

## J-1 WORK AND TRAVEL PROGRAM

**Exchange Visitor ID number**

**HOST ENTITY INFORMATION**

Host Entity Name: Mt Rainier Guest Services  
 Site of Activity Address: 55106 Kernahan Road E, Ashford, WA, 98304, United States

**JOB INFORMATION**

**Job Title** Hotel/Resort Worker  
**Start date - Earliest** 05 June 2024 **Latest** 20 July 2024  
**End date - Earliest** 07 September 2024 **Latest** 15 October 2024  
**Guaranteed salary/wage per hour before deductions** 16.28 \$ per hour  
**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	Mt Rainier Guest Services
Web site	www.mtrainierguestservices.com
Primary contact name	
Title	
Phone 1	
Email	

## Section 2

### DETAILED JOB INFORMATION

Site of Activity address	55106 Kernahan Road E, Ashford, WA, 98304, United States
Job Title	Hotel/Resort Worker
Special requirements	<ul style="list-style-type: none"><li>- Please be advised that this is a remote location, and Second Jobs will not be available at any of the guest services locations.</li><li>- Please note that you are NOT ALLOWED to run your own business on any of the guest services location properties (including online stores).</li><li>- You may be assigned at the guest services locations (Mt Rainier Guest Services at Jackson Visitor Center, Mt Rainier Guest Services at Sunrise, Mt Rainier Guest Services at Paradise Inn and Mt Rainier Guest Services at National Park Inn)</li><li>- All housing at Guest services locations charge rent at \$135 per week. Please note that meals are provided free of charge as part of the housing agreement. Cooking facilities are limited but you may order additional food or pick it up on arranged trips to town.</li><li>- Move about to accomplish tasks, particularly frequent movements from place to place within the unit. Bend, lift, carry, reach/extend arms and hands above shoulder height frequently, or otherwise move in a constantly changing environment.</li><li>- Lift, carry, and push up to 15 lbs. regularly, 20-25 lbs. frequently, and up to 30 lbs. occasionally.</li><li>- Ability to stand for the entire workday.</li></ul>
Position details and description	<p>Hotel/Resort Worker:</p> <p>The actual position of a Resort Worker will be determined upon arrival to the property.</p> <p>Efforts will be made to place employees in their first job choice, but there is no guarantee of a specific position before arrival. Individual job duties will be given once the position has been assigned.</p> <p>Resort workers may be assigned to one of the following areas: Food and Beverage (including kitchen positions) Facility, Cleaning positions, Retail, Front Desk.</p> <p>Facility/Cleaning:</p> <p>Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none"><li>- Cleans the public areas.</li><li>- Clean/restock all public areas of Resort including bathrooms, showers, patio-deck areas.</li><li>- Restock towels &amp; pick up &amp; remove all garbage.</li><li>- Removal of all dirty linens and garbage from hotel guest rooms, assisting guests with general questions.</li><li>- Making beds, stocking closets, dust, and clean rooms.</li><li>- Sorting, washing, drying, pressing and folding clothing and other textile items.</li><li>- Removing stains from items using the appropriate procedures.</li><li>- Performing minor sewing duties as needed.</li><li>- Folding laundry.</li><li>- Keep an updated inventory of laundry detergents and sewing kits.</li><li>- Track maintenance and repairs on laundering equipment.</li><li>- Ensure that the facility remains clean at all times.</li><li>- Anticipate and respond to customers' queries, concerns and complaints.</li><li>- The Park General Cleaner is responsible for keeping all public areas in the park clean.</li></ul>

- Some of these areas include: main entrance, public bathrooms, stairs, windows, doors, employee break rooms, garbage inside and out, parking lot clean up, group gathering pavilions.

#### Food and Beverage (including Kitchen):

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

- Providing exceptional guest service.
- Greet and interact with Guest in a positive, friendly and professional manner
- Ensure customer satisfaction and answer any questions or comments from customers
- Preparing food in an appetizing manner.
- Accept payment from customers, and make change as necessary
- Abiding by all health code and food preparation guidelines.
- Maintain a clean workstation.
- Completes opening and closing checklists.
- Stocks and maintains sufficient levels of food products
- Cleaning in accordance with company standards including but not limited to sweeping and mopping floors, cleaning tables, counters, kitchen and service equipment, removing trash, and cleaning restrooms.
- Complete additional duties as assigned by supervisor.
- 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.

