



# J-1 WORK AND TRAVEL PROGRAM

## Exchange Visitor ID number

### HOST ENTITY INFORMATION

Host Entity Name: Keystone QSR LLC  
Site of Activity Address: 804 HWY 16A SUITE 4, KEYSTONE, SD, 57751, United States

### JOB INFORMATION

**Job Title** Food and Beverage Retail Concessions  
**Start date - Earliest** 2024-05-01 **Latest** 2024-07-01  
**End date - Earliest** 2024-08-15 **Latest** 2024-10-30  
**Guaranteed salary/wage per hour before deductions** 14.00 \$ per hour  
**Estimated tips** Estimated \$1.5 per hour. Tips may vary based on shifts.  
**Average hours per week** 32 - 35  
**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	Keystone QSR LLC
Description	Retail food service
Web site	<a href="https://blueribbon.team/">https://blueribbon.team/</a>
Primary contact name	
Title	
Phone 1	

Email	
-------	--

## Section 2

### DETAILED JOB INFORMATION

Site of Activity address	804 HWY 16A SUITE 4, KEYSTONE, SD, 57751, United States
Job Title	Food and Beverage Retail Concessions
Special requirements	Participant will be placed and/or rotated between Dairy Queen and Subway based on business needs.
Position details and description	<p>Food and Beverage Assistant:</p> <p>Specific duties may include but are not limited to any combination of the following:</p> <p>Food and Beverage Assistant are responsible for waiting on customers, answering customer questions, setting up and clearing tables and assisting servers.</p> <p>Your employer may ask you to perform other duties related to your job.</p> <p>All operations pertaining to the Dairy Queen/Subway restaurant including but not limited to communicating with guest as needed, food preparation, taking orders, cashier, cleaning, daily maintenance and food service-related housekeeping.</p>
Department	Food and Beverage Department
Work schedule Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick time and other circumstances.	<i>6:00 am - 12:00 pm, 10:00 am - 16:00 pm, 17:00 pm - 22:00 pm. Scheduling depends on traffic, performance. During peak season the amount of hours will increase.</i>
Average hours per week	32 - 35
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.	<b>\$14.00</b>
Is Overtime available	Yes
Overtime wage (if applicable)	Overtime is offered but not guaranteed.
Required skills	Conversational English
English level	Good
Supervisor	

### Section 3

#### POSITION REQUIREMENTS

Grooming	
Grooming standards	- Neat, clean and professional appearance. - Business Casual Attire
Dress code	Participants will need to bring along or purchase their own black or khaki trousers, or short pants with length at knees.  Comfortable closed toed shoes with a non-skid sole. (No flip flops or heels).  Hair must be worn up off the neck and restrained.  Host company will provide a DQ or Subway branded hat and a polo shirt.
Uniform provided?	Yes
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
Allowances, bonuses, and/or incentives	Tickets for local attractions.
Estimated tips	Estimated \$1.5 per hour. Tips may vary based on shifts.
Training / Orientation	
Host Entity provides training/orientation	yes
Description	Franchises have online training, videos and tests are necessary to start working.
Will Exchange Visitors be paid during training/orientation	Yes
Length of training/orientation	One week
Will Exchange Visitors incur a cost for training/orientation	No

## 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?	Yes
Duration of temporary housing	12 Months
Cost of temporary housing	\$95 per week

### *Housing Lead 1*

Housing model	Host company provided
Gender requirement	Any
Housing type	House
Housing name	International Housing
Contact name	
Address	615 Madill St, Keystone, SD, 57751
E-mail	
Phone	
Housing cost	95.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	Yes
Housing deposit	50.0
Is housing deposit payroll deducted?	No
Is deposit refundable	Yes
Deposit refund policy	No
Can housing be co-ed	Yes
Is renters insurance required	No
Housing amenities	Bed, chairs, tables, microwave, fridge
Distance between work site and housing	0.5 miles
Transportation details	Shuttle provided to work place on specific times of the day.

Description	Fully furnished house. Dorm style rooms with private entrances and private bath. Typically 3 persons per room. All utilities included.
Number of beds per room	3
Number of bedrooms	10
Exchange Visitors per property	30
Exchange Visitors per room	3
Bathrooms per property	10
Bedding and towels	Yes
Kitchen facilities	Basic
Additional items must bring	Host employer will provide bedding but students will need to bring along their own towels and other personal hygiene items.
Included in cost	Water, electricity, internet
Additional items included in cost	N/A
Administration fee due	N/A
Housing deposit due	Due upon arrival or upon first paycheck
Housing deposit refundable	Yes
Lease required	No
Length of lease	0 Year

## 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	Rapid City Regional Airport (RAP)
Nearest airport to site of activity	Rapid City Regional Airport (RAP)
Airport/bus/train pickup provided	Yes
General arrival instructions	<p>Please email the details of your flight itinerary at least two weeks prior to your arrival in the United States to coordinate pickup.</p> <p>Please add the details of your visa appointment/outcome and flight arrival information in the participant portal.</p> <p>Students have the option of arriving in Rapid City by plane or bus. Jefferson Lines provides a bus service to Rapid City.</p>

	<p>If you arrive outside the preferred arrival days and time, you will be responsible for seeking accommodation.</p> <p>Please see the below overnight accommodation and transport suggestions.</p> <p>Accommodation:</p> <p>Econo Lodge Black Hills 625 E. Disk Dr., Rapid City, SD, 57701 +1 (605) 342-6400</p> <p>Cost: from \$60 per night</p> <p>UberX/Lyft: from \$25 per ride</p> <p>Please note that costs are subject to change - Participants are encouraged to call or visit websites for most recent rates.</p>
Should Exchange Visitors contact Host Entity before arrival	Yes
Upon arrival, Exchange Visitors should report	
Phone number	
Preferred arrival days	Monday - Friday
Preferred arrival times	After 3:00 pm

## Section 6

### ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	2200 North Maple Ave, Rapid City, South Dakota, 57701.
Distance of SSO from SOA	30 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	<ul style="list-style-type: none"> <li>- Assistance will be provided as needed</li> <li>- You must wait 5 - 10 days after completing your SEVIS Check In to go to the Social Security Office.</li> <li>- GeoVisions recommends waiting 10 days for optimal success.</li> <li>- 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).</li> <li>- Please contact support@geovisions.com with any questions.</li> </ul>

## Section 7

### POTENTIAL CULTURAL ACTIVITIES

Mount Rushmore National Memorial Presidential Trail
Rush Mountain Adventure Park
Keystone Historical Museum
Museum of Geology