



TRAINEE AND INTERNSHIP PROGRAM – F&B- PLACEMENT INFORMATION

EMPLOYMENT

Company: Cosmos Club

Placement Location: 2121 Massachusetts Ave Washington D.C.

Company Description: The history of the Cosmos Club is present in every room, not as homage to the past, but as a celebration of its continuum: a reminder of its origins, its genius, and its distinction. Clarence Dutton, soldier and geologist, was asked by his New York City friends, "Why have you not in Washington a club like the Century?" His circle of friends met to organize one at the home of John Wesley Powell, soldier and explorer, ethnologist, Director of the Geological Survey, and consummate organizer. The community of scientists and intellectuals in Washington grew rapidly in the 1870's. They came to serve in various government agencies...some to explore, survey and understand the geography and resources of the United States...others to expand its intellectual and cultural foundations...or build its economic, social, medical, and industrial prowess...or set forth on expeditions to learn the world's secrets... Powell and his colleagues were at the heart of these efforts. There were other societies, but they tended toward specialization and formal meetings. Powell's vision was a center of good fellowship, a club that embraced the sciences and the arts, where members could meet socially and exchange ideas, where vitality would grow from the mixture of disciplines, and a library would provide a refuge for thought and learning. It was called the Cosmos Club.

Website: www.cosmosclub.org

Arrival Date: 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.

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. **The participant is not expected to start training on the arrival date.** The WWCE orientation and the employer orientation will be set up within the first week of arrival.

Start Date: per DS7002, 12 month program

End Date: per DS7002, 12-month program

Placement Requirements:	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.
Uniform:	The participant is provided with a uniform. The participant must bring or purchase black shoes with no decals or logos and non-slip soles as well as a professional conservative attire for orientation week.
Skills:	English speaking Intermediate/Advanced level. An outgoing and friendly personality is a must. Must be able to perform quickly and proficiently.
Stipend:	\$16 per hour or more based on experience
Training Hours:	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.
Meals:	Meals are not provided.
Drug Testing:	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

Self-Housing:	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.
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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.

Please e-mail the following information about your self-housing to interntrainee@wwceusa.com by the required date:

- Landlord Name/Housing Community Name
- Housing Address
- Landlord/Housing Contact Information
- 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 / www.craigslist.org / www.roommates.com /
www.okroommate.com/usa / www.proroommate.com/usa / www.apartmentsusa.com

To rent furniture you can search the following websites:
www.rentacenter.com / www.cort.com / 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 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 \$150 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.

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 \$450 - \$750 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 \$650-850 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**

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TEL: (661) 299-4714 | FAX: (818) 276-1916

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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.

Transportation:

The participant is responsible for arriving to training on time. Washington D.C. has an extensive public transportation system. You may view routes, schedules, and fare here: <http://www.wmata.com>. 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

Area Information:

The nearest major city is Washington D.C. The participant should fly into Washington National (DCA) OR Dulles (IAD). Clear arrival instructions will be given to the participant in his/her arrival guide.

Area Description:

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 www.washington.org

Average Temperature:

Average yearly High temperature is 89°F in the summer months and the Average yearly Low temperature is 43°F 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

- 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

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- 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

PLACEMENT DESCRIPTION

J1 TRAINEE DINING ROOM AND BANQUETS

REPORTS TO:

F&B Director

DESCRIPTION

The Cosmos Club, founded in 1878, is a private social club for men and women distinguished in science, literature and the arts or public service. Members come from virtually every profession that has anything to do with scholarship, creative genius or intellectual distinction.

Summary/Objective

The trainee is responsible for providing professional and hospitable service from the moment the member and their guests arrive, until the moment they leave.

ESSENTIAL FUNCTIONS INCLUDE:

1. Performing all necessary pre-shift, mid-shift and post-shift side work
2. Thorough knowledge of the food and drinks you will be serving.
3. Proficient in use of our Northstar POS
4. Greeting guests within three minutes of their arrival, ideally by name, and inquiring about their water preference. Communicate the water preference to the busser. If necessary, get the water yourself.
5. Taking their drink order at a pace dictated by the member. All drinks must be rung into the system.
6. Thorough knowledge of all our wines by the glass (BTGs) as well as the ability to recommend 1-2 white and red wines in several different categories off our wine list.
7. Taking their food order and repeating it back

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8. Assuring bread service is provided after the food order has been taken, even if it means doing it yourself.
9. Ensuring food gets delivered to your table, ***always assist*** with food delivery for parties of 6 or more. Always check back with three minutes of food getting delivered. Always make sure tables are marked properly BEFORE food arrives.
10. Making all coffees, cappuccinos and teas for your tables—please note the bussers should not do this
11. Clearing the tables in a clean, organized and non-disruptive way.
12. Manicure your table until the end of their meal.
13. Performing all assigned pre, mid and post shift side work.
14. Assist with buffet and banquet set up for all events handled by the FOH
15. Thorough knowledge of BEOs
16. Ability to ensure a function is efficiently run from start to finish

ADDITIONAL REQUIREMENTS OF THE POSITION:

- Ability to communicate well with colleagues and peers
- Ability to get along well with others
- An eye for detail from crumbs on the floor to table cloths that are stained or inside out
- Must always maintain a clean uniform as well as abide by uniform and hygiene standards
- We seek individuals who are positive and have a “can do” hospitable attitude
- Must be able to lift 40 lbs with or without reasonable accommodation.
- Must be able to walk, talk and hear as well as stand for prolonged periods of time

Other Duties:

Please note this description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change.

ACKNOWLEDGEMENT

I have read and fully understood all of the above.

Full name: _____

Signature: _____

Date (MM/DD/YY): _____