#### Retail Associate:

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

- Greet and interact with Guest in a positive, friendly and professional manner.
- Answer customers' questions, and provide information on products, policies and procedures.
- Bag or wrap merchandise after purchase.
- Offer customers carry-out service at the completion of transactions.
- Compute and record totals of transactions.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Establish or identify prices of goods, services or admission, and sum bills using calculators, cash registers, or optical price scanners.
- Issue receipts, refunds, credits, or change due to customers.
- Maintain clean and orderly checkout areas.
- Monitor checkout stations to ensure that they have adequate cash available and that they are staffed appropriately.
- Process merchandise returns and exchanges.
- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Request information or assistance using paging systems.
- Resolve customer complaints.
- Sort, count, and wrap currency and coins.
- Weigh items sold by weight in order to determine prices.
- Calculate total payments received during a time period and reconcile this with total sales.
- Stock shelves, and mark prices on shelves and items.
- Complete additional duties as assigned by supervisor.

#### The Front Desk Clerk:

Must have the ability to perform all desk attendant functions including provide excellent service at the hotel front desk, performing all relevant functions including checking guests in and out, completing reservations, answering phones, and coordinating

	<p>services for guests.</p> <p>Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none"> <li>- Assist guest through friendly interactions, answering questions, and completing tasks.</li> <li>- Provide administrative, reception and program support to management and staff.</li> <li>- Manage phone activity including providing general knowledge to callers.</li> <li>- Manage walk-in traffic. Sign in customers as needed. Smile and greet customers in a welcoming manner.</li> <li>- Register and assign rooms to guests.</li> <li>- Provide quotes for room rates and up-sell the guest when possible.</li> <li>- Assist in coordinating the Front Desk and the Housekeeping Department.</li> <li>- Verify that the correct charges and credits are posted to the corresponding guest folio. Collect payment for charges on the guest folio.</li> <li>- Ensure all cash and cash equivalents are accounted for and balanced at the beginning and end of each work shift.</li> <li>- Responds to guest inquiries.</li> <li>- Resolves guest complaints within scope of authority, otherwise refer the matter to the management.</li> <li>- Maintain awareness of safety issues and report them immediately to your manager.</li> <li>- Performs such other related duties as directed or required.</li> </ul>
Department	Hotel/Resort Worker
Work schedule Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick time and other circumstances.	<ul style="list-style-type: none"> <li>- <i>Schedule will vary based on operational needs.</i></li> <li>- <i>Usually an 8-hour shift scheduled between 8am and 8pm.</i></li> </ul>
Average hours per week	32 - 40
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.	\$16.28
Is Overtime available	Yes
Overtime wage (if applicable)	Overtime is offered but not guaranteed.
Required skills	N/A
Required experience	N/A
English level	Good
Supervisor	

### Section 3

#### POSITION REQUIREMENTS

Grooming	
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Grooming standards	<ul style="list-style-type: none"> <li>- All employees must maintain a clean and neatly groomed appearance while on the job.</li> <li>- Hair styles must be neat and conservative; hair must be a naturally occurring hair color.</li> <li>- No facial piercings or visible tattoos are allowed while in uniform.</li> <li>- Uniform shirts must be appropriately buttoned (all buttons but the top one).</li> <li>- Employees may wear one earring on the lower earlobe per ear, provided it is work appropriate.</li> <li>- Well-groomed beards, mustaches, and goatees are acceptable upon approval by Operations Manager or Human Resources Manager.</li> <li>- Facial hair may not be grown during the season; associates arriving without facial hair may not grow it during the season.</li> <li>- Make-up worn must be discreet and conservative.</li> </ul>
Dress code	<ul style="list-style-type: none"> <li>- Hair must be clean and neatly groomed.</li> <li>- Facial hair must be neatly groomed, sideburns and small moustaches are permitted if neatly trimmed.</li> <li>- Makeup must be natural in color, tasteful, and professional.</li> <li>- Finger nails should be kept short to avoid injury by catching on linens and furnishings.</li> </ul>
Uniform provided?	Yes
Cost to Exchange Visitor	N/A
When is uniform fee due	If the uniform is damaged or lost then there will be a replacement fee.
Screening	
Host Entity will require a drug test	Yes
Host Entity will provide the drug test	Yes
Description of drug screening policy	Participants will take a drug test upon arrival.
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	<ul style="list-style-type: none"> <li>- End of season bonus if employment agreement is satisfied.</li> <li>- Reimbursement for employee activity entrance fees</li> </ul>
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	Dormitory
Housing name	Mt. Rainier Participant Housing
Contact name	
Address	52807 Paradise Rd. E., 47009 Paradise Rd. E., 55106 Kernahan Rd. E. , Ashford, WA, 98304
E-mail	
Phone	
Web Address	Not Applicable
Housing cost	135.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	Yes
Housing deposit	50.0
Is housing deposit payroll deducted?	Yes
Housing fees - additional comments	Employees will sign an Employee Housing Agreement. Please keep in mind that these are participant dorms and you will be subject to follow all dorms rules and regulations. Failure to adhere to housing rules may cause your onsite housing to be withdrawn; to continue employment in this case, the employee would have to find their own housing in the community.

