

## J-1 WORK AND TRAVEL PROGRAM

**Exchange Visitor ID number**

**HOST ENTITY INFORMATION**

Host Entity Name: Ballards Inn  
 Site of Activity Address: 42 Water Street, Block Island, RI, 02807, United States

**JOB INFORMATION**

**Job Title** Restaurant Attendant  
**Start date - Earliest** 15 May 2024 **Latest** 15 June 2024  
**End date - Earliest** 07 September 2024 **Latest** 01 October 2024  
**Guaranteed salary/wage per hour before deductions** 14.00 \$ per hour  
**Average hours per week** 32  
**Required Interviews** Sponsor Interview, Host Interview

**HOUSING INFORMATION**

**Housing Model** Host company provided

**EXCHANGE VISITOR SECTION**

Exchange Visitor Printed Name	Date of birth
Program Start Date	Program End Date
Signature	Date
Sponsor or agency representative name	

I confirm that I have read, understood, and agreed to the conditions outlined in this job offer. I agree to adhere to all Geovisions and Department of State program rules regarding employment and program participation, including the Terms and Conditions which were part of my program application. If I change jobs without receiving prior permission from Geovisions, or if I violate other Geovisions rules or J-1 program regulations, Geovisions may end my program early, and I will be required to return home. I understand that if my program ends due to regulation violations it may have a negative impact on future U.S. visa applications.

**Section 1**

**HOST ENTITY INFORMATION**

Entity name	Ballards Inn
Primary contact name	
Title	
Phone 1	
Fax	
Email	

## Section 2

### DETAILED JOB INFORMATION

Site of Activity address	42 Water Street, Block Island, RI, 02807, United States
Job Title	Restaurant Attendant
Special requirements	<ul style="list-style-type: none"><li>- Knowledge of workplace etiquette and physical stamina.</li><li>- Food and Beverage staff often work long shifts and are required to be constantly on their feet throughout the shift.</li><li>- Carry the customer's food and drinks to their table and must have the physical strength to carry full trays steadily.</li><li>- Must be able to quickly know the menu and make recommendations to the guests, if necessary.</li><li>- Housing is tied to this placement. Should participant be dismissed from placement housing will be terminated immediately.</li></ul>
Position details and description	<p>Restaurant Attendant</p> <p>Server: Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none"><li>- Knows all specials on a shift by shift basis as well as all liquor, beer, and wine products and all menu items and desserts.</li><li>- Present menu, answer questions, and make suggestions regarding food and service.</li><li>- Write order on check and relay customer's order to kitchen to be filled.</li><li>- Place food servings on plates and trays according to orders or instructions.</li><li>- Garnishes and decorates dishes prior to serving and is the last quality check on food.</li><li>- Monitor food distribution, ensuring that orders are delivered to the correct recipients.</li><li>- Ladles soup, tosses salads, portions pies and desserts, brews coffee, and performs other services as determined by establishment's size and practices.</li><li>- Observes diners to respond to any additional requests and determines when meal has been completed.</li><li>- Totals bill and accepts payment.</li><li>- Pre-bus (clean) other tables as well as your own, including dirty plates, glassware, condiments, trash, ashtrays, and flatware.</li><li>- Stock service stations with items such as ice, napkins, and straws.</li><li>- Clean and sterilize dishes, kitchen utensils, equipment, and facilities.</li><li>- Assists the hosts at the door and with seating when you are not busy.</li><li>- Check the IDs of customers to verify that they are of legal drinking age.</li><li>- Maintain proper grooming and uniform standards</li><li>- Follows the safety rules provided in the Safety Program found in the employee Orientation</li><li>- Manual and reports any safety hazards to management immediately.</li><li>- Complete additional duties as assigned by supervisor</li></ul> <p>Host/Hostess: Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none"><li>- Monitors the open dining sections of the restaurant for empty and cleaned tables.</li><li>- Escorts the guests to the dining room.</li><li>- Estimates wait times for guests and monitoring the guest waiting list.</li><li>- Ensures that the needs of the guests are met while they are waiting.</li><li>- Keeps dining room occupancy chart current.</li><li>- Answers the telephone.</li><li>- Books reservations.</li><li>- Assist wait staff as needed, taking initial drink orders, moving tables together, etc.</li><li>- Inspect assigned restrooms and clean as needed.</li><li>- Complete additional duties as assigned by supervisor.</li></ul>
Department	Restaurant Attendant
Work schedule Shifts may vary; Hours may be reduced depending on business	<i>May start at 7:30 am. Shifts depend on the days of the week and/or how busy the operation is</i>

