



## 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:** Tortugas Saltwater Grill, (MB3K Brewing LLC)

**DBA:** Tortugas Saltwater Grill, (MB3K Brewing LLC)

**Type of Business:** Restaurant

**Job location:** 429 N ALISTER ST

**Location type:** Beach town

**City:** Port Aransas

**State:** TX

**Zip:** 78373

**Website:** myfinporta.com

#### Why choose us?

Thanks so much for your interest in spending the season with us!! We hope to provide an excellent hospitality oriented work experience for all of our Work & Travel participants! We are a diverse company with a lot going on. We are mainly hiring for our restaurant divisions, but we might have some other part-time opportunities available while you are here with us. Our company is made up of three restaurants, a pirate adventure/entertainment cruise, a dolphin watch adventure cruise, a Deep sea fishing marina, golf cart rental service, and more! We hope you are excited to come to experience Port Aransas, this is a truly unique place with a lot to offer and a lot of fun to be had. We encourage all of our Work & Travel participants to experience as much as possible while here. We offer free ticket opportunities to our other businesses and the possibility of part-time work as well. If you would like to learn more about our businesses and what we have to offer visit [www.myfunporta.com](http://www.myfunporta.com). We can't wait to meet you! Sincerely, Chris Collins, Managing Partner.

#### Cultural exchange activities

Port Aransas is the only established town on Mustang Island and inhabits 8 miles of the 18 mile long barrier island. Mustang Island is located north of Padre Island, the longest barrier island in the world and south of San Jose Island, renowned for its shelling. Running parallel to the mainland, barrier islands protect the coast from the full force of powerful storm waves. Surrounding waters include the Corpus Christi Bay, the Gulf of Mexico, the Lydia Ann Ship Channel and the Corpus Christi Ship Channel. Scattered about are several small islands that contribute to our reputation for great fishing, shelling, birding and nature adventures.

While visiting Port Aransas, be sure to view our five historical markers, historic Lydia Ann lighthouse and historical cemetery located throughout our town. Markers include the Tarpon Inn, Aransas Pass C.S.A., World War II Coastal Defenses at the Aransas Pass, United States Coast Guard on Mustang Island and the newly dedicated Mustang Island marker, which is located at the museum. Experience the history of our town with a trip to the Port Aransas Museum. Here, you'll look into the town's and its inhabitants' colorful and storied past with exhibits, photos and video. From the Karankawas and the Spanish Explorers to the Mustangs and world-famous fishermen, the story unfolds. The museum also offers special tours of unique spots on the island, classes and seminars. For additional history and an overview of Port Aransas/Mustang Island, visit the museum located at Alister and Brundrett and the University of Texas Marine Science Institute Visitors' Center located on Cotter at the beach.

#### Position

**Job title:** Host, Hostess

**Job prerequisites:** Adv.English. Need to be outgoing and very personable; must like working with the public.

**Job description:**



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As a Host/Hostess, you must present a positive first impression to our guests demonstrating our friendliness, excellent service, and high standards. You will greet our guests upon arrival, inform our guests of their wait time, monitor a waiting list, enter guest names into the computer system, show our guests to their table in a courteous and proficient manner, and bid our guests farewell as they leave all the while demonstrating your friendliness with a smile.

A Host/Hostess must be able to carry natural conversation with guests without sounding scripted or intrusive. Additionally, duties include: refilling beverages for our guests and performs light housekeeping duties such as cleaning glasses and menus, restocking the host station, and ensures restrooms are clean, stocked, and orderly. As a member of an energetic team, the Host/Hostess may also need to answer the phones and fill to-go orders when needed. During peak business times, you may be asked to assist with running drinks and food orders to the guests as well as help set the tables.

Must have a great team attitude, and be a dependable, hard-working, friendly, and very trustworthy and honest individual. May be cross-trained in other departments as needed. Must like dealing with people and be professional and have an outgoing personality. Requires attention to detail, punctuality, and a great service attitude & team spirit. Follow all safety policies, interact positively with the guests and other crew members. You will be standing the entire shift. Must be able to lift and carry 25lb/11kg. Need to be flexible to handle additional tasks as assigned by your manager.

English level required: Advanced

Hourly wage (before taxes): 11.00

Wage comments:

Position ID: 14242

#### Position Information

Tips: No

Bonus: No

Bonus comments:

Estimated hours per day: 6-10

Number of days per week: 5-6

Overtime: Yes

Overtime details: Overtime hours may be an option, but must be approved by your employer.

Earliest start date: 5/10/2021

Latest start date: 6/15/2021

Earliest end date: 8/25/2021

Latest end date: 9/30/2021

Is the employer willing to hire couples? No

Is the employer willing to hire group of friends? Yes

Meals? Yes

Meals details: You will be given one meal per shift (every 6 hours worked)

Is a drug test required? No

Drug test comments:



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### Job Description

Is employer interview required? No

Employer interview details:

Do students complete an additional application upon arrival? No

Possibility to find a second job in the area Yes

Second jobs require you to contact CHI at [chiwt@chinet.org](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:** You can work a 2nd job, but you must inform your CHI Program Coordinator and your employer. It can not conflict with your work schedule or work performance.

**When will work begin?** Within 2-3 days after arrival.

**Arrival Instructions:** Fly into Corpus Christi International Airport from Houston or take Greyhound bus. Your employer will pick you up in Corpus Christi. Must inform your employer of your travel arrangements no later than two weeks before your arrival if you need to be picked up in Corpus Christi.

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 will provide first shirt for free. Any additional shirts will be provided at the cost of \$10.

Do students need to purchase specific clothes or footwear? Yes

**If so, details for clothing:** Please bring comfortable loose-fitting jeans or khakis and comfortable, closed-toed nonslip shoes. Clothing must be clean and nice-looking; no holes or tears in the fabric.

