



## 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:** Villa Enterprises Management LTD., LLC

**Type of Business:** Casino/Hotel

**Job location:** 77 SANDS BLVD

**Location type:** Small town community

**City:** Bethlehem

**State:** PA

**Zip:** 18015

**Website:** [www.pasands.com/dining.html](http://www.pasands.com/dining.html)

#### Why choose us?

Lively casino atmosphere. Great, friendly employer. Exciting opportunity to interact with Americans on a daily basis to help advance your English skills. Christened "Bethlehem" on Christmas Eve 1741, Bethlehem is a city rich in tradition and celebrations. Only two hours from New York City & Philadelphia.

#### Cultural exchange activities

Bethlehem is a small town with a University. Mingle with American students studying at Lehigh University. Easily travel to New York City & Philadelphia, both two hours away by bus. On the north side of the Lehigh River in Bethlehem, you'll find more than three centuries of history within a vibrant downtown culture. Stroll through the Colonial Industrial Quarter to visit the first waterworks in America and the Moravian Book Shop, the oldest continuously run book store in the world. Go north up Church Street for the Moravian Museum and God's Acre, where signs recount the history of the first settlers in the area. A visit wouldn't be complete without visiting the ArtsQuest Center at SteelStacks, an incredible year-round entertainment venue set among the iconic Bethlehem Steel furnaces. [www.steelstacks.org](http://www.steelstacks.org) Brand name outlet shopping.

Near to Bethlehem, have you ever wondered how crayons and markers are made? The Crayola Experience is a colorful experience for children of all ages. Martin's handmade guitars have been shaping the music world for over 170 years. See the entire production process at the Martin Guitar Factory in Nazareth. Bach Choir of Bethlehem Banana Factory, Da Vinci Science Center, Stabler Arena, The Touchstone Theater, Zoellner Arts Center.

#### Position

**Job title:** Cashier, Counter Server, Cook, Salad Maker, Bus Person

- Job prerequisites:**
1. Friendly, with a positive attitude
  2. Study American currency prior to arrival
  3. Must be willing to clean and change garbage
  4. Must want to live in the mountains/rural small town for the winter
  5. Must know the opportunity for second jobs is limited
  6. Must understand during cold, winter weather, students will share uber cabs to and from work

**Job description:** Employer will assign the positions as Cashier, Counter Server, Cook, Salad Maker, Bus Person following training. Employer may change your position depending on restaurant needs. MUST be willing and able to work any position assigned. Requires advanced English. Must be comfortable counting money. Must study US currency guide. Students will have constant customer interaction. MUST have a positive attitude and be a team player. Must be respectful of customers, co-workers and managers. Duties include but are not limited to: arranging and preparing tables, cooking and prepping food, taking food and drink orders, counter service, cleaning tables, dishes, cashiering, removing garbage & cleaning.

**English level required:** Advanced



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Hourly wage (before taxes): 9.00

Wage comments:

Position ID: 7128

#### Position Information

Tips: No

Bonus: No

Bonus comments:

Estimated hours per day: 32 Hours Per Week Minimum

Number of days per week: Varies

Overtime: Slight

Overtime details:

Earliest start date: 11/20/2018

Latest start date: 12/20/2018

Earliest end date: 3/8/2019

Latest end date: 3/31/2019

Is the employer willing to hire couples? Yes

Is the employer willing to hire group of friends? Yes

Meals? Yes

Meals details: Discounted shift meals

Is a drug test required? Yes

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](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:** There are LIMITED potential opportunities for second jobs in the area. Employer provides good hours. Second jobs must NOT conflict with primary job schedule! Work & Travel participants are not permitted to begin work before their Sponsor has approved any secondary employer. Working without authorization may jeopardize your Work & Travel program. A second job offer and instructions will be provided in your welcome letter. Your CHI program coordinator is always available to help you with this process.

**When will work begin?** Your official start date will be scheduled once you arrive to the employer.

**Arrival Instructions:** Details in Welcome Letter.

**Is training required?** Yes

**Conditions of training:** Training paid at the hourly rate. Students will be trained in several different positions. Training may take up to two weeks. Students may not receive full hours until training period is complete. 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 less hours. Participants should expect to have less hours during the first two weeks of training. Some



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days will be slower than others. It is common practice in the United States for employees of restaurants to be sent home early (cut) if business does not allow for a full staff. Students will be required to work on peak business days, Friday, Saturday, and Sundays.

