

## J-1 WORK AND TRAVEL PROGRAM

**Exchange Visitor ID number**

**HOST ENTITY INFORMATION**

Host Entity Name: Captain George's Seafood Restaurant - Williamsburg  
 Site of Activity Address: 5363 Richmond Rd, Williamsburg, VA, 23188, United States

**JOB INFORMATION**

**Job Title** Restaurant Attendant (Back of House)  
**Start date - Earliest** 01 May 2024 **Latest** 15 June 2024  
**End date - Earliest** 30 August 2024 **Latest** 30 September 2024  
**Guaranteed salary/wage per hour before deductions** 15.00 \$ per hour  
**Estimated tips** N/A  
**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	Captain George's Seafood Restaurant - Williamsburg
Web site	<a href="https://captaingeorges.com/">https://captaingeorges.com/</a>
Primary contact name	
Title	
Phone 1	
Email	

## Section 2

### DETAILED JOB INFORMATION

Site of Activity address	5363 Richmond Rd, Williamsburg, VA, 23188, United States
Job Title	Restaurant Attendant (Back of House)
Special requirements	Students will be rotated/assigned to any of the following duties, based on business needs:
Position details and description	<p>Students will be rotated/assigned to any of the following duties, based on business needs:</p> <p><b>DISHWASHER:</b></p> <p>Under the direct supervision of the Supervisor, the Dishwasher is responsible for assisting the kitchen staff in maintaining the cleanliness of the kitchen and all storage areas; specifically for cleaning all equipment utensils, and the physical work area.</p> <p>He/she is also responsible for assisting with food storage and rotation.</p> <p>Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none"><li>- Wash dishes, glassware, flatware, pots, and/or pans using dishwashers or by hand.</li><li>- Place clean dishes, utensils, and cooking equipment in storage areas.</li><li>- Maintain kitchen work areas, equipment, and utensils in clean and orderly condition.</li><li>- Stock supplies such as food and utensils in serving stations, cupboards, refrigerators, and salad bars.</li><li>- Sweep and scrub floors.</li><li>- Handle chemicals used for cleaning as well as washing dishes using gloves when necessary.</li><li>- Clean garbage cans with water or steam.</li><li>- Sort and remove trash, placing it in designated pickup areas.</li><li>- Clean and prepare various foods for cooking or serving.</li><li>- Set up banquet tables and dining areas.</li><li>- Transfer supplies and equipment between storage and work areas, by hand or using hand trucks.</li></ul> <p><b>BUFFET/FOOD RUNNER:</b></p> <p>Under the direct supervision of the supervisor, Buffet/Food Runners are responsible to assist Servers to deliver food from the kitchen to the customer tables as quickly as possible.</p> <p>He/she is also responsible to ensure customer satisfaction by providing supportive service to meet the customer's needs.</p> <p>Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none"><li>- Provides general assistance to servers to ensure customer satisfaction.</li><li>- Promptly greet guests as they are seated and bring bread, butter and water to table.</li><li>- Speedily and efficiently delivers food from the kitchen to the correct customers.</li><li>- Set up, restock, and tear down buffets.</li><li>- Ensure buffet items are maintained at proper temperature and freshness; confer with appropriate personnel if temperature/freshness is outside established guidelines, and act as directed.</li><li>- Fill water glasses and/or pass on beverage refill orders to servers at table.</li><li>- Replenish complimentary items such as bread, butter, condiments, etc.</li><li>- Clear tables after guests. Take tableware to dish room and place silverware, dishes, glassware, etc. in appropriate areas for washing.</li><li>- Promptly clean table tops, chairs and booths between seating.</li></ul>

	<ul style="list-style-type: none"> <li>- Check floor and clean as required.</li> <li>- Reset and arrange tabletop for the next customer.</li> <li>- Inspect assigned restrooms and clean as needed.</li> <li>- Respond appropriately to guest requests. Communicate guest requests to server as needed.</li> <li>- Be available to fill in as needed to ensure the smooth and efficient operation of the restaurant as directed by the restaurant manager or immediate supervisor.</li> <li>- Prepares soups, salads and bread &amp; Butter for the servers during rush periods.</li> <li>- Follows all company health and safety rules.</li> <li>- Complete additional duties as assigned by supervisor.</li> </ul>
Department	Food and Beverage
Work schedule Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick time and other circumstances.	<i>Schedule will vary between 06:00 AM - 10:00 PM.</i>
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.	\$15.00
Is Overtime available	No
Required skills	<p>In addition to a strong command of English, this position requires:</p> <ul style="list-style-type: none"> <li>- Ability to accept constructive criticism, especially when under pressure.</li> <li>- Must be able to read and follow a recipe unsupervised.</li> <li>- Standing and constant moving for long periods of time (up to 8 hours per shift).</li> <li>- Ability to receive direction and perform responsibilities in a fast-paced environment.</li> <li>- Frequent bending and stooping.</li> <li>- Lifting up to 40lbs/18 kg.</li> <li>- Must possess a positive attitude and work well with other team members.</li> <li>- Experience preferred but not required.</li> <li>- Positive, team player.</li> </ul>
English level	Good
Supervisor	

