approximately 5 business days after validating in the database 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 apply for your SS card with the local Social Security Office. Before applying for a Social Security card, YOU MUST VERIFY YOUR VALIDATION IS AN S STATUS in the database! This in most cases, takes 5 business days from the day you first validated in the database - www.wt.chinet.org.

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 no dental 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.



American Study Guide for Cashiers

American Coins



1.



2.



3.



4.



5.



6.

1. **Penny ~ One Cent Coin ~ .01**
2. **Nickel ~ Five Cent Coin ~ .05**
3. **Dime ~ Ten Cent Coin ~ .10**
4. **Quarter ~ Twenty - Five Cent Coin ~ .25**
5. **Half Dollar ~ Fifty Cent Coin ~ .50 (Rarely Used Coin)**
6. **One Dollar ~ One Dollar Coin ~ 1.00 (Rarely Used Coin)**

American Notes



\$1.00 Note (Common)



\$2.00 Note (Not Common)



\$5.00 Note (Common)



\$10.00 Note (Common)



\$20.00 Note (Common)



\$50.00 Note (Common)



\$100.00 Note (Common)