**Is there possibility to change positions?** Yes

**Uniform required?** Yes

**Does employer provide uniform?** Yes

**Cost of uniform:** No Cost

**Is uniform refundable?** No

**Uniform provided details:** Employer will provide company apron, shirt & hat.

**Do students need to purchase specific clothes or footwear?** Yes

**If so, details for clothing:** Student must also wear black pants that are not jeans and black, non-slip shoes (sport shoes).

**Grooming:** No visible tattoos. No piercing except in ears. Conservative hair color and style. Long hair pulled away from face and secured. Facial hair on males must be neat, trimmed and well groomed. Must be neat, clean and professional.

**Important points of job:** Students must be flexible and willing to work in any food court outlet assigned. Students must follow instructions provided by their program coordinator to apply for Social Security. Students who do not submit their Social Security numbers after 30 days will not remain on the schedule.

**Additional position information:** Housing is mandatory and is provided by a wonderful host family, local to the area. Students must have their deposits upon arrival. Students should be aware, while you are afforded private housing, your host family reserves the right to check the conditions of the housing. Large parties are prohibited.

### Housing Information

**Housing name:** Villa Enterprises Management

**Housing address:** 620 BUCHANAN ST

**City:** Bethlehem

**Phone:** (917) 697-2826

**Fax:**

**Contact:** Kaye Scott -Matthews

**Email:** countrymama66@hotmail.com

**Website:**

**Housing assisted by:** CHI

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

**If so, contract details:** Participants will need to sign a basic lease agreement, explaining the rules and obligations of the house.

**Type of housing:** House

**Number of people to a room:** 2 +

**Bedrooms:** 4 +

**Bath:** 1 +

**Cost Type:** Month

**Cost Amount:** \$400.00

**Cost Details** \$400 per month, per student.



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**Is housing cost deducted from paycheck?** No

**Is housing deposit required?** Yes

**Deposit amount:** \$100

**Housing deposit due date:** Due on Arrival

**Instructions for deposit payment:** \$500 due upon arrival to cover security deposit and first month's rent.

**Is housing deposit refundable?** Yes

**Conditions for deposit refund:** Cleaning fee (\$25) is non-refundable, it will be used towards the cost associated with cleaning the housing at the end of your stay. Housing Deposit (\$75) is refundable, if all of the included conditions are met. You must fulfill your entire program through the contracted date. There should not be housing violations during the season, (including smoking inside the housing, loud noise, damage, or unauthorized parties) and the housing it is returned clean, undamaged, move in condition.

**Utilities included:** Yes

**If so, utilities details:** Hot Water, Electric, Cooking Gas, Wifi

**Utilities estimated cost per month:** Included

**Is the housing mandatory?** Yes

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

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

**Transportation details:** Sands Casino. Participants can walk to work 20 minutes or bicycle 8 minutes. If riding a bicycle in the United States, always wear a helmet!

**Additional housing features:** Please be aware that the housing is mix sex, mix country and is set up similar to a college dormitory, you will be sharing a room with 2 + students, depending on the amount of students hired for the winter season 2018.

**Comments:** Employees who are dismissed or resign from employment prior to the end of their contract, will be responsible for all applicable housing charges through their current week of employment. The landlord reserves the right to retain the total amount of the housing deposit (\$100) if the participant fails to complete their program.



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#### Location Area Information

**Location type:** Small town community

**Location of work site best described as:** Bethlehem, Pennsylvania is a quaint American town with more than three centuries of history, a vibrant downtown culture and an American University campus.

