

J-1 WORK AND TRAVEL PROGRAM

**Exchange Visitor ID number**

**HOST ENTITY INFORMATION**

Host Entity Name: Crowne Plaza Lake Placid  
 Site of Activity Address: 101 Olympic Drive, Lake Placid, NY, 12946, United States

**JOB INFORMATION**

**Job Title** Hotel/Resort Worker  
**Start date - Earliest** 01 June 2024 **Latest** 20 June 2024  
**End date - Earliest** 30 August 2024 **Latest** 30 September 2024  
**Guaranteed salary/wage per hour before deductions** 14.20 \$ per hour  
**Estimated tips** N/A  
**Average hours per week** 32 - 40  
**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          | Crowne Plaza Lake Placid |
| Web site             | www.lakeplacidcp.com     |
| Primary contact name |                          |
| Title                |                          |

|         |  |
|---------|--|
| Phone 1 |  |
| Fax     |  |
| Email   |  |

## Section 2

### DETAILED JOB INFORMATION

|                                  |   |
|----------------------------------|---|
| Site of Activity address         | 101 Olympic Drive, Lake Placid, NY, 12946, United States  |
| Job Title                        | Hotel/Resort Worker   |
| Special requirements             | <p>QUALIFICATION STANDARDS General Requirements:</p> <ul style="list-style-type: none"> <li>• Ability to attend to guests, associates and management in an attentive, friendly, courteous and service oriented manner which requires strong customer service as well as written and oral communication skills.</li> <li>• Must be able to speak, read, write and communicate in English to adequately perform the duties of the job.</li> <li>• Knowledge of basic sanitation requirements/controls and applications of relevant chemicals.</li> <li>• Basic knowledge of a corporate policies applicable to the laundry operation, especially those relating to safety and security of guest and hotel property.</li> <li>• Outstanding organizational and time management skills.</li> <li>• Must be detail-oriented.</li> <li>• Ability to multitask and prioritize daily workload.</li> <li>• Must be energetic and able to work in a fast-paced environment.</li> <li>• Must be able to show initiative, including anticipating guest or operational needs.</li> <li>• Ability to make decisions and follow established policies and procedures.</li> <li>• Maintain high standards of personal appearance and grooming, which includes wearing the proper uniform/attire and nametag.</li> <li>• Comply with company, hotel and brand standards and regulations to encourage safe and efficient hotel operations.</li> <li>• Employee must be able to maintain standards of attendance and punctuality and must be able to work varying schedules that include evenings, weekends, holidays and extended hours as business dictates.</li> </ul> |
| Position details and description | <p>** Can be assigned to either position.</p> <p>Room Attendant:</p> <p>Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none"> <li>- Safe handling of cleaning products and chemicals and proper operation of cleaning equipment.</li> <li>- Clean a specified number of rooms within a designated amount of time.</li> <li>- Clean restrooms, furniture, hallways, lobbies, lounges, elevators, stairways, locker rooms, and other work areas so that health standards are met.</li> <li>- Change bed linens and make the beds.</li> <li>- Replenish towels, linens, toilet tissue, toiletries and complimentary supplies.</li> <li>- Empty wastebaskets, clean ashtrays, and transport other trash and waste to disposal areas.</li> <li>- Keep storage areas and carts well-stocked and clean.</li> <li>- Dust and polish furniture and equipment.</li> <li>- Sweep, scrub, wax, and/or polish floors, using brooms, mops, and/or powered scrubbing and waxing machines.</li> <li>- Clean rugs, carpets, upholstered furniture, and/or draperies, using vacuum cleaners and/or shampooers, hang draperies and dust window blinds.</li> <li>- Wash windows, walls, ceilings, and woodwork as necessary to meet company standards.</li> <li>- Carry heavy items and use a wheeled cart to transport supplies.</li> </ul>  |

- Attention to detail, customer assistance and service is a critical part of this position.

