



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: Walmart Stores, Inc
DBA: Walmart
Type of Business: Retail
Job location: 550 HIGHWAY 17 N
Location type: Beach town
City: N MYRTLE BCH
State: SC
Zip: 29582
Website: www.walmart.com

Why choose us?

Located in a beach area, Walmart is the largest retailer in the US. Large customer base with opportunity for language and cultural immersions. Many of the J1 participants in the area with the chance to connect and form new relationships.

Cultural exchange activities

Shopping, Gullah Museum, music events, water sports, fishing, and local cuisine.

Position

Job title: Stocker

Job prerequisites: Must be able to work at a fast pace, and meet deadlines. Must be in good physical condition and able to lift at least 40lbs, stand for an extended amount of time and perform all duties with no restrictions. Must be customer/member-centered and have the ability to serve the Customer/Member whole showing care and concern. Good communication skills require. Must have the ability to asks questions in order to understand customer/member needs and uses policies and information in order to exceed customer/member expectations. Finds and uses the right resources (people, products, tools) at the right time in order to resolve customer/member requests. Make Effective Choices - Uses policies, procedures, and/or guides to make good choices. Uses data and facts in order to make day-to-day decisions and involves others as needed. Recognizes what might be a problem and informs those who can correct it. The ideal candidate will exhibit the following: Plans for and Improve Work - Accepts responsibility and meets expectations for own work. Identifies steps needed in order to carry out work as required. Shares Information - Listens to others and asks questions to learn about what is needed. Communicates the right information to associates and leaders when they need it. Communicates in a respectful and professional manner. Get Results - Makes sure work is done correctly. Works on top priorities first. Makes a consistent effort to get results. Meets deadlines. Takes action in order to solve problems so work can be completed in a timely and cooperative manner.

Job description: Maintain inventory accuracy for the facility. Maintain the area of responsibility. Receive and stock merchandise throughout the facility and organize and maintain the backroom by following company safety, cleaning, and operating procedures; preparing, handling, packaging, labeling, and storing food to meet safety and compliance guidelines; operating and sanitizing food-related equipment. Additional duties include setting up displays; receiving, sorting, staging, and delivering merchandise. Complies with company policies, procedures, and standards of ethics and integrity by implementing related action plans; Completes work assignments and priorities in a timely manner.



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English level required: Intermediate
Hourly wage (before taxes): 11.00
Wage comments: 11.00 per hour USD
Position ID: 13958

Position Information

Tips: No tips listed.

Bonus: No

Bonus comments: No bonuses specified

Estimated hours per day: 7

Number of days per week: 5

Overtime: Yes

Overtime details: Opportunity for overtime. OT may vary and is based on employer needs.

Earliest start date: 5/1/2021

Latest start date: 6/20/2021

Earliest end date: 9/1/2021

Latest end date: 9/18/2021

Is the employer willing to hire couples? Yes

Is the employer willing to hire group of friends? Yes

Meals? No

Meals details: No meals provided

Is a drug test required? Yes

Drug test comments: Drug tests is required as a part of pre-employment screening or may be conducted randomly by the employer if drug use is suspected.

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: There are opportunities for second jobs, however, priority must be given to Walmart as the primary employer.

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. please note that housing must be arranged on your own for this position.

Is training required? Yes

Conditions of training: Training will be provided by the employer at the normal pay rate.

Is there possibility to change positions? No

Uniform required? No

Does employer provide uniform? No

Cost of uniform:



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Is uniform refundable? No

Uniform provided details:

Do students need to purchase specific clothes or footwear? Yes

If so, details for clothing: Nice jeans or khakis, solid print shirt, polo, closed-toed shoes with non-slip soles

Grooming: Clean cut, clean shaven, natural hair color, no facial piercings.

Important points of job: When assigned to Fresh (produce, food production), may be required to handle food items. Duties include handling, storing, and cleaning food in safe and correct ways, consistent with company policies and procedures. Informs customers about items when asked to do so. Observes and reports complaints and problems with products, services, and work areas.

Additional position information: May be asked to work varying shifts and perform additional duties as requested. Must complete the application process after your arrival. Detailed Instruction will be provided to you by CHI on how to complete the application process using Walmart's online application system. All participants must complete and successfully pass the assessment in order to work at Walmart. Unsuccessful assessments or incomplete applications will not be invited to work for Walmart during the Summer work and travel program.



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Job Description

Housing Information

Housing name: Walmart Housing - Fountainbleu Inn

Housing address: 701 FLAGG ST

City: MYRTLE BEACH

Phone: (843) 448-8461

Fax:

Contact: Nicole or Elaine

Email: fountainbleaumbc@yahoo.com

Website: <http://fountainbleauinnmyrtlebech.us/>

Housing assisted by: Must Arrange Own

Is student required to sign a separate housing contract? Yes

If so, contract details: Most of the time housing person has lease agreement that is consisted from housing rules and moving in and out dates.