**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 clothes.

**Important points of job:** Very fast-paced environment. Will be on your feet the entire shift. Must have great customer service skills and language skills to communicate with guests.

**Additional position information:**

### Housing Information

**Housing name:** Fins/McDaddy/Tortugas Housing

**Housing address:** 848 S Houston Street

**City:** Port Aransas

**Phone:** (361) 332-8247

**Fax:**

**Contact:** Chris Collins

**Email:** [chris.myfunporta@gmail.com](mailto:chris.myfunporta@gmail.com)

**Website:**

**Housing assisted by:** Employer

Yes



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### Job Description

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

**If so, contract details:** You will be required to sign a lease agreement.

**Type of housing:** House

**Number of people to a room:** 3-4

**Bedrooms:** 1+

**Bath:** 1+

**Cost Type:** Week

**Cost Amount:** \$120.00

**Cost Details:** \$120 per student per week

**Is housing cost deducted from paycheck?** Yes

**Is housing deposit required?** Yes

**Deposit amount:** \$200

**Housing deposit due date:** On arrival

**Instructions for deposit payment:**

**Is housing deposit refundable?** Yes

**Conditions for deposit refund:** A portion of the deposit will be refunded if all rent is paid to date, you stay for your entire lease term and the housing is left in clean and undamaged condition. You will also have to have a "move out inspection" completed with Chris Collins. At that point you will be informed the amount of your refunded deposit.

**Utilities included:** Yes

**If so, utilities details:** Electricity, water, sewer, garbage, TV, internet

**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:** Employer Provides

**Transportation details:** bus, contracted by employer

**Additional housing features:** Fully stocked kitchen, furnishings and linens are provided.

**Comments:** The employer is securing the housing for the students that will be working at Fins, MacDaddy's and at Tortugas. More details to follow soon.

You will be required to keep the place clean and tidy. With proper notice your employer will conduct periodic house inspections to ensure the condition of the housing is being kept up.



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### Job Description

#### Location Area Information

**Location type:** Beach town

**Location of work site best described as:** Waterfront restaurant in a beach town

**Location details:** Port Aransas is the only established town on Mustang Island and inhabits 8 miles of the 18 mile long barrier island. Mustang Island is located north of Padre Island, the longest barrier island in the world and south of San Jose Island, renowned for its shelling. Running parallel to the mainland, barrier islands protect the coast from the full force of powerful storm waves. Surrounding waters include the Corpus Christi Bay, the Gulf of Mexico, the Lydia Ann Ship Channel and the Corpus Christi Ship Channel. Population: 3,500 approx.

**Average daily temperature:** Summer: High 90 F (32C); Low 75 F (23C)

**Community or regional website:** [www.portaransas.org](http://www.portaransas.org)

**Nearest cities:** Corpus Christi

**Distance to nearest cities:** 30 miles / 325,733 population

**What to wear:** Summer: Light clothing, shorts, t-shirts, sunscreen

**Available public transportation:** Island bus

**Public transportation access:** Throughout the city

#### 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:** Yes



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#### Suggested Travel Information

- Nearest international airport:** (IAH) Houston International Airport
- Nearest airport:** (CRP) Corpus Christi International Airport
- Transportation from airport to employer and / or housing:** Bus or shuttle service
- Nearest bus station (to the airport):** Greyhound Bus station
- Bus information (web site):** [www.greyhound.com](http://www.greyhound.com)
- Nearest train information (to the airport):** NA
- Train information (web site):** NA
- If participant arrives after hours suggested, overnight accomodation:** May need a motel for a night depending on Greyhound's bus schedule to Corpus Christi.
- Cost per night:** Varies
- Transportation to overnight accomodation:** Varies
- Transportations cost:** Varies
- Travel Instructions:** Since it is 270 miles (434km) from Houston to Corpus Christi, you should take a Greyhound bus from Houston Airport to Corpus Christi. Greyhound buses do not go into Port Aransas. To get to the Greyhound bus station in Houston, please take a taxi or Uber from the airport to the Greyhound station located at: 2121 Main Street; Houston, TX 77002; Telephone Numbers: Main: (713) 759-6565; Customer Service: (713) 759-6581. The cost of the taxi would be about \$60. The Greyhound bus ride to Corpus Christi will cost approximately \$35 and will take about 4 hrs to arrive - check their website for current schedule and pricing. Once you are in Corpus Christi you can take a taxi or Uber into Port Aransas. This could cost you about \$100. There is also a bus service. Please let your employer know of your arrival into Corpus Christi at least 2 weeks in advance and they might be able to send a driver to pick you up.


#### 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:** You must complete your validation upon arrival, CHI then needs to process and approve the validation. Check after 4 to 10 days and if approved, then go apply for SS card. Check with your CHI Program Coordinator to confirm when. You must give your ss card to your employer within 4 weeks after arriving.
- Where is the closest Social Security office?** 3801 South Port Avenue, Corpus Cristi, TX 78415
- How far is the Social Security office from the work place?** 35 miles (56 km)
- Specific instructions:** Upon arrival in America please validate in the database. Then after approx. 10 days you can go to Social Security. Be sure to get a receipt, it is the only proof that you have applied. The office is located at: 3801 South Port Avenue, Corpus Cristi, TX 78415; Telephone: 1-866-613-2859; Hours: Mon & Tue 9am - 3pm, Wed 9am - 12pm, Thu & Fri 9am - 3pm, except Federal holidays.



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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 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](mailto: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](http://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](http://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.

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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.

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## 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](http://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.)



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## 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.

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## 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

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## 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](http://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.

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## 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.

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## 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.

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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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*Be Safe. Follow the rules. Have fun.*