	<p>Regular housing inspections will take place. No cooking or smoking is allowed in dorm rooms. All food must be stored in plastic containers, any food found during a housing inspection left out and not placed in a container will be thrown out.</p> <p>Common room refrigerators will be cleaned out weekly. Employees are required to put in a work order request if something is not working in their room</p> <p>See the Employee Housing Agreement for a complete list</p> <p>A Housing Agreement form will be signed. Please keep in mind that these are participant dorms and you will be subject to follow all dorms rules and regulations. Your housing is not guaranteed if you choose not to follow all of the housing rules.</p>
Is deposit refundable	Yes
Deposit refund policy	Yes
Can housing be co-ed	No
Is renters insurance required	No
Housing amenities	Comfortable shared common rooms with TVs, games and refrigerators. On-site resident coordinator.
Distance between work site and housing	Will vary based on Site of Activity, approximately 1 mile.
Transportation details	<p>Shuttle schedule will be provided.</p> <p>Some housing options will be walking distance. If it is not walking distance participants may ride employee shuttle if not walking distance.</p>
Description	<ul style="list-style-type: none"> <li>- Glacier Dorm is mixed gender, but not by room. CQ is men-only.</li> <li>- Guide House is women-only. Potential housing is in Recreational Vehicle ("RV"), each RV would be same gender.</li> <li>- Two cabins at National Park Inn house 4 people each (2 people per bedroom). Each cabin would be same gender.</li> <li>- Glacier dorm has mix of private and shared (2 rooms share bathroom). Guide House (female only) has common area bathroom facilities. Free Wi-Fi in dormitory common areas, Employee recreation rooms (large TV, DVD player, satellite TV, foosball table, ping pong table, board games).</li> </ul>
Number of beds per room	6
Number of bedrooms	10
Exchange Visitors per property	35
Exchange Visitors per room	6
Bathrooms per property	10
Bedding and towels	Yes
Bedding and towel payment due	N/A
Kitchen facilities	- There are no kitchen facilities in rooms

	<ul style="list-style-type: none"> <li>- Refrigerators are provided in common rooms.</li> </ul>
Additional items must bring	<ul style="list-style-type: none"> <li>- Appropriate clothing (rain and snow, both cold and warm weather)</li> <li>- Mountain-appropriate shoes for personal time / Shoes for work</li> <li>- Sunglasses &amp; sunscreen</li> <li>- Towels/wash cloths</li> <li>- Toiletries</li> <li>- Alarm clock (we recommend battery backup or operated due to regular power outages)</li> <li>- Flashlight or headlamp, other outdoor/camping gear</li> <li>- Camera, books, etc.</li> </ul>
Additional comments	<ul style="list-style-type: none"> <li>- All housing at Guest services locations change rent at \$135 per week.</li> <li>- Please note that meals are provided free of charge as part of the housing agreement.</li> <li>- Cooking facilities are limited but you may order additional food or pick it up on arranged trips to town.</li> <li>- Meals are provided 3 times per day, 7 days a week as there are no cooking facilities in the dorms.</li> <li>- A variety of food will be served, every effort will be made to serve healthy meals that include consideration for dietary preferences and restrictions, however, it is challenging to meet everyone's preferences.</li> <li>- If you have a food allergy, please let the cook staff know.</li> <li>- If you want to make a long-distance phone call, you will need to buy a calling card.</li> <li>- Participants will be able to live in the Mt. Rainier Housing through the competition of the work agreement (unless removed for violating the housing rules).</li> <li>- At the competition of the employees work agreement, transportation to the airport will be on specific days of the week.</li> <li>- Transportation will not be provided to any employee who does not stay through the completion of their program.</li> <li>- Trips to the airport will be on Tuesday and Thursday ONLY, plan your return flights accordingly.</li> <li>- Regardless of scheduled flight times, the shuttle will leave at the time that allows for travel with the least amount of traffic.</li> <li>- There will be multiple dorms for participants and the number of restrooms on property varies from dorm to dorm.</li> </ul>
Included in cost	All utilities. Comes with twin-size bunk bed, small dresser/closet space.
Administration fee due	N/A
Housing deposit due	Automatic deduction from first paycheck; deposit mailed after departure (less any charges).
Housing deposit refundable	Yes
Further information on housing refund policy	<ul style="list-style-type: none"> <li>- Housing deposit will be refunded by check mailed to the employee after they have cleared housing.</li> <li>- Deductions will be taken if the room/area is not as clean as it was when the employee moved in or if there is damage to the room or any property.</li> <li>- No personal belongings may be left behind; anything left behind will be disposed of or donated.</li> </ul>