### Section 3

#### POSITION REQUIREMENTS

Grooming	
Grooming standards	Neat, clean, professional appearance.
Dress code	<ul style="list-style-type: none"> <li>- Participants must wear all long pants.</li> <li>- No shorts are permitted.</li> <li>- Non-Slip shoes, closed-toed shoes are required for this position.</li> <li>- Two shirts are provided.</li> </ul>

	- If employee needs more, they are \$5 each.
Uniform provided?	Yes
Cost to Exchange Visitor	\$5
Screening	
Host Entity will require a drug test	No
Host Entity will provide the drug test	N/A
Description of drug screening policy	N/A
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
Estimated tips	N/A
Training / Orientation	
Host Entity provides training/orientation	Yes
Description	General Orientation - On the job Training.
Will Exchange Visitors be paid during training/orientation	Yes
Length of training/orientation	3 - 5 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	Hotel
Housing name	Pineapple Inn and Housing Center
Contact name	
Address	5437 Richmond Road, Williamsburg, VA, 23188
E-mail	
Phone	
Housing cost	100.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	No
Housing deposit	260.0
Is housing deposit payroll deducted?	No
Is deposit refundable	Yes
Can housing be co-ed	No
Distance between work site and housing	0.5 miles
Transportation details	5 min car ride, in walking distance
Description	housing price ranges from \$75-100 / week
Number of beds per room	2
Number of bedrooms	25
Exchange Visitors per property	50
Exchange Visitors per room	2
Bedding and towels	No
Housing deposit refundable	Yes
Lease required	No

## 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	Richmond International Airport
Nearest airport to site of activity	Newport News/Williamsburg 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 also add the details of your visa appointment/outcome and flight arrival itinerary to the Participant Portal.</p> <p>Should you arrive outside of the arrival hours, please see below for the closest hotel information:</p> <p>Richmond International Airport</p> <p>Accommodation:</p> <p>Best Western Plus Richmond Airport Hotel 5300 Airport Square Ln, Sandston, Virginia 23150</p> <p>Contact number: (804) 222-8200</p> <p>Website: <a href="https://www.bestwestern.com/en_US/book/hotel-search.html">https://www.bestwestern.com/en_US/book/hotel-search.html</a></p> <p>Cost: from \$133.92 per night (2 double beds - 4 people sharing)</p> <p>Cost of Transportation from Richmond International Airport to Best Western Plus Richmond Airport Hotel: Jayride Sedan: from \$19.00 per ride (6 people sharing)</p> <p>Cost of Transportation from Richmond International Airport to Housing: Jayride Sedan: from \$89 per ride (3 people sharing)</p> <p>Newport News/Williamsburg Airport</p> <p>Comfort Inn Newport News - Hampton I-64 12330 Jefferson Ave., Newport News, VA 23602</p> <p>Contact number: +1 757-781-1119</p> <p>Website: <a href="https://www.choicehotels.com/virginia/newport-news/comfort-inn-hotels/va445?mc=llgoxpx">https://www.choicehotels.com/virginia/newport-news/comfort-inn-hotels/va445?mc=llgoxpx</a></p> <p>Cost: from \$132 per night (Double Room with Two Double Beds)</p> <p>Cost of Transportation from Newport News/Williamsburg Airport to Comfort Inn Newport News - Hampton I-64: Uber: from \$25 (4 people sharing)</p> <p>Cost of Transportation from from Newport News/Williamsburg Airport to Housing: Uber X/Lyft: from \$10 per ride (4 people sharing)</p>
Arrival pick-up cost	54.0

Should Exchange Visitors contact Host Entity before arrival	Yes
Upon arrival, Exchange Visitors should report	Housing
Phone number	
Preferred arrival days	Monday - Friday
Preferred arrival times	8:00 - 18:00

## Section 6

### ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	245 E Williamsburg Rd, Sandston, VA 23150
Distance of SSO from SOA	41 miles
Will Host Entity provide transportation to the nearest Social Security office	Yes
Will Host Entity help Exchange Visitors make copies of the necessary documents	Yes
Other Social Security assistance provided	- Assistance will be provided where necessary. - You must wait 5 - 10 days after completing your SEVIS Check In to go to the Social Security Office. GeoVisions recommends waiting 10 days for optimal success. Please be sure to bring all your required documents including the printed version of your I-94 and printed version of your DS-2019 (please note more than just these two documents are required to bring). Please contact support@geovisions.com with any questions.

## Section 7

### POTENTIAL CULTURAL ACTIVITIES

Historical Attractions/Sites
Company Events
Interaction and events with co-workers