



Greenheart

Work and Travel Program - Employer Information W_T-Summer 2025

Bombay Chopsticks, Hoffman Estates, IL
October 22, 2024

Employer Information

Company Name: Bombay Chopsticks	Website: http://www.bombaychopstickschicago.com
# of Employees: 35	Phone Number: 847-380-5775
Industry Name: Restaurant/Cafe/Concession Stand	Fax Number: Not Applicable
Primary Address: 721 W Golf Rd Hoffman Estates, IL 60169	Email Address: Jjayara1@gmail.com
Site of Activity: Bombay Chopsticks 721 W Golf Rd Hoffman Estates, IL 60169	Status: Approved
	Contact Name: Jagmohan Jayara
	Contact Title: Owner
	Alternate Contact: Madalina Hapca
	Alternate Title: Executive Assistant
	Alternate Phone: 630-999-0655
	Hiring Manager Email: indiahouse17@gmail.com
	Participant Supervisor
	Email: indiahouse17@gmail.com
	FEIN: 03-0398284
Workers Comp	Policy #: QWC1304770
	Carrier: AMTRUST Insurance Company

Available Jobs: Descriptions and Wages

Will you accept participants with all start and end dates? Yes: No:

Earliest Start Date: Latest Start Date: Earliest End Date: Latest End Date: #Students:

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Hours: Average hours/week: 40

Average number of 5 days/week:

Pay Range: High: \$14.00/per hour

Low: \$14.00/per hour

Overtime: Overtime available: Always

Overtime hourly rate: 21.00

Meals: Are Meals Provided?: Yes

Explain: Meals are provided for participants while working at no charge.

English: Level requirement: Good

In what month(s) can participants expect to receive the most hours? May, June, July, August

In what month(s) can participants expect to receive the least hours? September

Please Explain: May - August will be very busy as the restaurant does events for graduations, weddings, and birthdays throughout the summer season. The employer is open to all program start and end dates.

How often do you pay employees? Twice a month

Is job training required? Yes No

If yes, how long is it? 2 weeks

Are participants paid for training? Yes No

Are you willing to hire couples? Yes No

Are you willing to hire groups of friends? Yes No

If yes, how many are allowed in the group? 4

Can participants work a second job? Yes No

Do participants complete an additional application form upon arrival? Yes No

This position will provide you the opportunity to interact with American co-workers, customers, or members of your local community. Remember, it's up to you to make the most of your program!

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Job Type: Host/Hostess

Job Description: Host/Hostess have the following job duties:

- Provide a warm welcome to all guests. Participants are the first person the guest will interact with so a friendly attitude is especially important.
- Determine the number of guest seats required and find an appropriate location for seating.
- Escort and seat guests at their tables. Provide for any extra needs like high chairs for small children.
- Present a correct number of clean menus to the guests in a friendly, professional and quick manner.
- Introduce guests to their assigned server and inform them of special menu offering that day. Inquire of guests if they have any special dietary needs.

Participants will use cleaning chemicals in this role.

Excellent English is required for this position.

Internal Job Type: Host/Hostess

No Students being hired: 1

Age requirement: None

Wage: 14.00/per hour

Details:

Dress Code: Uniform

Participants must wear a black shirt, black pants (no leggings, no jeans) and black shoes. They are responsible for purchasing or bringing these items for their uniform. Participants should expect the cost to be around \$100 total if they are purchasing them new.

Requirements:

Non-smoker:

Ski:

Swimmer:

Lifeguard Certified:

CPR Certified:

Job Type: Busser

Job Description:

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Duties for this position include:

- Clearing dirty dishes off the tables into proper bins in a bus cart and wiping table down.
- Setting tables properly by placing settings in correct arrangement after thorough cleaning, as trained.
- Sweeping floors and picking up any mess on the floor.
- Stocking bus carts with clean dishes.
- Checking bathrooms throughout the day and cleaning bathrooms (including toilets) in mornings and evenings.
- Greeting customers and helping them if there are any questions.
- Seating guests and making sure the tables are properly set and ready for the customer.
- Changing and filling water buckets for wash rags to clean the tables.
- Bringing dirty dishes and full bus carts back to the dish room in proper order as specified.
- Helping remove garbage and place in large dumpster, cleaning and hosing out garbage cans.
- Keeping supervisor informed of situations relating to facility operation, patron concerns, accidents, emergencies, damages, and potential safety hazards.