**Kitchen Utility Worker:**

Specific duties may include but are not limited to any combination of the following:

- Wash dishes, glassware, flatware, pots, and/or pans using dishwashers or by hand.
- Place clean dishes, utensils, and cooking equipment in storage areas.
- Maintain kitchen work areas, equipment, and utensils in clean and orderly condition.
- Stock supplies such as food and utensils in serving stations, cupboards, refrigerators, and salad bars.
- Sweep and scrub floors.
- Handle chemicals used for cleaning as well as washing dishes using gloves when necessary.
- Clean garbage cans with water or steam.
- Sort and remove trash, placing it in designated pickup areas.
- Clean and prepare various foods for cooking or serving.
- Set up banquet tables and dining areas.
- Transfer supplies and equipment between storage and work areas, by hand or using hand trucks.

**Host/Hostess:**

Specific duties may include but are not limited to any combination of the following:

- Monitors the open dining sections of the restaurant for empty and cleaned tables.
- Escorts the guests to the dining room.
- Estimates wait times for guests and monitoring the guest waiting list.
- Ensures that the needs of the guests are met while they are waiting.
- Keeps dining room occupancy chart current.
- Answers the telephone.
- Books reservations.
- Assist wait staff as needed, taking initial drink orders, moving tables together, etc.
- Inspect assigned restrooms and clean as needed.
- Complete additional duties as assigned by supervisor.

**Server/Busser:**

- Knows all specials on a shift by shift basis as well as all liquor, beer, and wine products and all menu items and desserts.
- Present menu, answer questions, and make suggestions regarding food and service.
- Write order on check and relay customer's order to kitchen to be filled.
- Place food servings on plates and trays according to orders or instructions.
- Garnishes and decorates dishes prior to serving and is the last quality check on food.
- Monitor food distribution, ensuring that orders are delivered to the correct recipients.
- Ladles soup, tosses salads, portions pies and desserts, brews coffee, and performs other services as determined by establishment's size and practices.
- Observes diners to respond to any additional requests and determines when meal has been completed.
- Totals bill and accepts payment.
- Pre-bus (clean) other tables as well as your own, including dirty plates, glassware, condiments, trash, ashtrays, and flatware.
- Stock service stations with items such as ice, napkins, and straws.
- Clean and sterilize dishes, kitchen utensils, equipment, and facilities.
- Assists the hosts at the door and with seating when you are not busy.
- Check the IDs of customers to verify that they are of legal drinking age.
- Maintain proper grooming and uniform standards
- Follows the safety rules provided in the Safety Program found in the employee Orientation
- Manual and reports any safety hazards to management immediately.
- Complete additional duties as assigned by supervisor

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| Department   | Hotel  |
| Work schedule<br>Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick time and other circumstances. | <i>Please note that students may not work in positions requiring work hours that fall predominantly between the hours of 10:00 p.m. and 6:00 a.m.</i><br><i>Schedule will vary between 06:00 am and 22:00 pm</i> |

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| Average hours per week   | 32 - 40  |
| Guaranteed salary/wage per hour before deductions<br>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. | \$14.20  |
| Is Overtime available  | Yes  |
| Overtime wage (if applicable)  | Anything over 40 hours is wage x 1.5. Overtime may be offered, but not guaranteed.   |
| Required skills  | Physical requirements: <ul style="list-style-type: none"> <li>• While performing the duties of this job, the employee is required to stand, walk, balance, reach, push, pull, lift, grasp, feel, talk, hear, see, smell, taste and perform repetitive motions that require manual dexterity during and throughout their shift.</li> <li>• This position requires the exertion of up to 25 pounds of force and lifting up to 25 pounds regularly.</li> <li>• The employee is required to have visual acuity to operate machinery and tools, determine accuracy, neatness and thoroughness of rooms and quality of work, and make general observations of facilities.</li> <li>• This position is primarily indoors and may subject the employee to hot or cold temperatures from machinery and moderate noise level.</li> <li>• This position requires frequent use of devices such as radios.</li> </ul> |
| Required experience  | Education & Experience: <ul style="list-style-type: none"> <li>• 8th grade education or equivalent experience required.</li> <li>• 6+ months of Laundering/Housekeeping experience in a hotel environment would be ideal, but not required.</li> </ul>   |
| English level  | Good   |
| Supervisor   |  |

