



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: J&A Hotels, Inc

DBA: Ramada Inn, 25893, Spokane Valley

Type of Business: Hotel & Resort

Job location: 905 N SULLIVAN RD

Location type: Suburban area

City: SPOKANE VLY

State: WA

Zip: 99037

Website: www.wyndhamhotels.com/ramada/spokane-valley-washington/ramada-spokane-valley/

Why choose us?

Ramada Inn by Wyndham is part of a large corporation in the USA. We have great hotels all across the states.

Cultural exchange activities

There are arts and entertainment, outdoor winter activities, and museums to name a few great activities. Also, Mt. Spokane Ski is only a 45-minute drive north of Spokane Valley.

Position

Job title: Front Desk, Housekeeping, Ramada Inn

Job prerequisites: Great English skills, attention to detail, and outstanding customer service skills.

Job description:



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Job Description

This position will include housekeeping as well as working the front desk. It depends on the business needs for how often you will be at each station.

Front Desk: Advanced computer skills & fluent English. Will greet guests, register and assign guests to hotel rooms, establish the method of payment and verify credit; understand US currency credit card charges, and ensure they have a good experience checking in. You will also handle the phone, make and confirm reservations, compute bills, and collect payments. Respond to guest requests in a timely manner, receive and resolve complaints with understanding and compassion, in a friendly and helpful way, and elevate to supervisor if necessary. Must be very customer service oriented. Ensure overall guest satisfaction. Must handle guest complaints with understanding & compassion, in a friendly & helpful way. Must be very customer service oriented.

Housekeeping is responsible for maintaining the cleanliness of the guest rooms assigned. Must have a great attitude, be friendly and helpful, smile at guests and coworkers, and be willing to work very hard cleaning rooms & common areas, and grounds as assigned to you. This includes the mirror, toilet and tub/showers, floor, and wiping down walls in the bathrooms. Also, changing linens, laundry, dusting, vacuuming, cleaning mirrors, windows, furniture, & emptying trash. Very physically demanding. Be prepared to stand, bend, kneel, lift, and push a 50lb/23kg cart all day. Additionally, inspect rooms for repairs and fixtures that aren't working correctly. Restock guest rooms with linens, bathroom supplies, etc, and restock the supply cart and linen closets as needed. Clean and vacuum public areas, including restrooms, and empty trash. Other duties are assigned as needed. Requires attention to detail, punctuality, and a great service attitude & team spirit. Please do not apply if you are sensitive to chemicals or lotions or have physical limitations that would keep you from doing your job. You may be asked to assist in other departments such as laundry as well.

Housekeeping work is one of the hardest jobs and is fast-paced. You must be in great physical condition and not have any allergies to cleaning chemicals, lotions, or other sensitivities that could prevent you from doing your job or any physical limitations.

Must be dependable, hard-working, friendly, trustworthy, and honest. Positions require attention to detail, punctuality, and a great service attitude & team spirit. Flexible to help in other positions as requested. Additional tasks as requested by management. You will be working all weekends (Friday, Saturday, and Sunday), all holidays, and evening shifts. You may not work the same shifts as your friends. Nor will you have the same days off as your friends. No job, or hours at a job, can be 100% guaranteed. Regardless of what your work contract states, there is always a possibility that you will work more or fewer hours. Some days will be slower than others.

English level required: Proficient
Hourly wage (before taxes): 16.00
Wage comments:
Position ID: 21474
Union: No
Union Dues:

Position Information

Location: Ramada Inn 25893

Position: Front Desk, Housekeeping, Ramada Inn

Page: 2



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Tips: perhaps

Bonus: No

Bonus comments:

Estimated hours per day: 5-8

Number of days per week: 5-6

Overtime: Slight

Overtime details: There is a slight chance you can work overtime hours. All overtime must be approved by employer.

