

- 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: Cafua Management Company, LLC - Saco, OOB

DBA: Dunkin Donuts

Type of Business: Food & Beverage

Job location: 617 Broadway

Location type: Metropolitan area

City: Portland State: ME Zip: 04106

Website: www.cafuamanagement.com

Why choose us?

Dunkin' Donuts is an American global doughnut company and coffeehouse chain. It is a busy but fun atmosphere.

Cultural exchange activities

The New Hampshire lakes region offers a wide variety of cultural activities during the winter season. There is a ski mountain nearby that hosts a variety of events throughout the winter season. Lake Winnipesaukee also hosts events throughout the winter for ice fishing.

Portland Maine is a popular tourist destination. Whether you want to stroll down the downtown, cross-country ski, go on a sleigh ride, or explore snow-covered lighthouses, there is something to do for everyone in Portland in winter! Pittsfield Ma has many opportunities for skiing, and snowshoeing, there is a winter festival in town and local museums in town.

Position

Job title: Team Member - Broadway Donuts

Job prerequisites: Advanced English.

Must be a team player.

Job description: An entry-level job, the position of Dunkin' Donuts Team Member assumes several job duties.

The primary responsibilities include operating cash registers, greeting customers, taking food and drink orders, and completing transactions. Dunkin' Donuts team members also regularly clean work stations, brew and grind coffee, restock cups and food items, assist bakers and help clean the restaurant by sweeping, mopping, removing trash and cleaning bathrooms. You are required work on foot for long periods of time. Applicants should possess excellent

verbal communication skills and basic computer and mathematics skills.

English level required: Advanced

Hourly wage (before taxes): 13.80

Wage comments:

Position ID: 22561 Union: No Union Dues:

Position Information

Tips: Possibly

Bonus: No

Bonus comments:



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Job Description

Estimated hours per day: 6-8 Number of days per week: 5

Overtime: Slight

Overtime details:

Earliest start date: 11/15/2023 Latest start date: 12/23/2023 Earliest end date: 3/1/2024

Latest end date: 3/31/2024

Is the employer willing to hire couples? Yes Is the employer willing to hire group of γ_{es}

friends?

Meals? No

ivieais: IVC

Meals details:

Is a drug test required? No

Drug test comments:

Is employer interview required? No

Employer interview details:

Do students complete an additional γ_{es}

application upon arrival?

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: The second job should work around the contract job. Lots of opportunities for additional

jobs.

When will work begin? As soon as you fill out your paperwork with your manager.

Arrival Instructions: After you arrive, please schedule a time with your manager to do your paperwork. Arrive mid

-week with proper notice.

Is training required? Yes

Conditions of training: Paid hourly training.

Is there possibility to change positions? No

Uniform required? Yes

Does employer provide uniform? Yes

Cost of uniform: varies

Is uniform refundable? No

Uniform provided details: The employer will provide company hat, apron, and name badge.

Do students need to purchase specific γ_{es}

clothes or footwear?

If so, details for clothing: Participants should have non-slip shoes. You will also need to bring blue jeans and a white

polo style shirt with a short sleeved shirt. Shirts must be white solid white, have a collar, turtleneck or mock neck can be button up or pullover, cannot be open more than 3 inches

below the base of the neckline. Cannot be see-through.

Grooming: Clean, neat appearance and proper personal hygiene required. Long hair must be pulled

back during work shifts.

Important points of job: Must have fluent English, this is a very fast paced store and they must be able to understand

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Job Description

and communicate.

Additional position information: Fun fast paced customer service type position. Great atmosphere, FUN place to work.

Housing Information

Housing name: Employer Assisted Housing TBA

Housing address: TBA

City: OLD ORCHD BCH

Phone: Fax:

Contact: Employer

Email: chiwt@chinet.org

Website:

Housing assisted by: Employer

Is student required to sign a separate Yes

housing contract?

If so, contract details: Students will sign contract upon arrival.

Type of housing: House

Number of people to a room: 2-5

Bedrooms: 2-4
Bath: 1-2
Cost Type: Week
Cost Amount: \$125.00

Cost Details Housing is \$120-\$140 per week. Exact housing details will be shared 4-8 weeks prior to arrival.

Is housing cost deducted from paycheck? No

Is housing deposit required? Yes

Deposit amount: \$200.00

Housing deposit due date: \$200-\$400

Instructions for deposit payment: Deposit due upon arrival. Exact housing details will be shared 4-8 weeks prior to arrival.

