



## TRAINEE AND INTERNSHIP PROGRAM – Culinary - PLACEMENT INFORMATION

### EMPLOYMENT

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<b>Company:</b>	<b>Cherokee Town and Country Club</b>
<b>Placement Location:</b>	665 High Tower Trail Atlanta, GA 30350
<b>Company Description:</b>	Chartered in 1956, Cherokee Town and Country Club is recognized as one of America's premier private clubs. The club has two locations: the Town Club, which occupies the famed Grant Estate on West Paces Ferry Road in Buckhead and the Country Club, which is located near the Chattahoochee River in Sandy Springs. The excellence of Cherokee's facilities, combined with its commitment to the highest standards in dining and member services, has brought the club an extraordinary number of honors and awards throughout the years.
<b>Website:</b>	<a href="http://www.cherokeetcc.org">www.cherokeetcc.org</a>
<b>Arrival Date:</b>	<p>The participant must arrive on the specified date. The housing reservation has been made for this date. The participant will not have accommodations if s/he arrives early. Late arrivals will only be accommodated if a 30 day advance written notice is given to WWCE and is approved in writing by the WWCE office, or for any special circumstances as approved in writing by WWCE. The arrival process includes a bank appointment and a Social Security Office appointment, as well as a meeting with the employer; the participant may lose his/her placement if the arrival procedure is not followed. The participant can expect to begin paid training 1 to 1 ½ weeks following the arrival date.</p> <p>The participant must ensure s/he has enough US currency to pay for housing, food, transportation, and any other living expenses while s/he is waiting to start training. <b>The participant is not expected to start training on the arrival date.</b> The WWCE orientation and the employer orientation will be set up within the first week of arrival.</p>
<b>Start Date:</b>	per DS7002, 12 month program
<b>End Date:</b>	per DS7002, 12-month program
<b>Placement Requirements:</b>	The participant is expected to bathe every day and wear deodorant. No excessive make up or jewelry is allowed. Tattoos must be covered at all times and facial piercing jewelry must be removed while training. Hair must be clean and tied back. Men must be clean-shaved. Must be able to stand, sit and walk for long periods of time. Reach overhead and below the knees including bending, twisting, pulling and stooping. Move, lift, carry, push, pull, and place objects weighing less than or equal to 50 pounds without assistance. Participants must have a working US cell phone number.

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<b>Uniform:</b>	The participant is provided with a uniform which will be provided by the Host Employer. The participant must bring or purchase black shoes with no decals or logos and non-slip soles.
<b>Skills:</b>	English speaking Intermediate/Advanced level. An outgoing and friendly personality is a must. Must be able to perform quickly and proficiently.
<b>Stipend:</b>	\$ 13.88 per hour or more based on experience
<b>Training Hours:</b>	The participant will have at least 1 day off each week and will have a flexible schedule that may change each week based on the employer's needs. The participant is expected to train weekends and holidays, since this is the busiest time for the host employer. The participant will have a minimum of 32 hours per week and will be scheduled 3-6 days per week, 4-8 hours per day. Due to uncontrollable circumstances, weather conditions or other factors beyond the control of the Host Employer and/or the sponsor, some placements have uncertain start dates and hours of training and the participant may not receive the minimum 32 hours. The participant must be able to support all of his/her expenses in the U.S. until he/she gets his/her paycheck and through the entire duration of the program and in the event of reduced training hours, and must have at least \$1000 with him/herself upon arrival in the U.S. as well as access to a credit card that can be used for uncontrollable circumstances.
<b>Meals:</b>	Lunch will be provided for free during shift.
<b>Drug Testing:</b>	Participants may be required to undergo a physical examination and drug test upon arrival or during their program. Make sure to bring a doctor's note for any regular medication that could be revealed by the drug test. Participant will be dismissed from their program and/or placement if test reveals illegal substance use. Medical Marijuana cards and other such temporary documentation are not accepted by WWCE to override this substance abuse. If drug use is suspected at any time in your program you will be subject to a drug test and if the test is positive you will be terminated from your program immediately.

