



## 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:** Extreme Myrtle Beach, LLC  
**DBA:** Extreme Pizza Myrtle Beach  
**Type of Business:** Restaurant  
**Job location:** 1310 CELEBRITY CIR  
**Location type:** Beach town  
**City:** MYRTLE BEACH  
**State:** SC  
**Zip:** 29577  
**Website:** www.extremepizza.com

#### Why choose us?

Our dedication to quality comes from a strict policy to use only the freshest ingredients, the tastiest combinations of toppings, and a mouth-watering store-baked crust. As for the innovation side of things, well that's easy. Think about it. What does an office full of freethinking, pizza connoisseur daredevils get you? It gets you mandarin oranges, Canadian bacon, pineapples, mozzarella, and cheddar (Paia Pie). It gets you black beans, grilled chicken, olives, onions, cilantro, and cheddar (Baja 1000). And for the politically savvy pizza-eaters, it gets you homemade hummus in place of tomato sauce, tomatoes, olives, feta, fresh basil, pepperoncinis, and mozzarella (Peace in the Middle East). This is the sort of pizza invented by people who sail from kites, who snowboarded before there were snowboards, and who learned to always color outside the lines.

At Extreme Pizza, we're always experimenting with new ways to test the palette, to push the pizza experience to a higher level. And because we've received such raving support from our customers and food critics, we have made the sky our limit as to what we can create on our canvas crust. Whether you eat at Extreme, have a piping hot pie delivered to your doorstep, or try one of our "take-n-bake" pizzas that you cook at home, you'll need to gear up for an eating adventure. Are you ready to get extreme?

#### Cultural exchange activities

Myrtle Beach has many international Work and Travel participants during the spring months. There are many cultural activities throughout the seasons. We are organizing barbecues and sport activities for our employees.

#### Position

**Job title:** Server - Early  
**Job prerequisites:** Advanced English only. No exceptions.  
**Job description:** Duties include but are not limited to: learning menu, taking food & beverage orders, taking to go orders for customers, serving customers, cleaning, cleaning bathrooms, doing side work, answering the phone. You must complete training before you can become a server. Must speak and read English on an advanced level, no exceptions.  
**English level required:** Advanced  
**Hourly wage (before taxes):** 2.15  
**Wage comments:**  
**Position ID:** 13896

#### Position Information

**Tips:** Tips for servers only.  
**Bonus:** No  
**Bonus comments:** No bonuses provided.  
**Estimated hours per day:** 7



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Number of days per week: 5

Overtime: Slight

Overtime details: Slight opportunity for overtime. Overtime is not guaranteed.

Earliest start date: 5/1/2020

Latest start date: 5/15/2020

Earliest end date: 8/20/2020

Latest end date: 9/30/2020

Is the employer willing to hire couples? Yes

Is the employer willing to hire group of friends? Yes

Meals? Yes

Meals details: 60% discount while working only.

Is a drug test required? No

Drug test comments:

Is employer interview required? Yes

Employer interview details: Skype interviews must be completed if not interviewed by Adam Thornton on Hiring Tour. Adam's skype is athrownton151

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: Your job at Extreme Pizza comes first and takes priority over a second job. No exceptions or set schedule.

When will work begin? Within a week of the agreed start date.

Arrival Instructions: Upon your arrival in Myrtle Beach, take a taxi directly to your housing to rest and unpack. Orientation days are usually Monday & Thursday at 9 am (subject to change). Do not be late; make sure to arrive 15 minutes early. There is a possibility you will begin your training at that time. Do not show up to employer with luggage.

Is training required? Yes

Conditions of training: \$20.00 per day. You will not receive tips during training which on average lasts 3-5 days. After training when you start to receive tips, you will switch to an hourly wage of \$2.15 per hour; length of training varies per person.

Is there possibility to change positions? Yes

Uniform required? Yes

Does employer provide uniform? Yes

Cost of uniform: \$65

Is uniform refundable? No

Uniform provided details:

Do students need to purchase specific clothes or footwear? Yes

If so, details for clothing: Your first t-shirt and apron are \$30; additional shirt is \$10 each. You must wear long dark blue jeans only. Adam will order your shoes. This will be deducted from your paycheck, either all at once or in small amounts from multiple checks. All staff must have good hygiene (wear deodorant), no bold hair colors, no visible tattoos and/or body piercings (except one



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stud earring in each ear), no long fingernails. Guys: short hair and be clean-shaven only. Girls: no long fingernails or bold nail polish. Long hair must be pulled up and away from face/off shoulders at all times. No exceptions.

**Grooming:** Staff must have good hygiene (wear deodorant), no bold hair colors, no visible tattoos and/or body piercings (except one stud earring in each ear), no long fingernails. Guys: short hair and be clean-shaven only. Girls: no long fingernails or bold nail polish. Long hair must be pulled up and away from face/off shoulders at all times. No exceptions.

**Important points of job:** The job requires standing and walking for extended time periods. Must be in good health and physically able to perform the job tasks. Must be able to lift up to 30 lbs.

**Additional position information:** You need to be prepared for long-standing shifts. Verbal English must be at an 8/10 on the scale of 1 to 10 with 10 being fluent. All cellular phones must be turned off and put away when you are dressed in your uniform and are clocked in and are working. No exceptions.