Is housing deposit refundable? Yes

Conditions for deposit refund: If there is no damage done to the property, the housing rules have been respected and you

stay until end of your working contract your deposit will be refunded.

Utilities included: Yes

If so, utilities details: All utilities are included.

Utilities estimated cost per month:

Is the housing mandatory? No

during their stay?

Method of transportation from housing to Walking

work site:

Transportation details: Transportation details will be shared 4-8 weeks prior to arrival. Housing will be in 5 miles

radius from the work site.

Additional housing features:

Comments: This is an example of the housing. Exact housing information will be sent 4-8 weeks prior to

your arrival in the USA. Please contact your employer for more deatils.



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Job Description

Location Area Information

Location type: Metropolitan area

Location of work site best described as: The worksite is located in a moderate-sized city atmosphere.

Location details: Portland is a city in the U.S. state of Maine, set on a peninsula extending into Casco Bay. The

Old Port waterfront features working fishing wharves and converted warehouses with restaurants and shops. Nearby, the Western Promenade is a public park atop a bluff, offering river and mountain views. Its surrounding district, the West End, is full of Victorian-era homes,

including the Victoria Mansion museum.

Average daily temperature: 0-50F

Community or regional website: www.visitmaine.com

Nearest cities: www.visitmaine.com

Distance to nearest cities: Boston, 2 hrs

What to wear: Variety of clothes suggested; warm coat, raincoat, jacket, pants, boots, hat, gloves, shorts,

tshirts, swim suits and shirts. Temperatures vary.

Available public transportation: Bus https://www.shuttlebuszoom.com/

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: Boston Logan Airport

Nearest airport: Portland Jetport (PWM)

Transportation from airport to employer Subway, taxi

and / or housing:

Nearest bus station (to the airport): At Boston airport

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

Nearest train information (to the airport): North Station, Boston

Train information (web site): www.amtrak.com

If participant arrives after hours suggested, www.hihostels.com

overnight

accomodation:

Cost per night: \$50 +

Transportation to overnight accomodation: Subway, taxi

Transportations cost: Varies

Travel Instructions:



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Social Security Information

Does the company require students to have NOSocial Security number before arriving to

the work place?

application assistance?

If so, details: Address: 1355 Congress St fl 2, Portland, ME 04102

Phone: (800) 772-1213

Where is the closest Social Security office? Portland, Maine

How far is the Social Security office from the $\,\,$ 5 miles from work site

work place?

Specific instructions: Please apply after you have been successfully validated in SEVIS.



OPENING DOORS TO THE WORLD SINCE 1980!

CULTURAL HOMESTAY INTERNATIONAL

A Non-Profit Educational Exchange Program

Welcome Letter

Dear Participant,

We are so excited that you will be visiting our country for the Summer Work Travel Program. This will be an independent, adventurous, and life-changing trip where you will gain work and life experiences making memories that you will forever remember! We know that the Work & Travel Program can be challenging to some, especially in the beginning while you acclimate to your new job, housing, coworkers, and living in a new country! Culture Shock is real! But you got this! Take a deep breath and enjoy the ride!

Your CHI Program Coordinator will be reaching out to you directly very soon with an introduction email. They will be your primary point of contact and will be assisting you before, during, and after your program stay. Please feel free to contact your CHI Program Coordinator directly regarding any help you might need or assistance during your application for Social Security Number or second job process. Program Coordinators are also there to help you out with questions about cultural exchange or recommendations on what to visit in the area where you are at.

Please remember to check your email daily during your program for important reminders and updates.

We wish you great summer!



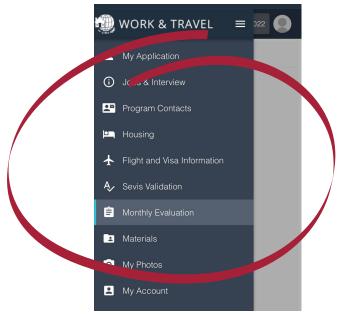
COMMUNICATION IS KEY

Your safety and well-being during your Work & Travel program are of the utmost importance to CHI, and we are available to give you support and guidance when needed. We have taken the time, with our years of combined experience, to create this guide to help you avoid potential difficult and costly problems. Please read this guide carefully, print a copy, and carry it on the plane with you.

