

# Job Description Document

## SPONSOR INFORMATION

<b>Sponsor Name</b>	Intrax Work Travel
<b>Email</b>	info@intraxinc.com
<b>Phone</b>	+1 (888) 224-0450
<b>Fax</b>	+1 (415) 434-5430

## POSITION OPPORTUNITY INFORMATION

<b>Job Title</b>	Service Worker/ Cashier
<b>Job Description</b>	<p>Participants could be assigned to any of the following three locations or be asked to work at more than one location.</p> <p>2138 Main St, Wailuku 1214 South Kihei, Kihei 790 Eha St, Wailuku</p> <p>Greet customer. Using Point of Sale (POS) system, take customers order in either drive-thru or at front counter. Collect payment and give back change as needed. Repeat customer order for accuracy, assemble customers order, hand order to customer, thank customer. Must be able to communicate to production area, any special requests by customer. Clean general dining area. Re-stock condiments and dry products (cups, napkins, utensils) for customer and store use.</p>
<b>Level of English Required</b>	Advanced
<b>Start Date</b>	1 Dec 08 - 15 Dec 08
<b>End Date</b>	15 Mar 09 - 1 Apr 09
<b>Gender Required</b>	None
<b>Day to report to Employer</b>	Please keep in contact with employer with arrival information.
<b>Expected days from arrival before starting work</b>	2 Days
<b>Estimated Average Hours over the course of the program</b>	32 hours per week
<b>Pay Rate Estimate</b>	\$8.00 per hour
<b>Estimated Tips</b>	None
<b>Estimated Overtime</b>	Over time is paid at time and half over 40 hours. Overtime is a possibility.
<b>Required Skills</b>	PARTICIPANTS MUST STAY 3.5 MONTHS. There are no acceptations to this. Must have advanced English and advanced knowledge in U.S. currency. Participants must have excellent customer service skills and be outgoing.
<b>Expected Schedule</b>	Work Schedules will be assigned upon arrival. Schedules will be dependant upon business levels and could be very early morning hours or late night hours.
<b>Drug Screening Policy</b>	Drug Screening will be enforced if needed.
<b>Possible 2<sup>nd</sup> Job</b>	Yes There are many businesses in the area where you will be living and working. PLEASE REMEMBER your first commitment is to McDonalds and this must be your first priority.
<b>Additional application</b>	Yes, Upon arrival you will be asked to fill out an additional application.
<b>Possibility for job change within company</b>	No
<b>Meal discounts</b>	One free meal per shift.
<b>Uniforms</b>	McDonald's will provide crew members with a uniform shirt, hat and nametag which must be worn in the restaurants at all times. All crew members must supply their own pants (Black pants – no jeans, corduroy, spandex or lycra allowed) and shoes. Shoes must be leather, with "slip resistant" soles and, for obvious reasons, flat and comfortable. Canvas shoes or open-toes footwear are a safety risk and therefore cannot be worn while working. Multi-colored shoes are not permitted. Socks must be worn at all times.
<b>Dress code</b>	Wear McDonald's uniform whenever on the job. The entire uniform should always be clean and neat.

<b>Grooming code</b>	<p>Personal Hygiene Keeping good personal hygiene is one of the ways to help make sure that our food is safe. These are some of the things employees need to do:</p> <p>Keep clean by bathing or showering and brushing your teeth every day.</p> <p>Stay neat by wearing a clean uniform and keeping fingernails short If you have an infectious or contagious illness that may prevent you from serving food or handling food equipment in a sanitary manner contact your restaurant manager</p> <p>Hand Washing: Washing hands properly probably is the most important thing an employee can do to help ensure that our customers receive safe food. Employees must wash their hands:</p> <p>Before entering the kitchen and touching food</p> <p>After using the restroom After taking a break After handling garbage or cleaning supplies</p> <p>After touching the face, hair or body piercing, make sure that nails are short, clean, neat and manicured. Artificial nails are not appropriate as they may fall off into any food product or food preparation area.</p> <p>Hair: Hair must be clean, restrained, off the face and pinned back or up. If however, the local health board requirements are stricter, you must follow their standards. Men's hair must be neatly trimmed and should not fall below the ears or collar. Facial Hair Men must shave before coming to work. Sideburns should not reach to the bottom of the ear. Mustaches must be neatly trimmed to the corner of the mouth. No beards or goatees. Cosmetics must be subtle, moderate and within the natural color spectrum. This includes hair coloring and colognes.</p> <p>Jewelry Loose dangling bracelets, earrings and hanging necklaces, and excessive amounts of jewelry can be a safety hazard while preparing and serving our food. Therefore, we must limit the amount and type of jewelry worn. No visible chains or non-McDonald's pins should be worn. Small or stud earrings should be worn. Jewelry should be moderate, in good taste and not excessive. Males are permitted one (1) small earring in the ear lobe. Facial, nose, tongue and other visible body piercing are prohibited.</p> <p>Miscellaneous In general, tattoos and body markings, such as hickies, should not be visible to our customers.</p> <p>Electronic Devices Employees should not wear or carry electronic devices, such as cell phones, beepers and music players, while on duty. Any emergency calls that the employee received should come through the restaurant's telephone. No photography is allowed in the restaurant without written consent from the Owner/Operator.</p> <p>Accommodations to the Grooming Guidelines for Religious Beliefs and/or Disability Needs Federal and state anti-discrimination laws involving disability and religious discrimination may require McDonald's to make a reasonable accommodation to their grooming policies to accommodate an employee's religious beliefs or medical restrictions. Thus, for example, McDonald's may be required to allow males to wear a beard if their religious beliefs encourage wearing beards or if a medical condition precludes shaving. Similarly, grooming policies may need to be modified to allow individuals to wear head scarves, other religious headgear, or long-sleeved shirts or skirt if the employees' religious beliefs require this.</p>
<p><i>Reminder: It can take between three and eight weeks from the date you start working to be paid. Please bring enough money to support yourself until you are paid. Check with employer to find out your first pay date.</i></p>	

