



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, IL 60611 USA

Contact: Janece Burke, MS, LPC, NCC/Executive VP

Telephone: 1-800-913-2212 **E-mail:** Janece@hospitalitymail.net **Web site:** www.hcmgmt.com

Host Site: Marcus Foods/Alpine Market

Host Address: 9 Baker Avenue Whitefish, Montana 59937 and 721 Wisconsin Ave, Whitefish, MT 59937

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: Food Store Clerk (will work at cash register, handing money, stocking shelves, etc.)

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.

Is employee housing available: YES **Is sub lease required?:** YES Student must sign a 3 month sub lease and is required to pay rent for full 3 months. Any time after 3 months is paid 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.

Cost of Housing: \$75.00 per week. 2-3 per bedroom, 2 to 6 to share bathroom with other work and travel students. This includes a participant signed short term lease, furniture rental (bed, table, and chair) and utilities (non-excessive) no linens or kitchen utensils provided. Students must pay first month rent, \$250, in full upon arrival. Please see "Conditions of Employment" Form for housing cost specifics. Students must bring/buy their own linens/kitchen utensils.

Transportation: Housing is within walking or biking distance to work. May take 45 minutes to walk to work.

****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.

Policy & Requirements: *Student must read, agree, and sign the “Conditions of the Work and Travel Program” and submit prior to arrival to HCMS. Students should bring enough money to cover their housing deposit (\$150) first rent (\$250) and any extra money with them for expenses, to the United States, for expenses prior to first paycheck. It may be 1-3 weeks before their first paycheck, dependant upon the day student begins working in the payroll cycle. Student cannot begin work or move into housing without paying full \$400.**

Arrival Procedures: Students need to arrive into Kalispell, Montana either by plane or bus. Many students fly into Spokane, Washington or Seattle, Washington and take the Greyhound bus to Kalispell (20 hours by bus). You can find fares, locations and schedules at www.greyhound.com. There is also an Amtrak Train Station located in Whitefish, Montana. Visit www.amtrak.com for details. Students must email arrival details at 14 days prior to info@hospitalitymail.net and must call their supervisor upon arrival to inform him of their bus arrival time to Kalispell. Students must arrive during the week days between 9:00 am-5:00 pm. If they are arrive after hours or on the weekend, they are responsible to stay in a hotel until the next working day for pick up.

HMCS Office: 1-800-913-2212

Supervisor: Paulo Caceres (Paulo@hospitalitymail.net) 1-702-349-0928

Area Information: Visit www.whitefishmt.com. Whitefish is located Northwest Montana and is a true four season resort location. It is surrounded by National Parks and many Lakes. There is lots of summer outdoor activities. In addition, there are opportunities in town for second jobs.

Note to Employer:

By completing and signing this form you are agreeing to hire the above international student on a temporary basis for the duration of time indicated above. The above-named student is participating in the Work and Travel Program. All information provided must be complete and accurate, providing false information is a violation of the Department of State Exchange Visitor Program regulations.

Employer Name

Signature

Date

Participant agreement to terms of employment:

I accept to the above job offer and the terms of employment. I understand that the conditions of my employment may change based on the needs of my employer and any other unavoidable circumstances.

Participant Name

Signature

Date