Lease required	No
Length of lease	0 Day
Further information on length of lease	Please read arrival and exit details on the arrival instructions. There is not a specific length of your time spent in the Mt. Rainier housing.
Fees additional comments	<p>Employees will sign an Employee Housing Agreement. Please keep in mind that these are participant dorms and you will be subject to follow all dorms rules and regulations. Failure to adhere to housing rules may cause your onsite housing to be withdrawn; to continue employment in this case, the employee would have to find their own housing in the community.</p> <p>Regular housing inspections will take place. No cooking or smoking is allowed in dorm rooms. All food must be stored in plastic containers, any food found during a housing inspection left out and not placed in a container will be thrown out.</p> <p>Common room refrigerators will be cleaned out weekly. Employees are required to put in a work order request if something is not working in their room</p> <p>See the Employee Housing Agreement for a complete list</p> <p>A Housing Agreement form will be signed. Please keep in mind that these are participant dorms and you will be subject to follow all dorms rules and regulations. Your housing is not guaranteed if you choose not to follow all of the housing rules.</p>

## 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	SEA-TAC (Seattle-Tacoma) International Airport
Nearest airport to site of activity	SEA-TAC (Seattle-Tacoma) International Airport
Airport/bus/train pickup provided	Yes
General arrival instructions	<p>General Arrival Instructions:</p> <ul style="list-style-type: none"> <li>* Please add the details of your visa appointment/outcome and flight arrival information in the participant portal.</li> <li>* Schedule your pickup at least 2 weeks ahead of time via email to guarantee your spot.</li> <li>* In your email, please tell us: The confirmed arrival date on your offer letter. Your cell phone or other emergency contact in case there are travel difficulties.</li> <li>* Employer will provide free shuttle transportation from Seattle airport on TUESDAYs and THURSDAYs ONLY.</li> <li>* You will need to arrive in Seattle at least one day before the "Arrival Date" listed in your Employment Terms offer letter.</li> <li>* The "Arrival Date" is the day that we pick you up in Seattle. We usually have multiple employees arriving on the same day, so it is imperative that the shuttle leaves on time.</li> </ul>

\* Anyone who misses the shuttle will have to spend one or more additional nights in Seattle which will not be reimbursed. Make sure you have a confirmed shuttle seat with us!

\* Your flight/bus arrival information. Look for a white Rainier Guest Services 15-person van with a green logo, possibly pulling a trailer.

\* Because pickup times depend on traffic & road conditions, please be at the pickup location at least 15 minutes before and be patient if the van is a little behind schedule.

\* If the van has not arrived at the scheduled time, feel free to contact our office to receive an update.

Shuttle Schedule: Our shuttles typically leave the airport at 11:00 am. This gives us time to stop for shopping, lunch, the trip to the mountain, go through orientation, and get settled into housing.

Pick up locations:

Rodeway Inn closest to the airport 2930 South 176th St. Seatac, WA. 98188

\* Please be advised that Mount Rainier provides pick-up at the above two locations on Tuesdays and Thursdays ONLY.

\* If you are unable to arrive on Tuesday or Thursday, please keep in mind that you will be responsible for securing your own accommodations until you can travel to one of the pickup locations on the designated pick-up days.

Hotel nearby SEA-TAC (Seattle-Tacoma) International Airport

Motel 6 Seattle, WA – Airport  
16500 Pacific Hwy S, Seattle, WA 98188  
Contact number: +1 206-246-4101

Taxi/Shuttle services  
Premier Airport Shuttle by Capital Aero porter  
Contact number: +18009623579

\*Costs are subject to change - Participants are encouraged to call or visit websites for most recent rates

\* When your program is preparing to end, please also keep in mind that you may not be able to secure transportation the day your program ends or the day after your program ends.

\* Please schedule your departure in advance with Mt. Rainier as they will determine when they will be able to take you to the airport after your program has finished.

Should Exchange Visitors contact Host Entity before arrival	Yes
Upon arrival, Exchange Visitors should report	
Phone number	
Preferred arrival days	Tuesday and Thursday ONLY
Preferred arrival times	09:00 am - 15:00 pm

## Section 6

### ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	811 S. Hill Park Drive, Puyallup, WA
Distance of SSO from SOA	66.5 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>- Company will provide forms and instructions before Social Security visit.</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

Washington State Fair
4th of July Parade and Fireworks
Mt. St. Helena Trip
Seattle Mariners Baseball Game