All Food and Beverage employees will be responsible for maintaining and cleaning all Food Service areas including preparation tables, equipment, dishes, floors, supply areas, refrigerators, coolers, sales areas, and customer areas.

Participants may be asked to perform other duties as assigned.

Participants must be able to:

- Work individually or on a team and at a quick pace.
- Have the ability to read, write, and understand instructions given in English.
- Have a friendly, positive attitude.
- Wear the required uniform.

Please Note:

Participants must be willing and able to work with alcohol and pork products.

Participants will be using cleaning chemicals.

Great English is required for this position.

Internal Job Type: Busser

No Students being hired: 2

Age requirement: None

Wage: 14.00/per hour

Details:

Greenheart Exchange

Greenheart Exchange, 746 North LaSalle, Chicago, IL 60654 USA
Tel: 312.944.2544 | Fax: 312-577-0692 | Website: www.greenheart.org | Email: employer@greenheart.org

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Dress Code: Uniform

Participants must wear a black shirt (not T-Shirt), black pants (not jeans or leggings) and completely black shoes. They are responsible for purchasing or bringing these items for their uniform. Participants should expect the cost to be around \$100 total if they are purchasing them new.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

Job Type: Bartender

Job Description: Bartenders, or Mixologists, mix and serve alcoholic beverages based on customer requests.

Their duties include verifying the identification and age of customers, preparing, and serving alcoholic beverages, accepting payment from customers, cleaning glasses and bar utensils, and balancing cash receipts to record sales.

This is a tipped position and tips will be paid out in cash at the end of shift.

Excellent English required.

Participant must be 21 years of age.

Internal Job Type: Bartender

No Students being hired: 1

Age requirement: Must Be 21

Wage: 14.00 + tips/per hour

Details:

Dress Code: Uniform

Participants must wear a black shirt (Not T-shirt), black pants (not Jeans or leggings) and completely black shoes. They are responsible for purchasing or bringing these items for their uniform. Participants should expect the cost to be around \$100 total if they are purchasing them new.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

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Job Benefits (bonuses, incentives):

Participants will receive free meals while working, free transportation to/from work if needed, and free housing.

Is there a Social Security Admin office near you: Yes

Are you willing to take student to the SSA office?: Yes

SSA office details:

The employer will take participants to apply for social security free of charge.

Address:

230 W Lake St
Bloomingdale, IL 60108
Phone: 1-800-772-1213

Hours:

Monday 9AM-4PM
Tuesday 9AM-4PM
Wednesday 9AM-12PM
Thursday 9AM-4PM
Friday 9AM-4PM
Saturday Closed
Sunday Closed

Participant Requirements

What are the 3 most important qualities you look for in an employee:

1. Honest
2. Hard-working
3. Friendly

Please list any special instructions or hiring restrictions by your company (if any):

Not applicable

Are you interested in being a Greenheart Employer?

Yes

No

This business has elected to be a member of CCI's Greenheart Club. We encourage all participants placed here to join the Greenheart Club, as well. This can be done via the CCI online application system. You may be expected to participate in an environmental initiative or event, while employed by this business. Don't worry, it will be fun!

[Login](#)

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Housing Options

You DO provide housing

Sex:

Is the participant required to sign a separate housing contract? Yes No

Is housing provided for the students? Yes

What type of housing is available? Dormitory Shared Apartments Other

Brief description of housing:

Participants will live in 4 bedroom, 3 bathroom house, which will not be fully furnished. Only beds and a dining room table and chairs will be provided. There will be 2-3 participants in each room. A bed will be provided for each participant, but participants must provide their own sheets, blankets, and pillows. They must also provide their own bathroom towels. Participants will have access to closets & dressers. There is a full kitchen where participants can cook, however, the kitchen is not fully stocked. Participants may use kitchenware items from the restaurants, but should speak to their employer about this before bringing any items to the apartment. Each apartment will have a living room as well, but it is not guaranteed that it will be furnished. There are stores in the area that participants can purchase affordable living room furniture.

Please Additional Comments for information on additional available housing.

Address: 755 Flagstaff Ln

City, State, Zip: Hoffman Estates, IL 60169

Please check amenities/services provided with the housing, if applicable include additional costs:

Linens Telephone Furniture Cooking Kitchenware Microwave AC / Heat
 Bed Air Mattress Computer Internet WiFi Private Bathroom

Rent of this housing (per participant)? \$0 per month

Are housing costs automatically deducted from participants' paychecks? Yes No

Are utilities included? Yes No Approx. cost of utilities (per participant)? \$0

Is a housing deposit required upon arrival? No Not applicable.