By now you should have your CHI Work & Travel account. Access it at wt.chinet.org. This will be the primary tool for communicating with CHI. Prior to arrival, you will enter your flight information, allowing your employer to view your expected arrival date and guarantee your position. On arrival, you will go to the SEVIS Validation tab and validate your visa within three days of arrival. During your program, you are required to complete a monthly evaluation every month you are in the United States. These are your main communicating responsibilities as a Work & Travel participant. They are required by the United States government. Failure to comply with these quick, small communication steps will jeopardize your program status.

REVIEW

- Enter your flight information as soon as your flight is arranged.
- Upon arrival in the United States, validate under the SEVIS Validation tab within three days of arrival, no exceptions.
- Complete a monthly evaluation, each month you are in the United States.



Your monthly evaluation is due each month near the time you completed your SEVIS Validation. You are required to complete your SEVIS Validation upon arrival and then you will be notified to complete your monthly evaluation every 30 days.

CHI will send you a monthly evaluation reminder email. It is important to check your email daily, before and during your program. Email is the communication used for official business. As a participant in the Work & Travel program, you are expected to read and respond to important emails. Your coordinators may use other forms of communication such as Facebook, What's App, or Text, however, the most important information will be conveyed through email.

Program Coordinators may label the subject of the email, Response Required (requires a response) or Action Required (requires action). Please do not ignore these emails. Work & Travel is for independent adults who are responsible for keeping in communication with their sponsor while they are guests in the United States.

VISA OR DS DATES

DS dates are the dates you may legally work in the United States. You may not work before the start date and you may not work after the end date. These dates can be found on your DS 2019 form and on your visa. Keep these dates in mind when planning your flight, you will not be able to start work until your DS start date.

These are NOT the dates your employer will start you. Your employer will get you on the schedule as soon as possible, following processing and orientation.



EMPLOYMENT RESPONSIBILITIES

Once you enter the U.S. you are required to go to your pre-arranged job. You MUST go to the job that you originally accepted and fulfill your work commitment for the entire length of your program to the DS end date. Your employer gave you the opportunity to come to the United States for the summer and is eagerly awaiting your arrival.

Although federal program regulations state participants cannot be held in a job against their will, You can not quit your job after only a few weeks. Quitting shortly after arrival may be considered visa fraud. You must give your job a proper chance. Starting a new job is difficult. Failure to follow proper procedures when changing jobs may result in negative program status. Do not let this happen to you. If you are having difficulties at your job, contact your CHI Program Coordinator immediately for assistance.

Employer Processing

There are important documents which you MUST have in your possession and present to your employer to begin processing.

- Valid Passport
- J-1 Visa
- DS 2019 (Original copy signed with blue ink.)
- I-94 Number (Acquired online, 24 hours after entering the US.)



SECOND JOBS



Second jobs are possible. However, your responsibility is to your pre-arranged employer. It is your pre-arranged 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 in any way.

If you are considering looking for a second job, please be reminded the employer must be approved by CHI for your safety. Contact your CHI Program Coordinator to learn how to have your second job approved.

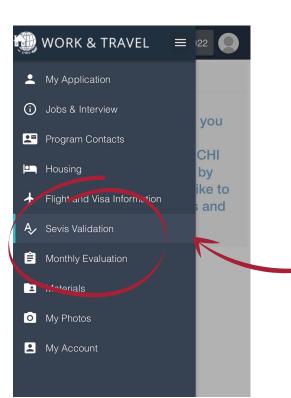
Cultural Homestay International does not provide second jobs.

Social Security

Complete the checklist below before going to Social Security office.

- Have you completed your SEVIS validation?
- Have you received notification from CHI your validation information was approved?
- Have you printed your I-94 from the local library?
- Do you have your passport and J-1 visa?
- Do you have your DS 2019 originally signed in blue ink?
- Have you confirmed with your landlord, the correct mailing address?
- Is your housing a secure place to receive mail in the next two weeks?
- Is it Wednesday? Social Security closes at 12:00 p.m. on Wednesday. Before you go to the office check the hours and if you may need an appointment.





SEVIS VALIDATION

- SEVIS Validation is the second thing you need to do upon arrival in your new city, after calling your parents to report you have arrived safely.
- Log into your CHI Work & Travel account and complete your SEVIS Validation as soon as possible, but not more than three days after arrival.
- 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 permeant housing is secured.
- SEVIS Validation must be officially validated by CHI before going to apply for Social Security.
- Participants who do not validate in SEVIS 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.

