



WINTER WORK AND TRAVEL 2008-2009 JOB OFFER

Participant name:

Overseas Agency:

Company name: Hospitality & Catering Management Services
Company address: 980 N Michigan Ave Suite 1080 Chicago, Illinois 60611 USA
Contact Person: Janece Burke, MS, LPC, NCC-Executive VP
Telephone: 1-800-913-2212 **E-mail:** Janece@hospitalitymail.net

Host Site: Hilton Garden Inn

Address: 3720 North Reserve Street, Missoula, 59808

Dates of Employment: Start Date: 11/20/2008-12/20/2008 **End Date:** 3/5/2009-3/20/2009.

Student must arrive no later than December 20, 2008 to job site. Student may wait up to 7 days to begin work.

If a student arrives past December 20, they are not guaranteed a job with HCMS. We may be able to offer placement at another HCMS site, and will offer a transfer. HCMS MAY pay for one way travel to new site, but not return travel. Also note, final dates of employment may extend. Check with site supervisor once working for HCMS.

Position/ Job Title: Hotel Housekeeping

Job Requirements: Must have conversational English.

Dress Code: Students will be given shirt; they need to bring their own black pants and black covered comfortable non-slip shoes.

Starting wage: \$7.00 hour

Avg. hours per week: 32-40 **Overtime:** available but not guaranteed.

Frequency of pay: Every two weeks, distributed on Mondays.

****It may take up to 7 business days before you begin working and that your location, position, duties and responsibilities may vary during the period of your employment, due to weather conditions and other events out of our control. The job offer could change prior to my program start date. Should your position or conditions of employment be changed, we will assist you in finding alternative employment, but HCMS makes no guarantee that it can find a similar job in a similar location.

Is employee housing available: YES

Is sub lease required?: YES Student must sign a sub lease for the duration of the W&T Program, as indicated on DS 2019 Form. Student must stay in the housing for minimum of 3 months. If student leaves the apartment after 3 months without showing the proof of leaving USA (flight ticket) they will be responsible for the apartment rent until the end of the Program, as indicated on the DS2019 Form. If student abandons sub lease they will be pursued for the rent and will lose their housing deposit. If student stays in housing longer than 3 months they will be charged rent in 2 week increments.

Housing Deposit: \$150 refundable, less a \$50 cleaning fee. Students must pay in full upon arrival. If student abandons sub lease, they will lose their housing deposit and are still responsible to pay for duration of sub lease. Participant must sign Conditions of the Work and Travel program.