How will the deposit be refunded to the participant (final paycheck, etc.)? Not Applicable

Transportation To and From Work

How far is this housing from the job site? .5 - 1 mile Not applicable

How will the student get to and from work? Bombay Chopsticks provides a van as the transportation to and from work for participants

What is the approximate ONE WAY travel time to work? 5-15 min walking distance

What is the approximate ONE WAY travel cost to work? 0

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Participant Travel to Business

Participant should contact you: Upon boarding: Upon arrival:

Employer's Emergency phone number: 847-962-7915

Jagmohan Jayara

 PLANE*(Participants should book tickets directly through an airline or travel agent.)***Arrival to (city, airport):** Chicago, Illinois (ORD or MDW)**Preferred Arrival Time:** No Preference**Will participant be picked up from the airport?** Yes No **If so, by who?** India House Employee**How far from the airport is your place of business?** 17 miles**Special instructions/comments regarding participant's arrival:**

Participants should fly into either O'Hare International Airport or Midway International Airport, both in Chicago, Illinois.

The employer might pick-up participants from the airport, however, participants **MUST** contact the employer with their arrival details at least **ONE** week prior to their arrival to the U.S. Contact Madalina on WhatsApp at 630-999-0655. Airport pick-up is not guaranteed without first making arrangements with the employer. Participants can check into the housing at any time of day.

Participants may take their own transportation to the provided housing. Participants may take a taxi from the airport, which is located outside of baggage claim. The cost can range from \$30-\$60 depending on the time of day. Participants may also take public transportation, like the train and the bus, to the provided housing. If participants take this route, it is advised that they fly into O'Hare International Airport as it is closer to housing.

O'Hare International Aiport - (total travel time 1 hour and half)

STEP ONE: Participants should follow the signs to the CTA blue line. Cost is \$5.

STEP TWO: Once on the train participants will need to get off at the stop called Rosemont.

STEP THREE: Participants will need to switch to the bus and walk 1 min to Bus 606 - Woodfield Coportate Center. The cost for the bus is \$2.25. They will ride on this bus for about 20-40 minutes. Please be advised that the 606 bus stops service at 3:30PM and does not operate on Sundays.

STEP FOUR: Participants will need to switch to another bus at stop Woodfield Road and Mall Drive. They will then get on Bus 554 - Elgin Transportation Center. The cost for the bus is \$2.25. They will ride on this bus for 10-20 minutes.

STEP FIVE: Participants need to get off at the bus stop Golf Road and Salem Drive. From there they will walk about 10 minutes (0.3 miles) to their housing.

Direct link with directions: <https://goo.gl/maps/B8J9iLswfZhsCQAh7>

Midway International Airport: (total travel time is 2 and half hours or more)

Directions from this airport can found here - <https://goo.gl/maps/QKYqvc1P5vPDkNX26>

Community Profile

This information will help students to know what to expect upon their arrival and help them prepare for their Work and Travel experience.

How would you describe your area? Suburb Not Applicable.

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Please provide a brief description of your community:

Participants will be living in Hoffman Estates, a large suburb only 30-45 minutes from downtown Chicago. Schaumburg is a suburban metropolis in itself and has plenty of shopping and restaurants. Chicago, located on lake Michigan, is a large, vibrant and cosmopolitan city. It is a metropolitan area often called "Chicagoland," and is the third largest city in the United States. Its location is ideal for travel, tourism and international business. Chicago is one of the few cities in the world where you can stay in a downtown hotel and walk across the street to the beach. Chicago is international city. It is home to more than 26 ethnic groups and people who collectively speak more than 100 languages.

Is there anything special that students should bring?

Clothing for both the cool spring months and the warmer months as summer approaches. Summer in the Chicago area can be hot! Participants should bring plenty of cool and comfortable clothing options.

What are the seasonal temperatures?

Spring: 50-70 degrees F

Summer: 80-100 degrees F

Fall: 40-70 degrees F

Winter: 0-40 degrees F

What is near work?