## HOUSING

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<b>Self-Housing:</b>	<p>The participant is given the opportunity to find and secure his/her own housing arrangements prior to his/her arrival date. WWCE will need the participant to send all details of the self-housing no later than 3 weeks following his/her date of hire OR 60 days prior to the arrival date, whichever comes first.</p> <p>WWCE will make every attempt to verify the information the participant provides; however, the participant assumes full responsibility for the selection of housing that he/she makes.</p> <p>Please e-mail the following information about your self-housing to <a href="mailto:interntrainee@wwceusa.com">interntrainee@wwceusa.com</a> by the required date:</p> <ul style="list-style-type: none"> <li>• Landlord Name/Housing Community Name</li> <li>• Housing Address</li> <li>• Landlord/Housing Contact Information</li> </ul>
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- Monthly Rental Amount
- Transportation Details To/From Work
- Transportation Costs

The websites below may help the participant consider some options. WWCE does not support any of the websites below, and they are provided for the participant's reference. When a participant accesses third-party websites, he/she does so at his/her own risk. Those other websites are not under the sponsor's control, and the participant acknowledges that the sponsor is not liable for the content, functions, accuracy, legality, appropriateness, or any other aspect of those other websites or resources.

Many apartment complexes will charge a deposit with the first month's rent. The leasing agent will be able to give the participant all the information of pricing. The participant will also have to secure his/her own furniture rental for the time he/she will be leasing the apartment, as well as pay for utilities such as gas, electricity, water, trash and sewer, as well as other utilities as provided by the apartment community.

[www.apartments.com](http://www.apartments.com) / [www.craigslist.org](http://www.craigslist.org) / [www.roommates.com](http://www.roommates.com) /  
[www.okroommate.com/usa](http://www.okroommate.com/usa) / [www.proroommate.com/usa](http://www.proroommate.com/usa) / [www.apartmentsusa.com](http://www.apartmentsusa.com)

To rent furniture you can search the following websites:  
[www.rentacenter.com](http://www.rentacenter.com) / [www.cort.com](http://www.cort.com) / [www.brookfurniture.com](http://www.brookfurniture.com) /

**If a participant is not able to secure self-housing by the deadline date, the participant has the option to request Program Housing. If the participant selects the Program Housing, the \$165 Non-Refundable Housing Registration and Placement fee will then be due 60 days prior to your arrival.**

**IF THE PARTICIPANT DECIDES TO USE THE PROGRAM HOUSING, S/HE PLEASE NEEDS TO READ THROUGH THE HOUSING SECTION BELOW VERY CAREFULLY BEFORE MAKING HIS/HER SELECTION. THE PARTICIPANT NEEDS TO SURE THAT HE/SHE CLEARLY UNDERSTANDS THE DETAILS LISTED BELOW. THE PARTICIPANT CAN EMAIL US AT [INTERNTRAINEE@WWCEUSA.COM](mailto:INTERNTRAINEE@WWCEUSA.COM) WITH ALL QUESTIONS HE/SHE MAY HAVE PRIOR TO MAKING HIS/HER SELECTION SO THAT THE WWCE TEAM MAY ASSIST HIM/HER WITH THOSE QUESTIONS, NOT THE HOME COUNTRY AGENCY.**

#### **Program Housing:**

WWCE has located and will pre-arrange housing for the participant for the entire duration of the program. The participant selecting Program Housing is required to pay \$165 Non-Refundable Housing Registration and Placement Fee by no later than 60 days prior to arrival.

If the housing is apartment style: all housing costs and locations are subject to change until all applicants have paid the \$500 security deposit due in full no later than 60 days prior to the arrival date. Once payment is received, the housing arrangements will be finalized, and the participant will receive the confirmed housing details with his/her arrival guide.

With program housing, each participant will sign an apartment contract (lease) that will bind the participant to the apartment they are signing for. The participant will be responsible for all rent due to the apartment and any damage fees due upon move-out of the apartment.

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In some cases, based on the time of arrival, program housing may require participants to move into existing apartments and move to a new apartment at some point in their program.

The monthly rental cost per participant will range between \$360 - \$560 per participant depending on apartment location and market rent at the time the deposit is paid.

The apartment common areas and bedrooms will be shared by participants in the program based on the apartment community occupancy limits. Participants may share an apartment with the opposite sex and/or different cultures. Roommate requests are due seven days after the participant receives the welcome letter. Once seven days have passed, roommates will be chosen, and no changes may be made. Linens such as bed sheets, pillows and blankets, etc. may need to be purchased upon arrival or be brought from home. Housewares such as pots, pans, plates, and forks will need to be purchased upon arrival.

