Greenheart

Work and Travel Program - Employer Information W_T-Summer - 2019

Central Amusement International dba Luna Park, Brooklyn, NY
November 7, 2018

Employer Information

Company Name: Central Amusement International dba Luna Park
# of Employees: 600
Industry Name: Amusement Park/Theme Park/Water Park
Primary Address: 1000 Surf Avenue
Brooklyn, NY 11224
Billing Address: 49 Fanny Road
Boonton , NJ 07005

Website: www.lunaparknyc.com
Phone Number: 718-373-5862
Fax Number: 973-334-6880
Email Address: msmith@lunaparknyc.com
Status: Awaiting Approval
Contact Name: Matt Smith
Contact Title: Operations Manager
Alternate Contact: Jennifer Totorici
Alternate Title: Operations Director
Alternate Phone: 347-497-1958
Hiring Manager Email: HR@lunaparknyc.com
Participant Supervisor Email: HR@lunaparknyc.com
FEIN: 11-3680765

Workers Comp
Policy #: WCP0004470-006
Carrier: T H E 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:
5/14/2019	6/26/2019	8/5/2019	9/10/2019	70

Hours: *Average hours/week:* 32 *Average number of days/week:* 5

Pay Range: *High:* $15.00/per hour *Low:* $15.00/per hour

Overtime: *Overtime available:* Sometimes *Overtime hourly rate:* 22.50

Meals: *Are Meals Provided?:* No *Explain:* Not applicable

English: *Level requirement:* Great

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

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

Please Explain: The full season ends on September 2, 2019 and the park is only open weekends after this date. Participants will not work full-time hours after September 2. The latest date that participants are able to work at Luna Park will be September 10, 2019. The park schedule can be found here: https://lunaparknyc.com/plan/park-hours/

How often do you pay employees?	Weekly	
Is job training required?	☑ **Yes**	☐ **No**
If yes, how long is it?	1 Week	
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: Ride Operator

Job Description: Ride Operators are responsible for the safe operation of the rides and attractions at Luna Park.

The main job duties and responsibilities include:
*Testing all equipment daily before opening the ride
*Enforcing ride restrictions and recommendations to ensure safe operation
*Informing guests about the ride and its safety procedures
*Assisting guests with boarding and exiting the ride, particularly small children or guests with a disability.
*Checking safety restraints and ensuring they are correctly secured before ride is in motion
*Maintaining cleanliness of the ride and work areas
*Providing excellent customer service to guests and coworkers
*Following all company policies and procedures
*Other duties as assigned

Job Specifications:
*Able to work in all weather conditions, including heat and rain
*Able to communicate in English
*Able to read and write English
*Basic math skills
*Be on time for each shift
*Respect superiors and coworkers
*It is important to keep a positive and friendly attitude when participants are working since they are in the view of the guests at all times

Participants may also work some hours in Park Services. In Park Services, participants are responsible for the daily cleaning of Luna Park. This includes duties such as cleaning buildings and bathrooms, cleaning toilets, removing debris, keeping Luna Park property neat and tidy, cleaning rides, emptying trash receptacles, and replacing the lining of the trash cans. Participants may use cleaning chemicals.

Internal Job Type: Ride Operator

No Students being hired: 40

Age requirement: None

Wage: 15.00/per hour

Details:

Dress Code: Uniform

A uniform shirt will be provided for free. Participants must bring their own khaki (tan or light brown) pants and comfortable sneakers that are either black or white.

Requirements:

Non-smoker: ☐
Ski: ☐
Swimmer: ☐
Lifeguard Certified: ☐
CPR Certified: ☐

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Job Type: Food Service Worker

Job Description: Food Service Assistants are responsible for providing food and beverage service to Luna Park's guests. Participants may work as food station attendants, cashiers, cooks, popcorn cart attendants, or ice cream shop attendants within the park. The job duties are the same regardless of station assignment.