### Section 3

#### POSITION REQUIREMENTS

|                          |   |
|--------------------------|---|
| Grooming                 |   |
| Grooming standards       | you must always maintain a neat and clean appearance while on the job. for males, hair should not fall below the collar. no visible tattoos or body piercings except earrings. If a uniform is required, it will be provided by the employer. Some positions will require black pants, a white collar shirt and clean, comfortable shoes. |
| Dress code               | - Uniform is provided.<br>- Participants must bring/wear black pants and shoes.   |
| Uniform provided?        | Yes   |
| Cost to Exchange Visitor | 0.00  |

|  |   |
|--|---|
| When is uniform fee due                                      | N/A   |
| Screening  |   |
| Host Entity will require a drug test                         | No  |
| Host Entity will provide the drug test                       | no  |
| Description of drug screening policy                         | none  |
| Cost to Exchange Visitors (if applicable)                    | none  |
| When is screening fee due                                    | none  |
| Payment  |   |
| Payment schedule   | bi_weekly   |
| Allowances, bonuses, and/or incentives                       | \$0.00 - \$5.00 per hour worked paid in final paycheck, based on position(s) held during program, tips received, total wages earned, performance review by manager/supervisor, and fulfillment of DS-2019 program dates. Bonus is NOT GUARANTEED, and is offered at the discretion of ownership/management. Terms of bonus program subject to change. |
| Estimated tips   | N/A   |
| Description  | - Room Attendant: \$14.20 per hour<br>- Kitchen Utility Worker: \$14.20 per hour<br>- Host/Hostess: \$14.20 per hour<br>- Server/Busser: \$10.00 per hour plus \$4.20 minimum tips  |
| 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                               | As needed   |
| Will Exchange Visitors incur a cost for training/orientation | No  |
| Cost to participant  | None  |
| When is training fee due                                     | None  |

#### 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.

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

### Housing Lead 1

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|--|--|
| Housing model                          | Host company provided  |
| Gender requirement                     | Any  |
| Housing type                           | Hotel  |
| Housing name                           | Crowne Plaza Lake Placid Housing   |
| Contact name                           |  |
| Address                                | 130 Lake Placid Club Way, Lake Placid NY , Lake Placid, NY, 12946  |
| E-mail                                 |  |
| Phone                                  |  |
| Web Address                            | N/A  |
| Housing cost                           | 250.0  |
| How often is rent due?                 | Per month  |
| Is weekly cost/rent payroll deducted?  | No   |
| Housing deposit                        | 250.0  |
| Is housing deposit payroll deducted?   | No   |
| Is deposit refundable                  | Yes  |
| Deposit refund policy                  | Yes  |
| Can housing be co-ed                   | Yes  |
| Housing amenities                      | Includes ; dressers, beds, couches , kitchen table , living room furniture.Dressers, lamps, pots , pans , dishes , glasses and towels.   |
| Distance between work site and housing | 1.5 km   |
| Transportation details                 | Lake Placid XPRSS Free Park & Ride Trolley Service:<br><a href="https://www.lakeplacid.com/explore/getting-here/lake-placid-xprss-free-park-ride-trolley-service">https://www.lakeplacid.com/explore/getting-here/lake-placid-xprss-free-park-ride-trolley-service</a><br>Mailing Address - 101 Olympic Drive, Lake Placid, NY 12946 |
| Description                            | Includes ; dressers, beds, couches , kitchen table , living room furniture.Dressers, lamps, pots , pans , dishes , glasses and towels.<br><br>All J2 participants must receive permission from the host entity prior to bringing J2s   |