WWCE requires that participants live in certain conditions while in the USA. The housing must include furniture and utilities; these are generally not included in the rent price. For the first three months, participants are required to rent furniture which will cost approximately \$450 - \$650 per month, per apartment. After the first three months, participants have two options for furnishing the apartment:

1. They can choose to continue to rent the furniture.

OR

2. They can choose to purchase furniture. Furniture can be purchased online or in a store, and participants will need to pay a delivery fee as well. Here is a list of furniture required and approximate costs based on walmart.com:

- Twin beds- \$189 each OR Air mattress- \$50 each
- Sofa- \$275
- Dining set and chairs- \$150
- End table- \$75
- Lamps- \$50
- Dresser-\$150

The participant is required to pay for the housing through the end date of the housing contract. **Unauthorized early departures from housing are not permitted. If a participant needs to leave the program for any reason before completion, that participant is still responsible for paying for the housing through the end of the housing move-out date outlined above since a lease agreement needs to be signed covering the entire duration of the program.**

**NON-PAYMENT OF THE HOUSING OBLIGATIONS IN A TIMELY MANNER DURING THE PROGRAM IS A DIRECT VIOLATION OF PROGRAM RULES AND WILL RESULT IN IMMEDIATE PROGRAM TERMINATION.**

**IN AN EFFORT TO ENSURE ALL PARTICIPANTS HAVE PRE-ARRANGED HOUSING, FAILURE TO PAY THE REQUIRED FEE BY THE SPECIFIED TIME MAY RESULT IN PROGRAM CANCELLATION IN ACCORDANCE WITH THE WWCE CANCELLATION POLICY.**

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**Transportation:** The participant is responsible for arriving to training on time. Atlanta has a public transportation system. You may view routes, schedules, and fare here: <http://www.sandyspringsga.gov/residents/resident-guide/your-city/transportation/public-transportation>. The participant should use the address of the housing as the start point and the training site address as the end point, and also try the reverse. The participant must make sure to check the local transportation information and get familiar with the assigned location and times it takes to go to and from training. In the event public transportation is not a good option, the participant may need to walk, bike, or taxi.

Please note: The participant must purchase a round trip airline ticket with an open end so that the return can be changed without a charge should there be a need.

## LOCATION

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**Area Information:** The nearest major city is Atlanta, Georgia. The participant should fly into Hartsfield-Jackson Atlanta International Airport (ATL), 28 miles away from the housing. Clear arrival instructions will be given to the participant in his/her arrival guide.

**Area Description:** Cherokee Town and Country Club is located within the Sandy Springs Area of the larger metropolitan Atlanta area.

Atlanta is one of America's busiest signature cities. Atlanta is the capital of the U.S. state of Georgia. It is a music and sports hub with classic southern hospitality. It played an important part in both the Civil War and the 1960s Civil Rights Movement. Atlanta History Center chronicles the city's past, and the Martin Luther King Jr. National Historic Site is dedicated to the African-American leader's life and times. But just minutes away are peaceful rivers, pristine parks and premier dining establishments. It's the best way to escape the big city for the weekend or take your metro Atlanta vacation to a whole new level. Sandy Springs is everything you'd love about Greater Atlanta.

Offering the best of the modern South, Sandy Springs weaves warm hospitality through big city moments. The close-knit community delivers local restaurants and attractions you won't get anywhere else. Dine on the banks of the Chattahoochee after a day of kayaking in it. Discover one-of-a-kind finds at local boutiques. Use your imagination when you bring the whole family to climb and swing from interactive sculptures and art.

**Websites:** The participant is required to go online and get familiar with the area he/she is going to, including transportation availability and things to do in the USA. The participant needs to choose an area that he/she feel comfortable with. This website will give more information on the area where the participant will be living and training: <https://www.visitsandysprings.org> / <https://www.atlanta.com>

**Average Temperature:** Average yearly High temperature is 82°F (27°C) in the summer months and the Average yearly Low temperature is 50°F (10°C) in the winter months. The participant can check a weather website for the daily weather info.