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### Job Description

#### Housing Information

**Housing name:** Lacks 29th Ave

**Housing address:** 515 29TH AVE N

**City:** MYRTLE BEACH

**Phone:** (843) 283-2470

**Fax:**

**Contact:** Samantha Wiley

**Email:** Samantha@lacksbeachservice.com

**Website:**

**Housing assisted by:** Employer

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

**If so, contract details:** Separate housing agreement required for each participant. Individual deposit and weekly rent payments required.

**Type of housing:** House

**Number of people to a room:** 2-4

**Bedrooms:** 2-4

**Bath:** 1

**Cost Type:** Week

**Cost Amount:** \$125.00

**Cost Details:** \$125.00 per week.

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

**Is housing deposit required?** Yes

**Deposit amount:** \$200.00

**Housing deposit due date:** Upon arrival

**Instructions for deposit payment:** To be paid upon arrival.

**Is housing deposit refundable?** Yes

**Conditions for deposit refund:** Full deposit refundable after inspection and determined to be in good condition with no damages.

**Utilities included:** Yes

**If so, utilities details:** Utilities included at no additional cost.

**Utilities estimated cost per month:** Utilities included in the price of rent.

**Is the housing mandatory?** No

**Can students find alternative housing during their stay?** No

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

**Transportation details:** Public transportation, bike, walk.

**Additional housing features:**

**Comments:** Kitchen utensils, pots, pans, sheets, pillows included.



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#### Location Area Information

**Location type:** Beach town

**Location of work site best described as:** Busy pizza restaurant in a high traffic tourist area

**Location details:** Myrtle Beach is a top domestic tourist destination for Americans. With nearly 14 million visitors a year, 60 miles of warm & sandy beaches, an active nightlife, good restaurants, shopping, fishing, swimming, kayaking & more. Your work location is located 2 miles from the beach, you will not work on the beach itself.

**Average daily temperature:** 85 F and up; humid

**Community or regional website:** [www.mbchamber.com](http://www.mbchamber.com)

**Nearest cities:** Charleston, SC is 100 miles

**Distance to nearest cities:** Wilmington is 75 miles

**What to wear:** Shorts, t-shirt, jeans, light jacket, gym shoes

**Available public transportation:** Very Limited

**Public transportation access:** Very Limited

#### 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

#### Suggested Travel Information

**Nearest international airport:** Atlanta (ATL) Charlotte (CLT) Charleston (CHS)

**Nearest airport:** Myrtle Beach International (MYR)

**Transportation from airport to employer and / or housing:** Taxi

**Nearest bus station (to the airport):** Airport shuttle - [www.myrtlebeachairportshuttle.com](http://www.myrtlebeachairportshuttle.com)

**Bus information (web site):** Greyhound Bus - [www.greyhound.com](http://www.greyhound.com)

**Nearest train information (to the airport):** Amtrak - Florence, SC - 82 Miles

**Train information (web site):** [www.amtrak.com](http://www.amtrak.com)

**If participant arrives after hours suggested, overnight accomodation:** Hotel/Motel

**Cost per night:** \$100 - \$200

**Transportation to overnight accomodation:** Taxi

**Transportations cost:** \$50 +

**Travel Instructions:** Upon your arrival in Myrtle Beach, take a taxi directly to your housing to rest and unpack. Do not show up to employer with luggage.



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#### 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:** Please attend local ISOP meetings at 9:00 am sharp at Seacoast Vineyard Church: 504 27th Ave N, Myrtle Beach, SC 29577 to apply for Social Security number & bank account. If not, you will spend a day applying at their office: Mon., Tues, Thurs & Friday – 9 am – 3 pm, Wed. – 9 am – 12 pm.

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

**How far is the Social Security office from the work place?** 1.5 miles

**Specific instructions:** Read your student handbook & take ALL documents with you. If you don't, you will have to travel back to Social Security on another day, at your expense. \$\$\$

# 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 Josephine Musto, South Atlantic Region – Program Coordinator, for Cultural Homestay International (CHI). I will be happy to answer any questions you might have and I 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.

Warm Travel Wishes,

Josephine Musto

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. Backup 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, but 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 cannot 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, driver's 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, please wear a helmet.
- 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 [wt.chinet.org](http://wt.chinet.org) to enter your flight information, as soon as you book your ticket.**

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

**To access [wt.chinet.org](http://wt.chinet.org), you need your family name as it appears on your DS-2019 form and your 11 digit DS number, starting with letter N**

- 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.
- 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.

## **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
- Sponsor Letter
- J-1 Job Offer

## **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.
- 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 [wt.chinet.org](http://wt.chinet.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 employer’s participation in the Work & Travel program that has afforded you the opportunity to come to the United States.
- A second job may not conflict with your primary CHI position in anyway.
- If you are considering looking for a second job, please be reminded the employer must be approved by CHI for your safety.
- Failure to have any second job approved may result in a participant’s negative program status.
- Your CHI representative will send you exact instructions in a letter prior to your arrival. Check your email daily, it is very important.

## **Health Insurance**

**It is required that all participants of Work & Travel obtain health insurance.**

- Your health insurance provider will email your instructions to obtain your insurance card.
- Do not leave your home country without accessing the health insurance website and printing your card.
- In the United States, doctors and hospitals are in different buildings. Doctors generally have offices away from the hospital or work at an urgent care facility or clinic.
- For a basic illness, you will go to a doctor’s office, urgent care facility or clinic, pay \$100 and your insurance 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.

## **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.