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|--|---|
|  | over. This is because your housing is provided for you as the J1, but no necessarily your J2 dependents.  |
| Number of bedrooms                           | 3   |
| Exchange Visitors per property               | 9   |
| Exchange Visitors per room                   | 3   |
| Bathrooms per property                       | 2   |
| Bedding and towels                           | Yes   |
| Bedding and towel payment due                | No  |
| Kitchen facilities                           | Yes   |
| Additional items must bring                  | Personal items  |
| Additional comments                          | Mailing Address - 101 Olympic Drive, Lake Placid, NY 12946<br><br>All J2 participants must receive permission from the host entity prior to bringing J2s over. This is because your housing is provided for you as the J1, but no necessarily your J2 dependents.   |
| Included in cost                             | Furniture, linens and towels  |
| Additional items included in cost            | N/A   |
| Administration fee due                       | N/A   |
| Housing deposit due                          | \$250.00 due upon arrival   |
| Housing deposit refundable                   | Yes   |
| Further information on housing refund policy | Initial deposit of \$250.00 is due upon arrival. \$50.00 of the deposit will be retained by LPVC for cleaning fee. If there is no damage to housing unit, no evidence of smoking within the unit, and all uniforms/company property returned, the remaining \$200.00 of the initial deposit will be returned to the participant at the end of employment.<br><br>Returned if no damage and no smoking. These are smoke free facilities and uniforms and company property returned at the end of the season. |
| Lease required                               | No  |
| Further information on length of lease       | N/A   |

### Housing Lead 2

|                    |                       |
|--------------------|-----------------------|
| Housing model      | Host company assisted |
| Gender requirement | Any                   |
| Housing type       | Apartment             |

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|--|--|
| Housing name                           | StayADK LLC  |
| Contact name                           |  |
| Address                                | 53 Hillcrest Ave, Lake Placid, NY, 12946                     |
| E-mail                                 |  |
| Phone                                  |  |
| Housing cost                           | 140.0  |
| 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     | upon arrival payment is first two rents and deposit          |
| Is deposit refundable                  | Yes  |
| Can housing be co-ed                   | No   |
| Distance between work site and housing | 1.5 miles  |
| Number of beds per room                | 6  |
| Number of bedrooms                     | 3  |
| Exchange Visitors per property         | 14   |
| Exchange Visitors per room             | 4  |
| Bathrooms per property                 | 4  |
| Bedding and towels                     | No   |
| Kitchen facilities                     | refrigerator, stove, microwave, pots, pans, dishes, glasses  |
| Included in cost                       | dressers, ned. couches, kitchen table, living room furniture |
| Housing deposit due                    | \$580 total due upon arrival: Deposit + two weeks rent       |
| Housing deposit refundable             | Yes  |
| Lease required                         | No   |
| Fees additional comments               | upon arrival payment is first two rents and deposit          |