Earliest start date: 12/1/2023

Latest start date: 12/15/2023

Earliest end date: 3/15/2024

Latest end date: 4/1/2024

Is the employer willing to hire couples? No

Is the employer willing to hire group of friends? Yes

Meals? Yes

Meals details: Employer provides breakfast

Is a drug test required? No

Drug test comments:

Is employer interview required? No

Employer interview details:

Do students complete an additional application upon arrival? Yes

Possibility to find a second job in the area Yes

Second jobs require you to contact CHI at chiwt@chinet.org or 1-800-432-4643 to receive the required form. The new potential employer will need to complete it. Both you and the employer will need to sign and return it to CHI for approval. You can work with a new secondary employer ONLY AFTER you have received written authorization from CHI.

Additional comments regarding second job: Additional jobs must NOT conflict with the primary job schedule or your work performance! Work & Travel participants are not permitted to begin work before their Sponsor has approved any secondary host companies. If you are found starting any new job without permission from CHI your program will be terminated. This is for your safety. Your CHI program coordinator is always available to help you with this process

When will work begin? within a few days of arrival

Arrival Instructions: Please email your employer two weeks prior to your arrival, with your travel arrangements if you are wanting to be picked up at the Spokane airport. You must keep your CHI Participant account updated with your visa appointment date, visa approval, and travel arrangements once they are made.

Is training required? Yes

Conditions of training: Your employer will train you in your assigned position.

Is there possibility to change positions? No

Uniform required? Yes

Does employer provide uniform? Yes


Cost of uniform: 0

Is uniform refundable? No



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Uniform provided details: Employer will provide a shirt and name tag.

Do students need to purchase specific clothes or footwear? Yes

If so, details for clothing: You are required to bring black pants and black closed toe, non slip shoes.

Grooming: Hair must be pulled back at all times and clean. No visible tattoos. Ear piercing only & no more than two piercings per ear. Good hygiene must be maintained, including daily showering, use of deodorant, and laundered and pressed (ironed) uniforms.

Important points of job: You will be working in housekeeping - one of the hardest jobs that requires great physical stamina to do the job.

Additional position information:



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Job Description

Housing Information

Housing name: Ramada, 25893, Spokane Valley

Housing address: 905 N SULLIVAN RD

City: SPOKANE VLY

Phone: (419) 871-1055

Fax:

Contact: AJ Bhangu

Email: avnu9@yahoo.com

Website: <https://www.wyndhamhotels.com/ramada/spokane-valley-washington>

Housing assisted by: Employer

Is student required to sign a separate housing contract? No

If so, contract details:

Type of housing: Motel

Number of people to a room: 4

Bedrooms: 1

Bath: 1

Cost Type: Week

Cost Amount: \$90.00

Cost Details \$90 per week, per person. can be deducted from paycheck.

Is housing cost deducted from paycheck? Yes

Is housing deposit required? Yes

Deposit amount: \$250

Housing deposit due date: Upon arrival

Instructions for deposit payment: Participant must pay employer a deposit of \$250 when they arrive at Ramada.

Is housing deposit refundable? Yes

Conditions for deposit refund: Participants will have a \$200 security deposit refunded if the room is left clean and free from damage. \$50 is kept for deep cleaning and sanitizing upon move-out.

Utilities included: Yes

If so, utilities details: All utilities are included: Water, electricity, TV, trash, wifi

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: Walking

Transportation details: Participants will be staying in the motel, and able to walk to work..

Additional housing features: The hotel room (which is two rooms combined making it a suite) will have 2 bunk beds for the 4 participants. You will share 1 bathroom and there will be a full-size refrigerator, microwave and stove.

There is a coin-operated laundry facility onsite.

Comments: You must share your room with 3 other participants of the same gender. The room is onsite so you don't have to worry about transportation to and from work.



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Location Area Information

Location type: Suburban area

Location of work site best described as: Busy motel located near two colleges: Carrington College and Spokane Community College along with the largest shopping mall in the area. Spokane Valley is a small suburb with a population of 99,275. Spokane Valley is 11 miles (17 km) from Spokane, a mid size city with a population of 219,185.

Location details: Busy town during the winter. Many people come to the area for skiing, snowboarding and ice skating.