The main job duties and responsibilities include:
*Providing excellent customer service to guests and coworkers
*Maintaining guest satisfaction while ensuring the dining areas are clean, stocked, and organized.
*Understanding the impact that good service, high quality products, and the cleanliness of the facility and surroundings has on Luna Park's guests
*Maintaining sanitation, health, and safety standards in work areas
*Preparing food products according to recipe specifications
*Verifying that prepared food meets requirements for quality and quantity
*Rotating product stock to maintain freshness standards
*Cleaning and maintaining the cooking equipment and station area
*Taking money in the form of cash or credit
*Being ready to identify and resolve guestrequests
*Following all policies and procedures
*Other duties as assigned

Job Specifications:
*Able to work in all weather conditions, including heat and rain
*Able to handle pork products
*Excellent English skills
*Basic math skills
*Be on time for each shift
*Respect superiors and coworkers
*It is important to keep a positive and friendly attitude when participants are working since they are in the view of the guests at all times.

Participants may also work some hours in Park Services. In Park Services, participants are responsible for the daily cleaning of Luna Park. This includes duties such as cleaning buildings and bathrooms, cleaning toilets, removing debris, keeping Luna Park property neat and tidy, emptying trash receptacles, and replacing the lining of the trash cans. Participants may use cleaning chemicals.

Internal Job Type: Food Service Assistant

No Students being hired: 30

Age requirement: None

Wage: 15.00/per hour

Details:

Dress Code: Uniform

A uniform shirt will be provided for free. Participants must wear their own tan-colored (khaki) pants and comfortable sneakers that are either black or white.

Requirements:

Non-smoker:	☐	*Lifeguard Certified:*	☐
Ski:	☐	*CPR Certified:*	☐
Swimmer:	☐		

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Job Benefits (bonuses, incentives): Participants receive 2 free entrance wristbands to the park each month and 15% off all purchases in the park at any time.

Is there a Social Security Admin office near you: Yes **Are you willing to take student to the SSA office?:** No

SSA office details: The closest SSA office is 3 miles from Luna Park:
7714 17th Avenue
Brooklyn, NY 11214
800-772-1213

Office business hours:
Monday 9AM–4PM
Tuesday 9AM–4PM
Wednesday 9AM–12PM
Thursday 9AM–4PM
Friday 9AM–4PM
Saturday Closed
Sunday Closed

Participants will need to take public transportation there from their housing. On the MTA, the D subway train stops closest to the office. Participants should exit the subway at 79 Street/New Utrecht Avenue. A one way fare is$2.75. This link provides directions: https://goo.gl/maps/We6YVrzFBh32

Participants must bring their SSA application receipt to the Luna HR office as soon as possible. Participants are welcome to use the Luna Park address on the application. Previous participants have moved housing locations and it has caused serious complications with receiving their social security cards in a timely manner. The HR staff will give the Social Security card to the participant as soon as it arrives.

Participant Requirements

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

Positive attitude
Reliable
Hardworking

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

Participants must be able to bring the following documents upon arrival to the HR office: Photocopy of J-1 visa, photocopy of passport, DS-2019 form. Participants are required to bring a copy of their receipt from the Social Security application as soon as possible. Participants should bring their Social Security cards to the HR office as soon as it is received. This must be completed as soon as possible. The HR office will make photocopies of these documents and return them to the participants immediately.

Participants will be assigned specific orientation dates upon hiring. Participants may not begin working until orientation is completed. Participants may not work 32 hours during orientation week, but will still maintain an average of 32 hours throughout their program.

Couples and groups of friends are welcome to apply but hired participants may not be scheduled for the same shifts or be granted the same days off. Participants should be aware of this before applying.

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**

Housing Options

You do NOT provide housing

Sex:

What is the typical MONTHLY RANGE that an individual pays for housing in your area?

$500-$650 per participant

Do you provide temporary housing upon the student's arrival? No

If so, what is the maximum amount of time students can stay there? Not Applicable

Please indicate assistance to locate housing (including websites, references, etc.):

Housing Name:	Hostelling International	**Contact Name:**	Iman Dean
Address:	891 Amsterdam Ave	**City, State, Zip:**	New York, NY 10025
Email Address:	idean@hinewyork.org	**Website:**	Hinewyork.org
Phone Number:	212-932-2300	**Notes:**	Temporary housing while students locate seasonal housing. Rates start at $50/night. Participants are able to make group reservations through the website. Potential Group rates and services apply to groups of 10 or more participants. Largest hostel in the Americas, vacancies vary greatly from night to night. Number of beds available: Typically at least 30 beds available each night, depending on the season. This information was verified on 10/4/2018. It is the participant's responsibility to verify and reserve housing as soon as possible, to ensure the housing is confirmed. More housing leads available upon request. Participants can look for permanent housing in many neighborhoods, as public transportation in NYC is very convenient. http://www.mta.info/nyct