Type of housing: Hotel

Number of people to a room: 2-4

Bedrooms: 1

Bath: 1

Cost Type: Week

Cost Amount: \$150.00

Cost Details: 100.00 per week

Is housing cost deducted from paycheck? No

Is housing deposit required? Yes

Deposit amount: 100.00-300.00

Housing deposit due date:

Instructions for deposit payment: Required upon arrival. Contact the housing for specific details on terms and conditions pertaining to the deposit.

Is housing deposit refundable? No

Conditions for deposit refund:

Utilities included: Yes

If so, utilities details: All utilites included

Utilities estimated cost per month: 0

Is the housing mandatory? No

Can students find alternative housing during their stay? Yes

Method of transportation from housing to work site: Own

Transportation details: Walking, biking and public transportation is main source of transportation. Transportation depends on the distance of the housing that is provided. The student will receive detailed housing information 4-8 a week prior to their arrival in the USA.

Additional housing features:

Comments: Please note that this is just a housing example. Participants must arrange housing on their own. Detail varies depending on availability.



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Location Area Information

Location type: Beach town

Location of work site best described as: Retail store

Location details: Beach and resort town

Average daily temperature: 85 and up; humid

Community or regional website: www.mbchamber.com

Nearest cities: Charleston, SC is 100 miles

Distance to nearest cities: Wilmington is 75 miles

What to wear: Must have solid or print top, Swimsuit, shorts, tank tops, light jacket, nice jeans, khakis, t-shirts, sweats, jumpers, hoodies

Available public transportation: Taxi, Uber, Lyft

Public transportation access: 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)

Nearest airport: Myrtle Beach International Airport (MYR)

Transportation from airport to employer and / or housing: Taxi, Uber, Lyft

Nearest bus station (to the airport): Greyhound

Bus information (web site): www.greyhound.com

Nearest train information (to the airport): Amtrak

Train information (web site): www.amtrak.com - Florence, SC - 82 miles

If participant arrives after hours suggested, overnight accomodation: Hotel, Motel, Ramada Inn

Cost per night: \$75-\$150

Transportation to overnight accomodation: Taxi, Uber, Lyft

Transportations cost: Varies depending on the distance

Travel Instructions: Upon your arrival in Myrtle Beach, take a taxi directly to your housing in North Myrtle Beach to rest and unpack. Do not show up to the 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: Manager will assist students with directions to the nearest Social Security office or ISOP meeting.

Where is the closest Social Security office? 11 Burroughs and Chapin Blvd, Myrtle Beach, SC 29577, (843) 248-4271 Monday, Tuesday, Thursday, Fri

How far is the Social Security office from the work place? 5-15 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. Apply being verified in SEVIS, wait 10 days to apply for social.



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Walmart Inc. is an American multinational retail corporation that operates a chain of hypermarkets, discount department stores, and grocery stores. Offering positions throughout the South Atlantic region, in Myrtle Beach, Carolina Beach, Hilton Head Island and other top tourist destinations.



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 to enter your flight information, as soon as you book your ticket.**

Student and Exchange Visitor Information System: wt.chinet.org

To access 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 to enter your flight information, as soon as you book your ticket.
- You are required to access wt.chinet.org within three days of arrival into the United States.
- You are required to access 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 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 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.

Fresh CAP Team Associate - WMT

This position is responsible for assisting in the operation of a department. An individual in this position will be expected to perform additional job related responsibilities and duties throughout the facility as assigned and/or as necessary.

Essential Functions

An individual must be able to successfully perform the essential functions of this position with or without a reasonable accommodation.

Maintains inventory accuracy for the facility by following customer inventory flow process; ensuring backroom standards are met and ready for incoming freight; binning and picking merchandise; utilizing the inventory management system; completing bin audits; working inventory exceptions; assisting with cost inventory (for example, counting products); and correcting shelf capacities.

Provides customer service by acknowledging the customer; identifying customer needs; locating merchandise and assisting with purchasing decisions; providing product knowledge; resolving customer issues and concerns; and promoting products and services while maintaining a safe shopping environment.

Maintains area of responsibility (for example, Fresh) consistent with company policies and procedures, by properly handling claims and returns; zoning the area; maintaining merchandise presentation; stocking and rotating merchandise; culling produce to ensure quality; setting up, cleaning, and organizing product displays; signing and pricing merchandise appropriately; identifying shrink and damages; removing damaged or out-of-date goods; processing throwaways and items for donation; securing fragile and high-shrink merchandise; and escalating issues to management when necessary.

Receives and stocks merchandise throughout the facility and organizes and maintains the backroom by following company safety, cleaning, and operating procedures; preparing, handling, packaging, labeling, and storing food to meet safety and compliance guidelines; operating and sanitizing food-related equipment consistent with company policies and procedures; setting up displays; maintaining modular integrity; receiving, sorting, staging, and delivering merchandise; and completing paperwork, logs, and other required documentation.

