



**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, CADC, NCC/Executive VP

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

Host Site: Sonic Restaurant (multiple locations)

**HCMS reserves the right to move students based on availability and arrival time of students.*

Address:

4812 Lee Street Alexandria, LA 71301

725 MacArthur Drive Alexandria, LA 71301

3505 Monroe Highway Pineville, LA 71360

3129 Hwy 28 East Pineville, LA 71360

All students will be placed at one of the Sonic locations in these nearby areas. Students will be placed upon arrival based on availability. If student wishes to stay with a friend(s), they need to make this request known prior to arrival, by emailing: edyta@hospitalitymail.net. HCMS will do their best to accommodate this request, but cannot guarantee it.

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: Cook or Car Hop (deliver the food order from the counter to the car. They will collect the monies from the car and follow the procedures established by the individual store. After delivering the order they return to the counter for the next order. The more quickly orders are delivered the more cash tips are received.)

Starting wage: \$8.00 hour for non tipped job (cook) or \$6.25 hour plus tips (Car Hop)

Avg. hours per week: 32-40 **Overtime:** available but not guaranteed. Pays time and a half.

Frequency of pay: First paycheck may take up to 3 weeks depending time of arrival, every two weeks thereafter, distributed on Mondays.

Dress Code: Students needs to bring safe, close toe black shoes. Uniform provided upon arrival. No charge as long as it is returned at end of program.

Mandatory: Student must speak conversational English or else will not be hired upon arrival.

Extra's: 50% off meals anytime. This includes meals when the employee is NOT working.

Is employee housing available: YES

Housing Deposit: \$150 refundable, less a \$50 cleaning fee. Participant must sign Conditions of the Work and Travel program.

Cost of Housing: \$75.00 a week 2-5 per bedroom (dependent upon size of room), 2 to 6 to share bathroom. 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.

Transportation: Public transportation in most areas, walk, bicycle or if HCMS provides transportation, it will be at the rate of \$5.00/day.

Policy & Requirements: Student must read, agree, and sign the "Conditions of the Work and Travel Program" and submit prior to arrival to HCMS. Students must pay first month rent (\$250) the day they arrive and their (\$150) housing deposit. If they are unable to pay this, they will be sent to a hotel and not allowed to start working. They also must have enough money for expenses prior to first paycheck, may be 1-3 weeks.

Arrival Procedures:

Students should arrive into New Orleans, Louisiana by plane or Greyhound bus and then take the Greyhound bus to Alexandria Louisiana. Visit www.greyhound.com for rates/locations and schedules. Student must send arrival details to info@hospitalitymail.net at least 7 days prior to arrival. They must arrive during the week and not after hours. If they arrive on the weekend or late at night, they are responsible to get a hotel until the next working day for pick up.

Supervisor: Edyta Koc 1-678-480-9042, edyta@hospitalitymail.net

HCMS Office: 1-800-913-2212 (info@hospitalitymail.net)

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