Housing Name:	Jazz on the Park Hostel	**Contact Name:**	Erick Urena
Address:	36 West 106th Street	**City, State, Zip:**	New York, NY 10025
Email Address:	park@jazzhostels.com	**Website:**	See Below for Website
Phone Number:	212-932-1600	**Notes:**	http://www.jazzhostels.com/jazzlocations/jazz-on-the-park/ Temporary housing while students locate seasonal housing. Rates start at $56/night for dorm room style. Can accommodate single travelers and groups with 3-8 people. Maximum stay at Jazz Hostels is 14 days per year. Vacancy varies, hostel has around 100 rooms total, with rooms accommodating different number of guests. Number of beds available: Typically at least 15 beds available each night. This information was verified on 10/4/2018. It is the participant's responsibility to verify and reserve housing as soon as possible, to ensure the housing is confirmed. Participants can look for permanent housing in many neighborhoods, as public transportation in NYC is very convenient. http://www.mta.info/nyct

Housing Name:	YMCA Vanderbilt	**Contact Name:**	Lauren DeMarco
Address:	224 E 47th St	**City, State, Zip:**	New York, NY 10017
Email Address:	ldemarco@ymcanyc.org	**Website:**	http://www.ymcanyc.org/vanderbilt/guest-rooms/acc
Phone Number:	212-912-2500	**Notes:**	YMCA has many locations which can offer temporary housing for participants: Vanderbilt, West Side, Harlem, Flushing, Greenpoint. The West Side location is further away from the worksite. Temporary housing while students locate seasonal housing. Approximately $70 or more per room per night, depending on room style and number of people per room. For example, a triple room for 9 nights was quoted at $1,710 or $63 per night per person. Can accommodate up to 30 people on a usual night. Number of beds available: Depends on the location but typically at least 5 beds available each night. This information was verified on 10/4/2018. It is the participant's responsibility to verify and reserve housing as soon as possible, to ensure the housing is confirmed. Participants can look for permanent housing in many neighborhoods, as public transportation in NYC is very convenient. http://www.mta.info/nyct

Participant Travel to Business

Participant should contact you:	Upon boarding: ✔	Upon arrival: ✔
Employer's Emergency phone number:	718-373-5862	
	HR line	

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☑ **PLANE**

(Participants should book tickets directly through an airline or travel agent.)

Arrival to (city, airport): New York (JFK)

Preferred Arrival Time: No Preference

Will participant be picked up from the airport? Yes ☐ No ☑

If so, by who? Not Applicable

How far from the airport is your place of business? 20 miles

Special instructions/comments regarding participant's arrival:

Participants should travel directly to their prearranged housing from the airport.

Participants must contact the employer (msmith@lunaparknyc.com) and provide their travel plans at least two weeks before leaving their home country. Participants should plan to arrive in advance of their scheduled orientation date. Participants should research the specific travel instructions before departing their home counties, in case WiFi is not available upon arrival to the USA. The employer is willing to help participants plan their travel route from the airport. Participants should contact the employer to confirm they have arrived safely and to confirm the date they will be reporting to Luna Park.

Participants can also fly into LaGuardia Airport (LGA), however John F. Kennedy International Airport (JFK) is much more convenient.

Transport from JFK airport: Participants can take the subway to their housing for approximately $5. See following link for subway information.
https://www.nycsubway.org/wiki/New_York_City_Subway_Route_Map_by_SPUI
https://goo.gl/maps/tVqvcws18iL2
New York public transportation is operated by MTA.

Transport from LGA airport: Public transportation to the city center via bus is available for approximately $12 and can be purchased upon arrival or in advance.
https://laguardiaairport.com/to-from-airport/public-transportation
https://goo.gl/maps/svCEcdmDENB2

Participants can also take a taxi from the airport to their prearranged housing. Participants should expect a taxi ride to Brooklyn to cost between $40 and $65. Participants should ignore offers of transportation from solicitors in the terminal. Soliciting of ground transportation in the airport is illegal and many illegal solicitors are unlicensed and uninsured. Participants should head directly for the taxi stand located outside each terminal for safe and legitimate transportation. Participants should also ignore non-uniformed people offering to assist with baggage and only seek out uniformed porters or airport employees for baggage assistance.