## 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                               | John F. Kennedy INTL Airport (JFK) / Boston Logan International Airport  |
| Nearest airport to site of activity                         | John F. Kennedy INTL Airport (JFK) / Boston Logan International Airport  |
| Airport/bus/train pickup provided                           | No   |
| General arrival instructions                                | <p>***PLEASE EMAIL THE DETAILS OF YOUR FLIGHT ITINERARY AT LEAST TWO WEEKS PRIOR TO ARRIVAL IN USA.***</p> <p>Please add the details of your visa appointment/outcome and flight arrival information in the Participant Portal.</p> <p>ARRIVAL AIRPORT:<br/>John F. Kennedy Airport – New York City, New York, USA</p> <p>From New York City, New York, USA, you should take a Greyhound Bus to 44 Hadjis Way, Lake Placid, New York, 12946 USA from the Port Authority Bus Terminal at 625 8th Ave, New York, New York, 10018, USA. You should buy your ticket online at <a href="http://www.greyhound.com">www.greyhound.com</a> or in person at Port Authority Bus Terminal.</p> <p>On the day of your departure, you should arrive 45-60 minutes BEFORE departure time to guarantee a seat on the bus. **Check bus times in advance, there may only ONE or TWO buses per day from New York City to Lake Placid**</p> <p>There is a transfer at Albany, NY, remember to take your luggage with you.</p> <p>A hotel staff member will pick-up participants at the Bus Stop near the Hannaford Supermarket &amp; Marshall's (bus stop location subject to change). Participants should call _____ the hotel once boarded on the bus, and indicate approximate time of arrival in Lake Placid.</p> |
| Should Exchange Visitors contact Host Entity before arrival | Yes  |
| Upon arrival, Exchange Visitors should report               | Host Company   |
| Phone number  |  |
| Preferred arrival days                                      | Monday - Friday  |
| Preferred arrival times                                     | Please use Adirondack Trailways from JFK/Boston airport. Schedule a trip at <a href="https://trailwaysny.com/">https://trailwaysny.com/</a> to 101 Olympic Drive, Lake Placid, NY 12946. The bus ride is roughly 6 hours and should arrive in the Lake Placid bus station around 18:30 pm  |

## Section 6

### ADDITIONAL INFORMATION

|   |   |
|---|---|
| Social Security Information                   |   |
| Address of the nearest social security office | 14 Durkee Street<br>Plattsburgh, NY 12901 |
| Distance of SSO from SOA                      | 50 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                                      | Hotel will book appointments for Social Security Number appointments once participants have been in-country for 5 days per Social Security Administration regulations. Participants will be asked to complete an online Social Security Number Application prior to going to their appointment. Participant MUST complete online application and must bring all important travel documents to the appointment. |

Section 7

POTENTIAL CULTURAL ACTIVITIES

|                               |
|-------------------------------|
| Lake Placid                   |
| Cross country skiing (winter) |
| world cup sporting events     |
| college hockey games (winter) |
| Hiking                        |

### **HOUSEKEEPER/LAUNDRY ATTENDANT**

Housekeepers are responsible for cleaning rooms, vacuuming, changing linens and towels, making beds, cleaning bathrooms, and doing laundry. Involves the use of chemical cleaning products.

Performs all stages of linen processing, including, but not limited to, collecting, transporting, sorting, weighing, loading and unloading washers and dryers, ironing, folding, storing and delivering. Involves the use of chemical cleaning products.

### **KITCHEN HELPER:**

Provides guest service by assuring that all tableware, glassware, chinaware, and cooking utensils are sanitary and clean. Involves the use of chemical cleaning products.

### **RESTAURANT STAFF**

Greet all guests and take beverage and food orders in a prompt and professional manner.

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## **REQUIREMENTS**

- Ability to attend to guests, associates and management in an attentive, friendly, courteous and service oriented manner which requires strong customer service as well as written and oral communication skills.
- Must be able to speak, read, write and communicate in English to adequately perform the duties of the job.
- Knowledge of basic sanitation requirements/controls and applications of relevant chemicals.
- Outstanding organizational and time management skills.
- Must be detail-oriented.
- Ability to multitask and prioritize daily workload.
- Must be energetic and able to work in a fast-paced environment.
- Must be able to show initiative, including anticipating guest or operational needs.
- Ability to make decisions and follow established policies and procedures.
- Maintain high standards of personal appearance and grooming, which includes wearing the proper uniform/attire and nametag.
- Comply with company, hotel and brand standards and regulations to encourage safe and efficient hotel operations.
- Employee must be able to maintain standards of attendance and punctuality and must be able to work varying schedules that include evenings, weekends, holidays and extended hours as business dictates.
- Some positions will require black pants and comfortable shoes.
- Some positions may involve use of chemical cleaning products