needs, weather, economic situations, your performance, sick time and other circumstances.	
Average hours per week	32
Guaranteed salary/wage per hour before deductions Employers must lawfully abide by their state and local minimum wage laws for tipped and non-tipped positions. As minimum wage increases annually, even if it is in the middle of a J-1 Summer Work Travel program, employers must follow their state minimum wage laws and increase pay for any employees who's wages do not meet the new state minimum. Participants should be compensated the higher of federal, state or local minimum wage. If an employee's tips combined with their hourly wage do not meet the minimum wage requirement, the employer must make up the difference.	\$14.00
Is Overtime available	Yes
Overtime wage (if applicable)	All overtime hours shall be paid at the regular rate of the position. Overtime may be offered, but not guaranteed.
Required skills	In addition to a strong command of English, this position is physically demanding and may require: <ul style="list-style-type: none"> <li>- Ability to receive direction and perform responsibilities in a fast paced environment</li> <li>- Standing and constant moving for long periods of time (up to 8 hours per shift)</li> <li>- Frequent bending and stooping , lifting up to 25lbs/11 kg</li> <li>- Strong basic math skills with the ability to operate a cash register or POS system</li> <li>- Positive team player</li> <li>- Serving experience preferred but not required.</li> </ul>
English level	Good
Supervisor	

### Section 3

#### POSITION REQUIREMENTS

Grooming	
Grooming standards	Well-groomed appearance. Facial hair is not allowed and men must shave on a daily basis. Details are to be provided in the handbook.
Dress code	- Uniform shirts are provided - Participants must provide their own black pants and black, closed-toed non slip shoes.  Approximate cost (pants and shoes) if purchased in the US \$50 - \$80
Uniform provided?	Yes
Cost to Exchange Visitor	Approximate cost (pants and shoes) if purchased in the US \$50 - \$80
When is uniform fee due	Upon purchase
Screening	
Host Entity will require a drug test	No
Host Entity will provide the drug test	Yes

Description of drug screening policy	Drug test may be done at random times.
Will Exchange Visitors incur a cost for screening	No
Cost to Exchange Visitors (if applicable)	N/A
When is screening fee due	N/A
Payment	
Payment schedule	bi_weekly
Description	- Housing is tied to this placement. Should participant be dismissed from placement housing will be terminated immediately.  Shoreham, Inc. d/b/a Ballard's Inn is exempted from the overtime and minimum wages requirements of the Fair Labor Standards Act ("flsa" or the act) pursuant to the "amusement or recreational establishment exemption" to the act, codified at 20 U.S.C. section 213(1)(3). Therefore, all overtime hours shall be paid at the regular rate of the position. Overtime may be offered, but not guaranteed.
Training / Orientation	
Host Entity provides training/orientation	Yes
Description	On the job training
Will Exchange Visitors be paid during training/orientation	Yes
Length of training/orientation	3 - 7 Days
Will Exchange Visitors incur a cost for training/orientation	No
Cost to participant	N/A
When is training fee due	N/A

#### Section 4

#### HOUSING INFORMATION

If company provided housing or temporary housing is not offered, Exchange Visitors will need to secure housing after they have accepted the job offer.

Does Host Entity provide temporary housing?	No
Duration of temporary housing	N/A
Cost of temporary housing	N/A

#### *Housing Lead 1*

Housing model	Host company provided
Gender requirement	Any
Housing type	Dormitory
Housing name	The Overlook
Contact name	
Address	74 West Side Road, Block Island, RI, 02807
E-mail	
Phone	
Housing cost	100.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	No
Housing deposit	300.0
Is housing deposit payroll deducted?	No
Housing fees - additional comments	Laundry washers and Dryers are available in the building for a fee (\$5 each use).
Is deposit refundable	Yes
Deposit refund policy	Yes
Can housing be co-ed	Yes
Is renters insurance required	No
Housing amenities	Single bunk beds, dressers, mini refrigerator, air condition unit, television and private bathroom.
Distance between work site and housing	1.5 Miles
Transportation details	Bikes, mopeds, taxi or by walking or sharing rides (Participant arranged own transport)  Housing can be reached by walking, taking a taxi, biking or sharing car rides with co-employees.
Description	Dormitory Style Housing - Single bunk beds, dressers, mini refrigerator and air condition unit.  Instructions to make reservations: Arranged before candidate's arrival  Deadline to make reservations: Two (2) weeks before arrival date
Number of beds per room	6
Number of bedrooms	42
Exchange Visitors per property	252