Paychecks will not be issued until the employer receives a copy of the student's SS card. Be prepared to have enough spending and rent money for three weeks before receiving your first paycheck.

You must log in to your CHI Work & Travel account and validate SEVIS upon arrival.
Once you have logged in and completed SEVIS will take approximately 2 days to process. SEVIS does not process between 2 PM on Friday to 2 PM on Monday.

You may not go to Social Security until you receive the following CHI notification:

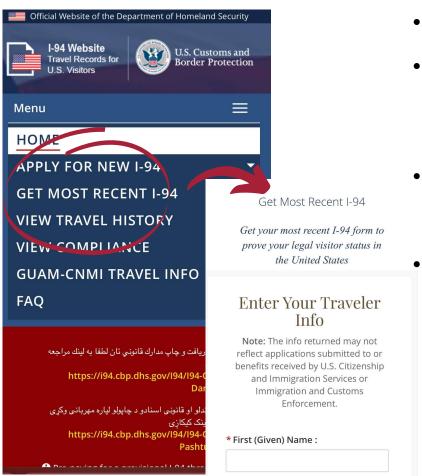
Validation information approved. Your validation information, housing, and first monthly evaluation have been approved.

Going to Social Security before SEVIS approval can delay your card for 60 days.

I-94

I-94 indicates your entrance and exit to the United States. 24 hours after visiting a U.S. Customs and Border Protection agent, a record is generated and accessible for download online. Participants should visit i94.cbp.dhs.gov/I94 to retrieve the I-94 record. This document should be printed. Printers are available at your local library. Check google for a library close to you.

- Wait 24 hours following your arrival in the US before you attempt to retrieve your I-94 number.
- Make sure 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 on your passport.
- Click Submit.
- You must print this document, it is a required document at Social Security.



What to do if your I-94 form is NOT FOUND online:

- Did you enter your first and last name the same way it appears on your passport? Please do not use dashes or titles?
- Did you enter the passport number that appears on the upper righthand side of your passport?
- Did you enter your country of citizenship (the country that issued the passport, not where you currently live)?
- Under Class of Admission, did you enter the visa classification J-1?
- If you entered your first and middle name and it is not found, try one name or the other. Also, try entering your first and middle name in the first name box.
- Try entering either your most recent date of entry or your original date of entry into the U.S. (Stamp on your Passport).
 - If you still cannot find your I-94, please contact your CHI Program
 Coordinator.



Housing Information

CHI has 3 types of housing CHI Assisted, Arrange Your Own, and Employer Provided. Overall, you should not expect luxury accommodations or to have your own room. You should expect to live in a room with 2, 4, or 6 students depending on the size of the room and to share a bathroom. You are expected to pay your rent on time, as agreed at the beginning of the rental term, and have a deposit ready upon arrival.

CHI ASSISTED HOUSING AND EMPLOYER-PROVIDED HOUSING

Participants who have these types of housing will be receiving an email with detailed housing information 4-8 weeks prior to their arrival in the USA. Weekly housing cost approximately will be \$125-140 with utilities included. A deposit of \$200-\$300 will be required upon arrival, the deposit will be returned in full in the case there is no damage to the housing. 2-4 students will be sharing one room. You will have access to the kitchen and wi-fi. Bedding will be provided. Once you receive your housing information please feel free to contact your housing person with your arrival date and time.

Do's & Don'ts

- Don't expect your deposit returned prior to the end of the program.
- Don't expect your deposit returned if your housing is dirty or damaged.
- Don't tell your landlord you will pay your deposit when you get your first paycheck. They do not believe your family sent you to a new country without money.
- Do share a hotel room with friends, look at the housing options before paying a deposit.
- Do contact your Program Coordinator if traveling alone, they can provide you with contact information of students arriving on the same date.
- Do have \$ ready for a deposit and the first week of rent.

CHI cannot negotiate the return of deposits.

This is a contract between you and your landlord.







Arrival

Employers and Cultural Homestay International representatives do not pick participants up at airports. Participants should go to **www.rome2rio.com** to map out their trip before arrival. Don't arrive late at night, if you are unable to reach your destination by 21:00, book a hotel and travel in the morning.

