

## J-1 WORK AND TRAVEL PROGRAM

**Exchange Visitor ID number**

**HOST ENTITY INFORMATION**

Host Entity Name: Kildare Club Inc  
 Site of Activity Address: 1087 Pitchfork Pond Rd, Tupper Lake, NY, 12986, United States

**JOB INFORMATION**

**Job Title** Hotel/Resort Worker  
**Start date - Earliest** 01 June 2024 **Latest** 20 June 2024  
**End date - Earliest** 25 August 2024 **Latest** 30 October 2024  
**Guaranteed salary/wage per hour before deductions** 15.00 \$ per hour  
**Estimated tips** None  
**Average hours per week** 30 - 50  
**Required Interviews** Sponsor 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	Kildare Club Inc
Primary contact name	
Title	
Department	N/A
Phone 1	
Fax	N/A

Email	

## Section 2

### DETAILED JOB INFORMATION

Site of Activity address	1087 Pitchfork Pond Rd, Tupper Lake, NY, 12986, United States
Job Title	Hotel/Resort Worker
Special requirements	<ul style="list-style-type: none"> <li>- Participants can't arrive later than June 20th - everyone must stay through Labor Day (September 7th).</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>Hotel/Resort Worker:</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> <li>- Attention to detail, customer assistance and service is a critical part of this position.</li> <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> <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> </ul>

	<ul style="list-style-type: none"> <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>
Department	Guest Services
Work schedule Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick time and other circumstances.	<i>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>
Average hours per week	30 - 50
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	Yes
Overtime wage (if applicable)	Time and a half. Overtime may be offered, bit not guaranteed.
Required skills	<p>In addition to a good command of English, this position is physically demanding and requires:</p> <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.</li> <li>- Lifting up to 25lbs/11 kg.</li> <li>- Ability to operate certain machinery as needed.</li> <li>- Positive, team player.</li> </ul>
English level	Excellent
Supervisor	

### Section 3

#### POSITION REQUIREMENTS

Grooming	
Grooming standards	Clean, neat and professional appearance.
Dress code	<ul style="list-style-type: none"> <li>- No emblems on shirts or messy clothes, very nice presentable clothes.</li> <li>- Servers should dress up nice for meals, especially dinner; dresses, dress pants,</li> </ul>

	skirts, blouse. Neat but comfortable clothes for the other positions. - All clothes should be of appropriate length and coverage, suitable for bending, leaning over and climbing.
Uniform provided?	No
Cost to Exchange Visitor	Uniform not provided
When is uniform fee due	0.00
Screening	
Host Entity will require a drug test	No
Host Entity will provide the drug test	N/A
Description of drug screening policy	No drug tests, however drugs and alcohol will not be permitted and if caught, will be terminated. Zero tolerance policy.
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	weekly
Allowances, bonuses, and/or incentives	N/A
Estimated tips	None
Description	N/A
Training / Orientation	
Host Entity provides training/orientation	Yes
Description	Paid new hire orientation and department 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	Female
Housing type	Dormitory
Housing name	The Kildare Club Housing
Contact name	
Address	1087 Pitchfork Pond Road , Tupper Lake, NY, 12986
E-mail	
Phone	
Web Address	N/A
Is weekly cost/rent payroll deducted?	No
Is housing deposit payroll deducted?	No
Housing fees - additional comments	Housing is free to participants for the full program
Is deposit refundable	Yes
Can housing be co-ed	Yes
Housing amenities	Utilities
Distance between work site and housing	200 feet
Description	Each student will have their own private bedroom and shared female bathroom. Co-ed housing and shared bathroom is available in a separate building. All at work site.
Number of beds per room	1
Number of bedrooms	6
Exchange Visitors per property	6

Exchange Visitors per room	1
Bathrooms per property	3
Bedding and towels	Yes
Kitchen facilities	NO - Meals are provided
Additional comments	6 in the girls section, 1+ in co-ed section. 3 full baths and 1 half bath for employee use on site
Additional items included in cost	Beds, small table, lamp, Meals are provided.
Housing deposit refundable	Yes
Further information on housing refund policy	No Deposit required
Lease required	No
Fees additional comments	Housing is free to participants for the full program

## 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	Albany International Airport - Albany, NY
Nearest airport to site of activity	Albany International Airport - Albany, NY
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 add the details of your visa appointment/outcome and flight arrival information in the Participant Portal.</p> <p>Take the Trailways Bus from Airport to Saranac Lake, NY. Employer pick up from Bus in Saranac Lake.</p> <p>Arrival I-94 Form: After arriving and going through U.S. Customs you need to go online to complete your I-94 form.</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	07:00 am - 19:00 pm

## Section 6

### ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	101 Ford St, Ogdensburg, NY 13669
Distance of SSO from SOA	72.3 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

Tie dye t-shirt party
Boating, motor boat, kayaks, canoes, stand-up paddle boards & pedal boat
Hiking
Painting and crafts