Transportation Depot:	✓	On foot		In town / by public transport		Requires a car	N/A
Food/Super Market:	✓	On foot		In town / by public transport		Requires a car	N/A
Shopping Mall:		On foot	✓	In town / by public transport		Requires a car	N/A
Post Office:	✓	On foot		In town / by public transport		Requires a car	N/A
Bank:	✓	On foot		In town / by public transport		Requires a car	N/A
Public Library:	✓	On foot		In town / by public transport		Requires a car	N/A
Movie Theater:		On foot	✓	In town / by public transport		Requires a car	N/A
Restaurants:	✓	On foot		In town / by public transport		Requires a car	N/A
Fitness Center/Gym:	✓	On foot		In town / by public transport		Requires a car	N/A
Sports/Recreation Facility:	✓	On foot		In town / by public transport		Requires a car	N/A
Nightlife:		On foot	✓	In town / by public transport		Requires a car	N/A
Laundromat:	✓	On foot		In town / by public transport		Requires a car	N/A
Internet Access:	✓	On foot		In town / by public transport		Requires a car	N/A

Indicate other nearby activities:

Hoffman Estates/Schaumburg has many amenities that participants can enjoy, such as a large mall with different shops, movie theaters, restaurants. Chicago is only a short drive or train ride away and offers all types of dining/cuisines, shopping, cultural events, neighborhood festivals, movie theaters, beaches and outdoor activities such as swimming, biking and running along the lake (in the summer). It also has a free zoo (Lincoln Park Zoo), many beautiful parks and world class museums. On almost every weekend during the spring, summer, and fall, there is an ethnic parade or festival in Chicago, showcasing the rich and diverse culture of the city.

It is recommended that bicycling participants purchase a bike helmet, bike light and a bike lock.

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List of interesting area websites:

www.ci.schaumburg.il.us
<http://www.explorechicago.org>
<http://www.gochicago.com>

Is there wireless internet available?

The house has free WiFi for participants. WiFi is available at the restaurant that participants can use on their breaks. Participants must bring their own WiFi enabled devices.

Additional Comments:

Additional Housing:

1. 1328 Churchill Rd Schaumburg, IL 60195
6 bedrooms, 3.5 bathrooms
Three participants will share a bedroom and bathroom.
Wifi included is included.

Laundry facilities are onsite and free.

Rent and utilities are are free to participants.

2. 755 Flagstaff Ln, Hoffman Estates, IL 60169. 4 bedroom, 3 bathroom. Two participants will share a bedroom. No more than 3 participants will share a bathroom.

Wifi included is included.

Laundry facilities are onsite and free.

Rent and utilities are are free to participants.

Housing: If participants quit or are fired they must vacate employer provided housing within 3-5 days.

Public Transportation:

Public transportation is available. The public bus participants can take is called PACE. Costs for a one way ride is \$2.25. For further details on fare and bus schedule please visit - <http://www.pacebus.com>. The public train participants can take to/from downtown Chicago is called the Metra. Participants will need to catch the train in Roselle, Illinois. The Metra Line they need to take is called Milwaukee District West. The fare one way is \$6.50. For more information on fare and train schedule please visit - <https://metrarail.com/maps-schedules/train-lines/MD-W/fares>.

Participants whose employment is terminated (involuntarily or voluntarily) have 2 weeks from the last day of work to find a new job and to submit a valid and complete Self-Arranged Job Offer (SAJO) to Greenheart Exchange for consideration. If the participant fails to submit a SAJO within the two-week deadline, Greenheart Exchange will shorten the participant's program.

If Greenheart Exchange rejects the SAJO, the participant has one (1) business day to resubmit a new or a revised SAJO, based on the directions received from Greenheart Exchange. Information about prohibited jobs for SWT program participants can be found at <https://greenheartexchange.org/host/host-hire-seasonal-staff/#/tab/regulations>.

If the participant no longer has housing, the participant must look for permanent housing immediately, and within two weeks must secure permanent housing that complies with Greenheart Exchange's Housing Guidelines. The new housing address must be submitted to Greenheart Exchange within 24 hours of any change of address.

For additional cultural opportunities, Greenheart Exchange suggests that participants join the Greenheart Club at <https://greenheartclub.org>. Through the Greenheart Club participants can connect with each other, ask questions, find volunteer opportunities, take courses, and access resources. Participants can also access the Greenheart Club through the link in the lower righthand corner of their Greenheart Exchange Online (GEO) landing page at <https://geo.greenheart.org/> Participants should also check out the Visit The USA website at <https://www.visittheusa.com>.

Please feel free to attach any other additional information.

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