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? Large City Not Applicable

Please provide a brief description of your community:

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New York City consists of five boroughs, each of which is a separate county of the State of New York. The five boroughs (Brooklyn, Queens, Manhattan, The Bronx, and Staten Island) were consolidated into a single city in 1898. Luna Park is located in the world famous Brooklyn borough of New York City. The Brooklyn neighborhood is an urban, largely African American and Hispanic community on the water. Just a subway ride from Manhattan, Brooklyn has grown into a young-peoples' part of town over the past decade. Luna Park at Coney Island is a famous summer destination for New Yorkers enjoying a day out and tourists visiting the city.

Participants will be living and working in a crowded, diverse, vibrant, busy, big city atmosphere! New York City is the most populous city in the United States, with a population of over 8.5 million.

For general info on NYC, participants can visit http://www.nycgo.com/

Is there anything special that students should bring? Participants should bring clothing hot and rainy weather, as well as comfortable walking shoes for work and to explore the city.

What are the seasonal temperatures?

Spring: 35 - 70 degrees F **Summer:** 65 - 90 degrees F

Fall: 50 - 75 degrees F **Winter:** 25 - 55 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:

There are many popular destinations in New York City including the Empire State Building, the Statue of Liberty, Ellis Island, Broadway theater productions, museums such as the Metropolitan Museum of Art, green spaces such as Central Park and Washington Square Park, Rockefeller Center, Times Square, luxury shopping along Fifth and Madison Avenues, the Tribeca Film Festival, the Bronx Zoo, Coney Island, the New York Botanical Garden, and baseball games (Yankees and Mets).

These attractions are all easily accessible by public transit. New York public transportation is operated by MTA. Subway and Local Bus Fare is $2.75 per ride. http://www.mta.info/

List of interesting area websites:

https://lunaparknyc.com/
https://www.coneyisland.com/tourist-information
http://en.wikipedia.org/wiki/Brooklyn
http://en.wikipedia.org/wiki/Coney_Island
http://www.coneyislandfunguide.com/
http://www.nycgo.com/free/

Is there wireless internet available?

Wireless internet is available in many cafes and restaurants around town as long as participants have their own web enabled devices. Participants will also have access to a computer in the Luna Park office to use for program check-ins and SEVIS validations.

The Coney Island Branch library is walking distance from Luna Park and has WiFi as well:
1901 Mermaid Avenue
Brooklyn, NY 11224

Additional Comments:

Participants must bring originals and copies of passport and visa, DS-2019 form, and job agreement to the HR office during orientation. Participants will be required to arrive to Luna on assigned orientation dates. Orientation date will be assigned during the interview.

Participants must honor the job agreement contract and show up to work for all scheduled shifts. If participants do not show up for a scheduled shift and did not call in advance, participant's employment will be terminated.

For additional cultural opportunities participants are recommended to join the Greenheart Club: https://greenheartclub.org. Through the Greenheart Club participants can connect with each other, ask questions, find volunteer opportunities, take courses, and access various resources. Participants can access the Greenheart Club through their Greenheart Exchange Online account: https://geo.greenheart.org/ - find a link in the lower right corner of their home page. Additionally, participants can check-out Visit The USA website: https://www.visittheusa.com.

Participants whose employment is terminated (involuntary or voluntarily), will have 2 weeks from the time that they end their position to secure permanent housing that complies with Greenheart Exchange's Housing Guidelines and submit a Self-Arranged Job Offer (SAJO) to Greenheart Exchange for consideration. Participant's failure to submit a SAJO within a two-week timeframe will result in shortening the participant's program sponsorship.
If Greenheart Exchange rejects SAJO, the participant has 1 business day to resubmit SAJO in accordance with instructions received from Greenheart Exchange. Information about prohibited jobs for SWT program participants can be found here: https://www.cci-exchange.com/businesses/work-travel-program/j-1-visa-regulations/.

Please feel free to attach any other additional information.

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