**Safety Tips:** General Safety Tips for the United States

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- Become familiar with the area around your housing, to and from training, and shopping areas.
- Ask US residents (your friends, co-workers, employer, landlord, etc.) about areas you should avoid, especially at night.
- Make sure you know the numbers to call in case of an emergency “911” is the general emergency number in the US, and your particular region may have numbers to call for non-emergencies.
- Locate the police station that serves your neighborhood.
- Identify the hospital emergency room nearest to your home and know what to do in case of an accident.
- When using public transportation and when you are in the city remain aware of yourself and your belongings to avoid being the “target” of a pickpocket. Do not leave any of your bags unattended or display any objects of value.
- Try to travel in pairs.
- Know your address and telephone number along with the Emergency Line number- (888) 992-3872.
- Do NOT carry your passport or social security card with you.
- Keep large amounts of cash in a bank account. Try to only carry small amounts with you (\$20-\$40).
- If you are riding a bicycle, ALWAYS wear a helmet, light colored clothing, and cross ONLY at cross walks. Reflective lights are required at nights.
- Keep a prepaid cell phone with you while traveling if possible.
- Remember that the legal drinking age in the US is 21. You cannot consume alcohol if you are less than 21 years old. If you are over 21, it is illegal to sell to or purchase alcohol for someone younger than 21 years of age. For tobacco, the legal age is 18, and the same rules apply.
- WWCE does not accept medical marijuana cards or any other temporary documentation that permits illegal substance abuse.
- Please refer to this website for further detailed safety precautions [www.travel.state.gov/travel/tips/safety/safety\\_1747.html](http://www.travel.state.gov/travel/tips/safety/safety_1747.html)

## PLACEMENT DESCRIPTION

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**The statements in this placement description are intended to describe the essential nature and level of training. They are not intended to be ALL responsibilities or qualifications of the internship.**

### Culinary Intern

This description is general and a full detail of program rotations and duties will be outlined in the participants individual training plan ( DS 7002).

This description is general and a full detail of program rotations and duties will be outlined in the participants individual training plan ( DS 7002). Prepare cook and present a variety of hot and cold food items such as meats, vegetables potatoes and other items in accordance with established standards for quality, taste and presentation.

Responsibilities Include:

- Comply with quality and service standards and interact with guests and participants in a professional and gracious manner

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- Prepare, cook and present a variety of hot and cold food items such as meats, vegetables, potatoes and other items in accordance with established standards for quality, taste and presentation
- Assist in all kitchen food production as assigned
- Assist with set up of production line ensuring proper supplies of all food items represented in menu
- Control food costs by adhering to proper storage, rotation and labeling of food and the effective use of leftover food
- Consistently adhere to uniform, grooming and appearance standards
- Properly operate and maintain all kitchen equipment and maintain clean training area
- Adhere to health department and sanitation regulations and food handling guidelines
- Comply with all recipes, portion controls and product specifications. Visually inspect, select and use only the freshest fruits, vegetables, meats and other food products
- Use effective communication with kitchen and F&B management, service staff and be responsive to training and instructions and attend meetings as scheduled
- Complete requisitions daily and comply with established storeroom and requisition procedures
- Adhere to safety, security and sanitation procedures, report and if possible, correct hazards

Other:

- Regular attendance in conformance with the standards established by is essential to the successful performance of this position. Participants with irregular attendance will be subject to disciplinary action, up to and including termination of program
- Due to the cyclical nature of the hospitality industry, participants may be required to train in varying schedules in response to the business needs
- All interns and trainees are required to fully comply with Company, Departmental and J1 Regulations. Participants who violate these rules and regulations will be subject to disciplinary action, up to and including termination of program
- In addition to performance of the essential functions, this position may require participants to perform a combination of other functions including but not limited to general cleaning, plating food, setting up and serving at buffets and other tasks
- Must have the ability to train in all aspects of the kitchen and operate all kitchen equipment
- Ability to lift 50 pounds and push/pull/move up to 300 pounds
- Ability to perform duties in extreme hot and cold temperature ranges
- Ability to manage multiple activities often in stressful situations

## ACKNOWLEDGEMENT

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**I have read and fully understood all of the above.**

Full name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date (MM/DD/YY): \_\_\_\_\_