



**WINTER WORK AND TRAVEL 2008-2009
JOB OFFER**

Participant name:

Overseas Agency:

Sponsoring 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: Shell Service Stations (multiple locations)

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

3101 S Carrolton Ave New Orleans, Louisiana 70118

900 Clearview Parkway Metairie, Louisiana 70002

3313 Clearly Ave Metairie, Louisiana 70002

4701 Canal Street New Orleans, Louisiana 70119

6600 Veterans Blvd Metairie, Louisiana 70003

4309 Main Street LaPlace, Louisiana 70068

3206 Williams Blvd Kenner, Louisiana 70065

3044 Loyola Drive Kenner, Louisiana 70065

12139 Hwy 90 Luling, Louisiana 70070

4941 Veterans Blvd Metairie, Louisiana 70006

1409 Metairie Road Metairie, Louisiana 70005

1205 Airline Hwy Kenner, Louisiana 70062

2901 US Hwy 90 Avondale, Louisiana 70094

All students will be placed at one of the Shell locations above. 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: janece@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.

Starting wage: \$8.50 hour

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.

Shell Stations

Position/ Job Title: 3 possible positions. Cashier (work cash register, light stocking hygiene for restroom), Maintenance (Outside maintenance), Clerical (office accounting duties, must have background).

Dress Code: Students need to bring black, rubber soled shoes and black pants. Uniform shirts are provided.

Extra's: Free fountain drinks per shift.

****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 Sublease Required: YES Student must sign a minimum 3 month sub lease and is required to pay rent for duration. Any time after 3 months is paid in 2 week increments. If student abandons sub lease, they are still responsible for the rent and will lose their housing deposit.

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

Cost of Housing: \$75.00 a week. 2-3 per bedroom, 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 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 housing deposit (\$150) and first month rent (\$250) the day they arrive and have enough money for expenses prior to first paycheck, may be 1-3 weeks. If student does not have full \$400 for housing, they are responsible to stay in a hotel until full payment can be made, and cannot start working until this is done.

Area Information: Visit www.metairie.com. Metairie is also one of the largest unincorporated communities in the United States. Metairie is located near New Orleans in southeastern Louisiana. Though once mostly residential, the area has built up a healthy business center in recent years. One of its claims to fame is the longest bridge over water in the world, the Lake Pontchartrain Causeway. Various shops, professional buildings, and shopping centers have developed on Metairie Road, which is one of the most picturesque areas of Metairie.

Arrival Procedures:

Students can arrive into New Orleans, Louisiana airport. We encourage them to travel by plane, but if they are unable to we suggest using the Greyhound Bus system. Visit www.greyhound.com for information on rates, locations and schedules. Student must send full arrival details to info@hospitalitymail.net at least 14 days prior to arrival. Student must arrive during working hours on week days, or they are responsible to stay in a hotel until the next working day, for pick up.

Supervisor: Halina Kielb, halina@hospitalitymail.net, 1-678-852-4373

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

Shell Stations