Lost Luggage

Unfortunately, lost luggage is common and is a part of traveling. We recommend participants carry on the plane a change of clothes, a sweatshirt, important medicine, glasses or contacts, original documents, a computer or tablet, and a printed copy olf the health insurance card and this guide. Please make a tag with your name and your employer's address and attach it to your luggage.



ARRIVAL Do's & Don'ts

- Don't carry and flash large sums of cash, nor exchange money at dubious-looking places.
- Don't visit dangerous locations, or walk in unfamiliar, isolated, or dimly lit areas, especially at night.
- Don't leave valuable items in public view; that includes your passport as much as your phone.
- Don't leave your luggage unattended, even for a brief moment.
- Don't travel late at night, if you are unable to reach your destination by 21:00, book a hotel and travel in the morning.
- Don't accept rides from strangers.
- Don't take photos or use your phone while online waiting to speak to U.S. Customs and Border Protection agents.
- Do plan to be in line for 1 to 2 hours.
- Do be patient and polite to U.S. Customs and Border Protection agents.
- Do account for all of your important documents before leaving the U.S. Customs and Border Protection agent.
- Do get US dollars at the airport for regional travel.
- Do have access to \$1000 upon arrival. If you have a debit or credit card, confirm it is Visa or MasterCard. Inform your bank you are traveling overseas.
- Do take a photo of the taxi company and taxi number, in case you leave something behind.
- Do just use Uber or Lyft.

Open a Bank Account

Do not keep large sums of cash on your person or at your housing. Request direct deposit from your employer. Get a debit card, it can be replaced, cash can not. BANK

CHI Recommends Bank of America or TD Bank.

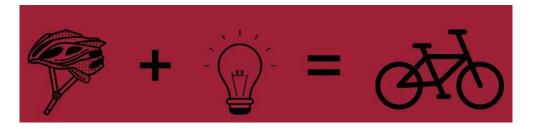
Personal Safety DONT BE A VICTIM!

- Be on high alert when answering calls from unknown callers asking for personal info. The IRS will not call you.
 DO NOT give your social security number or bank information to someone over the phone!
- Be weary of SCAMS through Craigslist when looking for housing. DO NOT send \$\$ in advance if something feels sketchy. Ask CHI or your employer to verify first!
- Dont let others take advantage of you because you are on a short term visa program.
 You are smarted then that!



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.

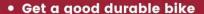




Transportation & Travel Safety

- Safety in numbers, dont travel alone
- Never accept rides from strangers
- No hitchhiking
- Pay attention to your surroundings
- Never leave your drink unattended
- Let people know where you are going
- Never carry large amounts of cash
- Always swim in front of the lifeguards





- Know how to ride it and bike etiquette
- Always wear a helmet
- Wear refective clothing and
- have a light when riding at night
- Be careful!

Do NOT buy a car in the US Ride a bike, take public transportation or walk.

Swimming in the Ocean

Always swim in front of Lifeguards. If you don't swim well, stay in shallow depths and watch for sudden dropoffs. Be aware of rip currents formed when water rushes out to sea in a narrow path. If you're caught in a rip current, don't panic or swim against the current. Swim parallel to shore until you are out of the current. If you can't break out of the current, float calmly until it dissipates, usually just beyond the breakers. Then swim diagonally to shore. If you are still unable to reach shore. attention to yourself: face the shore, wave your arms, and yell for help.



Health Insurance

Health Insurance is provided by Envisage Global Insurance. All Work & Travel participants are insured during their DS dates. Participants will need to purchase an extension for a minimal amount during their travel period, by contacting CHI at chiwt@chinet.org.

All participants should be prepared with two copies of their health insurance ID card before boarding a plane for the United States. A printed copy was kept with their important documents and one as a scree on their phone.

INSURANCE PORTAL

envisageglobalinsurance.com/student-zone/chi/

ONLINE CLAIMS: envisageglobalinsurance.com/studentzone/chi/claims.php

POLICY/CERTIFICATE #: Policy Number: FSG20-200130-05TM

GENERAL CONTACT PHONE (24 Hour): (877) 702-6767





Cultural Homestay International

Welcome to your Student Zone insurance help center, designed to help you understand how your insurance works and how to receive medical care when abroad!

Learn more about your insurance plan below:





If you need medical attention, please contact your CHI Program Coordinator so we may assist you in locating the best healthcare provider in the area.

A doctor or hospital visits require payment first, this is called a deductible. The doctor is \$100. Hospital is \$250. Do not go to the hospital for a minor illness or injury.