Average daily temperature: Winter: High: 37 F (3 C) Low: 26 F (-3C)

Community or regional website: <https://www.spokanevalley.org/>

Nearest cities: Spokane, WA (population 219,185)

Distance to nearest cities: 11 miles (17 km)

What to wear: WINTER: hat, scarf, sweaters, long sleeve shirts, heavy winter coat, insulated gloves, wool socks, snow boots for walking, sunglasses.

Available public transportation: <https://www.spokanetransit.com/>

Public transportation access: Spokane Transit located in Spokane, also services Spokane Valley

Accessible amenities (by walking or public transportation)

Food market: Yes

Shopping mall: Yes

Post office: Yes

Movie theater: Yes

Restaurants: Yes

Fitness center: No

Laundry: Yes

Internet café: Yes

Public library: Yes



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Suggested Travel Information

- Nearest international airport:** Seattle International Airport (SEA)
- Nearest airport:** Spokane International Airport
- Transportation from airport to employer and / or housing:** Employer could possibly pick you up in Spokane. Otherwise, taxi, or Uber
- Nearest bus station (to the airport):** NA
- Bus information (web site):** NA
- Nearest train information (to the airport):** NA
- Train information (web site):** NA
- If participant arrives after hours suggested, overnight accomodation:** varies
- Cost per night:** varies
- Transportation to overnight accomodation:** varies
- Transportations cost:** varies
- Travel Instructions:** Please email your CHI Program Coordinator and employer two weeks BEFORE traveling. The Employer may be able to pick you up from the Spokane airport with advanced notice.

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 complete your online application for a ss card at www.ssa.gov
Then, please go in person and present your required documents to show: passport, J1 visa, DS2019 form, Job Offer, Sponsor Letter, I-94 card. Please take a pen with you as well.
- Where is the closest Social Security office?** 714 N. Iron Bridge Way, Suite 100. Spokane, WA 99202; Phone 1-866-331-5532
- How far is the Social Security office from the work place?** 11 miles (17 km)
- Specific instructions:** If you started the ss application online from your home country or after arriving in the USA: Upon arrival in America, please validate your sevis arrival in your CHI Participant account. Wait for approx. 2 to 4 business days (CHI is closed on weekends) after validating and you should receive an automated email notifying you when your validation is approved. You can also always check your sevis status is set to "S" on your Participant account. THEN take your documents and go to the local Social Security Administration (SSA) office and complete your application for an ss card in person. Check their website for office hours and location. You will need your online confirmation number to complete your application for a social security card.



Overview of Steps Involved to Apply For a Social Security Card

Steps To Follow

- Begin your ss card application online approx 5 to 10 days before your flight to the USA
- Once you arrive in the USA, please log into your CHI W&T Participant account at wt.chinet.org, and complete your SEVIS Validation.
- Allow CHI 2-3 days to review and approve your sevis validation.
- Watch for this email, **Validation information approved. Your validation information, housing, and first monthly evaluation have been approved.**
- Once you receive this email from CHI stating your validation is approved, wait one more day and then go to the SSA office. This allows our system to update sevis so you do not have any issues at the Social Security Office.
- Make sure you take your passport, DS2019, J1 visa, and I-94 with you. Also, make sure you have your SSA Control Number from when you started the application online.
- While at the SSA office, confirm the mailing address is correct. You do not want your social security card lost in the mail due to a typo or incorrect mailing address.
- Your ss card should arrive in a few weeks

Participants who do not validate in SEVIS or do not wait for the notification from CHI that their validation has been approved prior to going to Social Security will delay their Social Security card for 60 days. Do not make this costly mistake.

What To Do Now That You Have Your Social Security Card

Once you receive your ss card, you need to show it to your employer. They need this for payroll checks.

Social Security Cards once issued, are good for your lifetime. If you lose it, you can ask for it to be reprinted but it will always be the same social security number.

Keep it safe. Take a photo of it as well so you always have your ss card number.

Do not share it. No one should call you asking for it. It might be a scam. Check with your CHI Program Coordinator before sharing it with anyone.