



# JOB DESCRIPTION

## JOB INFORMATION

**Host Site:** HCMS in Louisiana (Shell Stations)

**Remarks:** Placement locations are in **New Orleans, Metairie, LaPlace, Kenner, Luling and Avondale, Louisiana area**. The employer reserves the right to place and/or move students based on availability and arrival time of students. All students will arrive in New Orleans and the distribution among above cities will be made after arrival **\*3 months work commitment**

**\*ALL students may wait up to 7 days to begin work**

**Employers needs:** Students, both males and females

**Level of English required:** Intermediate conversational level of English. An English interview must be passed

**Skills required:** None

**Available positions:** **Cashier** (work cash register, light stocking hygiene for restroom), **Maintenance** (outside maintenance) and **Clerical** (office duties). A position cannot be chosen and, depending of the size of the gas station, **all duties might be needed to be performed**

**Dress code:** Students need to bring black, rubber soled shoes and black pants. Shirts will be provided

## HOUSING

**Is employee housing available:** YES

**Housing description:** Apartments are multi bedroom units with a kitchen and a bathroom, 2-4 students will share a bedroom, depending on size, 2 to 6 to share the bathroom. There is a basic rental furniture provided (bed, table and chairs). All utilities with apartment, **no linens or kitchen utensils**

**Housing deposit:** \$100 refundable, less \$50 cleaning fee

**Cost of housing:** \$75/week — the sub-lease will have the same length as the DS-2019 Form. The minimum required time to be committed to the housing is 3 months. If after 3 months, but before the end of the DS-2019 a student wishes to depart, he/she must notify HCMS in writing by e-mailing the HCMS local supervisor

Housing deposit & first month rent are due upon arrival (\$400)

## TRANSPORTATION

**Arrival pick-up provided:** YES

**On site transportation:** Public transportation, walk, bicycle (\$80) or if HCMS provides it, the rate will be \$5/day

## ARRIVAL

**Arrival procedures:** Students should arrive into New Orleans, Louisiana by plane or Greyhound bus, during the week and not after 5PM. The arrival details must be sent at least 10 days prior to arrival. 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

**Area information:** Please visit [www.metairie.com](http://www.metairie.com)

## OTHER COMMENTS

HCMS Conditions to be signed



## Dates of employment:

Start date: **05/20/2009**—06/20/2009

End date: 09/08/2009 —10/20/2009

**ALL students must arrive by 06/20/2009**

**Wage:** \$8.50/hour

**Avg. hours per week:** 32-40

**Overtime:** Might be available, not guaranteed. If available, pays time and a half

**Frequency of pay:** Pay is every two weeks, distributed on Mondays

**Attention:** First paycheck - **may take up to 3 weeks depending on the time of arrival**

**Other benefits:** Free fountain drinks/shift

**Work schedule:** None available, but usually **day and night shift** are included