Complies with company policies, procedures, and standards of ethics and integrity by implementing related action plans; using the Open Door Policy; and applying these in executing business processes and practices.

Completes work assignments and priorities by using policies, data, and resources; collaborating with managers, co-workers, customers, and other business partners; identifying priorities, deadlines, and expectations; carrying out tasks; communicating progress and information; determining and recommending ways to address improvement opportunities; and adapting to and learning from change, difficulties, and feedback.

Competencies

An individual must be proficient in each of the competencies listed below to successfully perform the responsibilities of this position.

Food - Handles, stores, and cleans food in safe and correct ways, consistent with company policies and procedures. Informs customers about food items when asked to do so. Prepares, takes, and fills orders for food items in a timely manner. Observes and reports complaints and problems with food products, services, and work areas. Uses food equipment and supplies in safe and correct ways, and cleans and logs them after each use, consistent with company policies and procedures.

Inventory Operations - Maintains safe and correct practices to handle, move, and display goods. Carries out the monthly cost inventory processes to help improve replenishment and receiving and to reduce shrinkage. Maintains consistent inventory practices and addresses low in-stock levels in assigned area(s), and reports them with ideas for corrective action. Demonstrates and helps others with the safe and proper use and maintenance of inventory tools and equipment, consistent with company policies and procedures.

Customer/Member Centered: Serve the Customer/Member - Shows care and concern when serving our customers/members. Asks questions in order to understand customer/member needs. Uses policies and information in order to exceed customer/member expectations. Finds and uses the right resources (people, products, tools) at the right time in order to resolve customer/member requests.

Judgment: Make Effective Choices - Uses policies, procedures, and/or guides to make good choices. Uses data and facts in order to make day-to-day decisions and involves others as needed. Recognizes what might be a problem and informs those who can correct it.

Planning and Improvement: Plan for and Improve Work - Accepts responsibility and meets expectations for own work. Identifies steps needed in order to carry out work as required.

Influence and Communicate: Share Information - Listens to others and asks questions to learn about what is needed. Communicates the right information to associates and leaders when they need it. Communicates in a respectful and professional manner.

Execution and Results: Get Results - Makes sure work is done correctly. Works on top priorities first. Makes a consistent effort to get results. Meets deadlines. Takes action in order to solve problems so work can be completed in a timely manner.

Ethics and Compliance: Perform to Ethical Standards - Follows company policies and procedures (for example, the Ten Foot Rule). Shows integrity and ethical behavior in all work situations. Reports ethical and compliance issues promptly.

Job Description

Fresh CAP Team Associate - WMT

Adaptability: Adapt - Adapts to changing work demands. Stays focused on own work when faced with change or difficulties. Stays open to and learns from assignments and feedback.

Physical Activities

The following physical activities are necessary to perform one or more essential functions of this position.

- Observes associate, customer, or supplier behavior.
- Enters and locates information on computer.
- Moves up and down a ladder.
- Presents information to small or large groups and individuals.
- Communicates effectively in person or by using telecommunications equipment.
- Squats, kneels, or crawls for extended periods of time.
- Creates documents, reports, etc., using a writing instrument (such as a pencil or pen) or computer.
- Grasps, turns, and manipulates objects of varying size and weight, requiring fine motor skills and hand-eye coordination.
- Visually locates merchandise and other objects.
- Visually inspects equipment.
- Reaches overhead and below the knees, including bending, twisting, pulling, and stooping.
- Moves, lifts, carries, and places merchandise and supplies weighing up to 25 pounds without assistance.
- Visually verifies and reads information, often in small print.
- Stands for long periods of time.

Work Environment

Working in the following environment is necessary to perform one or more of the essential functions of this position.

- Moves through narrow, confined spaces such as stacks of merchandise or supplies, storage areas, and closets.
- Moves over sloping, uneven surfaces such as the parking lot, building perimeter, receiving bays, sections of the facility which have temporary cracks, or areas under repair.
- Moves over slippery surfaces in the work area as well as other areas that may become slippery during inclement weather.
- May work with substances that require special handling
- Works in areas requiring exposure to varying temperatures, extreme heat or cold, and/or wet, damp, or drafty conditions.
- Works varying shifts as required.

Entry Requirements

Minimum Qualifications

- Will successfully complete all job required trainings and assessments

Fresh CAP Team Associate - WMT

Signature

I have read and understand the essential functions for this position and certify that:

_____ I have the ability to perform the essential functions of this position either with or without a reasonable accommodation.

_____ I do not have the ability to perform the essential functions of this position either with or without a reasonable accommodation.

Associate/Applicant Printed Name

Associate/Applicant Signature

Date