### COMPANY INFORMATION

<b>City</b>	Wailuku
<b>State</b>	HI

### SUGGESTED TRAVEL INFORMATION

<b>Nearest International Airport</b>	Honolulu International Airport (HNL)- Students will fly into Honolulu, Oahu and then take an inner-island plane to Maui.
<b>Nearest Airport</b>	Kahului Airport (OGG) - This airport is on the island of Maui
<b>Transportation from Airport to Employer and/or Housing</b>	<p>Please submit your travel arrangements to Diane at <a href="mailto:diane.sumida@partners.mcd.com">diane.sumida@partners.mcd.com</a> at least 2 weeks prior to your arrival. If you do not supply travel information immediately after you obtain your visa, and BEFORE you leave your home, your employer may assume that you are not coming and therefore may fill your position with another person. Please keep in close contact with your employer in regards to your travel plans.</p> <p>The employer will pick up the students from the airport in Maui.</p>
<b>Nearest Bus Station</b>	There is no Greyhound bus station in Hawaii. Please visit go to : <a href="http://www.mauicounty.gov/bus/">http://www.mauicounty.gov/bus/</a> for Island bus information.
<b>Bus Information</b>	<a href="http://www.greyhound.com">http://www.greyhound.com</a>

<b>Nearest Train Station</b>	There is no train station or transportation on any of the Islands.
<b>Train Information</b>	<a href="http://www.amtrak.com">http://www.amtrak.com</a>

### SOCIAL SECURITY INFORMATION

<b>Nearest Social Security Office</b>	SOCIAL SECURITY: 2200 Main Street, Suite 125, Wailuku, HI 96793
<b>How and When to Apply for the Social Security Card</b>	Please wait to apply for your SS number until you arrive to your employer, your employer will assist you in applying for your social security card. It is possible that receipt of your SS card could be delayed up to 12 weeks due to new SS regulations. Please be prepared for this possibility. Your employer will start you working before you receive your SS number and/or card, but WILL NOT be able to pay you until you receive your SS number and/or card.
<b>Social Security website</b>	<a href="http://www.ssa.gov">http://www.ssa.gov</a>

### HOUSING

<b>Housing Restrictions (yes/no)</b>	Yes
<b>Housing Restrictions</b>	If housing restrictions apply, participants must remain in this housing to be employed by the employer identified in this document. Participants must remain employed by the employer identified in this document and remain in the Intrax Work/Travel Program to live in this housing. No exceptions will be granted unless agreed in writing in advance by Intrax Work/Travel.
<b>Housing Information</b>	Housing is located in Kihei, Hawaii. Housing is Apartment Style Housing. 4 participants per apartment.
<b>Address</b>	Piilani Gardens Apartment Kihei, Hawaii 96753
<b>Estimated Cost</b>	\$350.00 per month per participant
<b>Additional Costs (i.e. Bond)</b>	None.
<b>Features</b>	Employer will provide transportation to and from work at no additional cost, with the acceptance of the location that is within walking distance. There is limited to no public transportation available. Housing is Apartment style housing, two bedrooms two bathrooms, kitchen, living area. There are two beds per bedroom.
<b>Hostel Information</b>	<a href="http://www.hiayh.org">http://www.hiayh.org</a> OR <a href="http://www.hostels.com">http://www.hostels.com</a>

### AREA INFORMATION

<b>Average temperature</b>	75-80 degrees Fahrenheit (24- 27 degrees Celsius.)
<b>Altitude</b>	Hawaii is at sea level
<b>Information websites</b>	<a href="http://www.mauimapp.com/">http://www.mauimapp.com/</a> , <a href="http://www.infomaui.com/">http://www.infomaui.com/</a> , <a href="http://www.maui.net/">http://www.maui.net/</a>
<b>Nearest city</b>	Lahaina, Maui
<b>Things to do</b>	Relax on the beach, surf, snorkel, hike, swim in the ocean, and visit an extinct Volcano!
<b>What to wear</b>	Hawaii is warm so bring warm weather clothing. Shorts, short sleeve shirts, tank tops, sandals, and of course a swim suit.

### ADDITIONAL INFORMATION

<b>Additional Information</b>	Information is accurate as of 3/20/2008.
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*Based on the information available to Intrax Work/Travel, the contents of this Premium Placement Confirmation Form are true and accurate as of the date of its issuance to the Premium Placement Service participant. All information is subject to change depending on a variety of factors, including but not limited to weather, employment trends and staffing changes.*