**Location details:** Small Town Community

**Average daily temperature:** -6 to 16 C; Snowy & Cold

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

**Nearest cities:** NYC

**Distance to nearest cities:** 85 Miles

**What to wear:** Variety of winter clothing; Hats, Gloves, Boots, Coats, Sweater, Jeans Average snowfall: 13 inches

**Available public transportation:** Bus, Uber, Taxi

**Public transportation access:** Fair

#### 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:** John F. Kennedy International (JFK), LaGuardia (LGA), Newark Liberty International (EWR)

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**Transportation from airport to employer and / or housing:** [www.transbridge.com](http://www.transbridge.com)

**Nearest bus station (to the airport):** [www.transbridge.com](http://www.transbridge.com)

**Bus information (web site):** [www.transbridge.com](http://www.transbridge.com)

**Nearest train information (to the airport):** N/A

**Train information (web site):** N/A

**If participant arrives after hours suggested, overnight accomodation:** [www.hihostels.com](http://www.hihostels.com)

**Cost per night:** \$45 and up

**Transportation to overnight accomodation:** Bus, Taxi, Train. [www.rome2rio.com](http://www.rome2rio.com)

**Transportations cost:** \$40 and up

**Travel Instructions:** Detailed travel instructions will be sent to student's email. Look for CHI's "Welcome Letter". [www.rome2rio.com](http://www.rome2rio.com)



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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? No

**If so, details:** Participants are not required to have a Social Security number to start working at Villa Restaurant Group. However, they must submit their number within 30 days to remain on the schedule. Participants should follow their program coordinators instructions exactly to avoid any complications.

**Where is the closest Social Security office?** 555 Main St, Bethlehem, PA 18018

**How far is the Social Security office from the work place?** 2 Miles

**Specific instructions:** You are required to access wt.chinet.org within three days of arrival into the United States to check in, use the SEVIS tab on the left hand side of the wt.chinet.org portal. 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.

## American Study Guide for Cashiers

### American Coins



1.



2.



3.



4.



5.



6.

1. Penny ~ One Cent Coin ~ .01
2. Nickel ~ Five Cent Coin ~ .05
3. Dime ~ Ten Cent Coin ~ .10
4. Quarter ~ Twenty - Five Cent Coin ~ .25
5. Half Dollar ~ Fifty Cent Coin ~ .50 (Rarely Used Coin)
6. One Dollar ~ One Dollar Coin ~ 1.00 (Rarely Used Coin)

### American Notes



**\$1.00 Note (Common)**



***\$2.00 Note (Not Common)***



***\$5.00 Note (Common)***



***\$10.00 Note (Common)***



***\$20.00 Note (Common)***



***\$50.00 Note (Common)***



***\$100.00 Note (Common)***

### *Verify Cash Drawer*

**The beginning balance is the amount of cash in the drawer at the start of a work period that enables the employee to make change for customers. Employee must understand that all cash above this beginning balance at the end of the work period is cash added to the drawer from sales. When an employee receives a cash drawer at the beginning of a shift, this drawer is the sole responsibility of the employee -- no other employees other than managers will have access to the drawer. The employee must verify the balance of the cash drawer at the start of the shift, in the presence of a manager, before any transactions occur.**

### *Counting Back Policy*

**Employees must always count change verbally to customers. Counting money back is an effective practice for minimizing mistakes. The practice of making change and counting it back involves starting at the total cash owed and counting up to the amount tendered by the customer.**

### *How to Make Change*

**Employees should take the cash from the customer and place it on the cash register while pulling change from the drawer. Count up from the cash owed using coins to reach an even dollar amount, then continue counting up to reach the amount of cash sitting on the cash register. For example, if the cash owed is \$21.45 and the customer gives \$30.00, the employee must set the \$30.00 where it is visible to the customer on the cash register, then remove from the drawer one nickel to reach \$21.50, two quarters to reach \$22.00, three \$1 bills to reach \$25.00, and one \$5 to reach \$30.00.**

### *How to Count Back*

**After removing the correct change from the drawer, the employee must insert the cash tendered and close the cash drawer. The employee must then count the change back to the customer to ensure accuracy. Using the same example, the employee would say, "\$21.45, \$21.50 (place nickel in customer's hand), \$22.00 (place quarters in customer's hand), \$23.00, \$24.00, \$25.00 (place \$1 bills in customer's hand), and \$30.00 (place \$5 in customer's hand)." After counting back the change, the employee must hand the customer the receipt.**

### *Balance Drawer*

**After an employee's shift ends, the employee has the responsibility to balance the drawer. This involves counting the total amount of cash in the drawer, adding check, credit, and debit transactions, and recording everything on a special balance sheet. Using the beginning balance, the total sales that occurred during the shift, and the ending balance, the cash drawer should total correctly.**