Exchange Visitors per room	6
Bathrooms per property	42
Bedding and towels	No
Bedding and towel payment due	Bedding and towels are not provided, Student should bring these along with them.
Kitchen facilities	- None - The Company provides employee meals at discounted prices that are available during employee shifts.
Additional items must bring	Personal items renter must bring:, Bedding, sheets, pillows & towels (linens)
Additional comments	<p>\$100 / week for all employees</p> <p>The cost of power, water and trash are included in the rent. The island has terrible internet service, most often it is down or if there is, we encounter a lot of illegal downloads by the renters. Renters provide for their own internet source (usually they do have it in their mobile phones). They can also do internet works at the public library.</p> <p>Block Island is a small town/island of Rhode Island. Everything can be reached by walking, biking, riding taxis or sharing rides with other co-workers. The most popular are walking and biking. Taxis are available at a minimum price of \$11 but it can be shared with other co-workers. The island can be toured by car in an hour. The Overlook (the employee housing) is a dormitory-style housing where each room as its own bathroom. 4 to 6 people can be accommodated, depending on the room size. Ballard's provides for the single bunk beds, a dresser, mini refrigerator and an air conditioning unit. Linens, towels and other personal beddings are provided by the renters. Cooking is not allowed in the room, but microwaves are allowed as well as coffee makers. Employee meals on discounted prices are available on days one is working. Otherwise, there are a lot of restaurants that cater to employees.</p> <p>Further lease information: If RESIDENT should move from the premises prior to the expiration of this time period, they will be liable for all rent due until this lease agreement end date expires and loss of deposit.</p> <p>THE COMPANY PROVIDES EMPLOYEE MEALS AT DISCOUNTED PRICES THAT ARE AVAILABLE DURING EMPLOYEE SHIFTS.</p>
Included in cost	Water, Power and Internet are included in the lease amount.
Additional items included in cost	N/A
Administration fee due	N/A
Housing deposit due	\$300 per renter paid upon signing of the Lease Agreement and before occupancy.
Housing deposit refundable	Yes
Further information on housing refund policy	COMPLIANCE TO THE PROVISIONS OF THE LEASE AGREEMENT: Deposits will be returned, once the housing has been inspected and clean without damages have been found.
Lease required	Yes
Length of lease	3 Months
Further information on length of lease	Lease agreement shall commence on move in date and continue until the end of the

	lease agreement (the lease is for the duration of the employment).
Fees additional comments	Laundry washers and Dryers are available in the building for a fee (\$5 each use).

## Section 5

### ARRIVAL INSTRUCTIONS

Geovisions provides Orientation to all Exchange Visitors either in the Exchange Visitors home country or in the United States. If Exchange Visitors attend Orientation in their home country, they will travel directly to the Host Entity upon arrival. If Exchange Visitors attend Orientation in the U.S., they will travel to the Host Entity after Orientation is completed.

Closest port of entry airport	(BOS) Boston Logan International Airport
Nearest airport to site of activity	(PVD) TF Green Airport
Airport/bus/train pickup provided	No
General arrival instructions	<p>Please email the details of your flight itinerary at least two (2) weeks prior to your arrival in the US.</p> <p>Please input the details of your visa appointment/outcome and flight arrival information in the Participant Portal.</p> <ul style="list-style-type: none"> <li>• The closest airport is T.F. Green Airport, providence or airport code: PVD (2000 Post Road, Warwick, RI 02886).</li> <li>• Once you arrive at the airport, you can either get an LYFT or UBER for an approximately 35- minute ride to the ferry or by bus. The bus ride will take about 1 hour and 30 mins for \$2. <ul style="list-style-type: none"> <li>o Block Island Ferry Address: 304 Great Island Rd Narragansett, RI 02882</li> <li>• Bus direction from airport: (go to <a href="http://www.ripta.com">www.ripta.com</a> for more information)</li> <li>o T.F. Green Airport (Arrivals) – RIPTA stop</li> <li>o Take the RIPTA ROUTE 66 bus Outbound towards Galilee. The ride is about 1 hr and 30 mins to Great Island &amp; Ferry Terminal.</li> <li>o Walk less than 1 min to Block Island ferry.</li> </ul> </li> </ul> <p>Regardless of your choice of fly or drive, please make sure you coordinate your arrival with the ferry schedule. For the ferry schedule, visit the Block Island Ferry website (<a href="http://blockislandferry.com">blockislandferry.com</a>) for ferry times.</p> <p>Once you arrive in Block Island walk or drive to Ballard's located right off the ferry towards the docks. From there, we will give the keys to your room and provide a ride to the housing. You can contact</p> <ul style="list-style-type: none"> <li>• One day before your arrival.</li> <li>• Informing what ferry time you will be on to arrange your ride to the housing.</li> </ul> <p>Accommodation:  HI Boston Hostel (Average \$164 Per/Night)  <a href="https://www.hiusa.org/find-hostels/massachusetts/boston-19-stuart-street">https://www.hiusa.org/find-hostels/massachusetts/boston-19-stuart-street</a>  Contact: +16175369455</p> <p>Cab:  Boston Airport Cab - Boston Taxi, Car &amp; Minivan Service</p>
Should Exchange Visitors contact Host Entity before arrival	Yes
Upon arrival, Exchange Visitors should report	Front Desk/Host Company
Phone number	
Preferred arrival days	Monday - Friday

Preferred arrival times	No later than 17:00 pm
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**Section 6**

**ADDITIONAL INFORMATION**

Social Security Information	
Address of the nearest social security office	30 Quaker Lane, Warwick, RI 02886
Distance of SSO from SOA	42 miles
Will Host Entity provide transportation to the nearest Social Security office	No
Will Host Entity help Exchange Visitors make copies of the necessary documents	Yes
Other Social Security assistance provided	- Social Security Office comes to the Island early in the season

**Section 7**

**POTENTIAL CULTURAL ACTIVITIES**

- Island tour show case historical land spots - Fred Benson Town Beach - North Lighthouse - Abrams Animal Farm - Block Island National Wildlife Refuge
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