

J-1 WORK AND TRAVEL PROGRAM

Exchange Visitor ID number

HOST ENTITY INFORMATION

Host Entity Name: North Cascades Lodge at Stehekin Guest Services
 Site of Activity Address: 1 Stehekin Valley Rd, Stehekin, WA, 98852, United States

JOB INFORMATION

Job Title Hotel/Resort Worker
Start date - Earliest 01 May 2024 **Latest** 01 June 2024
End date - Earliest 25 August 2024 **Latest** 30 September 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	North Cascades Lodge at Stehekin Guest Services
Primary contact name	
Title	
Phone 1	
Email	

Section 2

DETAILED JOB INFORMATION

Site of Activity address	1 Stehekin Valley Rd, Stehekin, WA, 98852, United States
Job Title	Hotel/Resort Worker
Special requirements	Hotel/Resort Workers may be assigned/rotated between any one of the following positions/duties, depending on business needs: Food and Beverage (including kitchen positions) Facility, Housekeeping, and Retail.
Position details and description	<p>Hotel/Resort worker:</p> <p>The actual position of a Hotel/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>Hotel/Resort Workers may be assigned/rotated between any one of the following positions/duties, depending on business needs: Food and Beverage (including kitchen positions) Facility, Housekeeping, and Retail. Food and Beverage (including kitchen positions):</p> <p>Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none">- 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.- Provides general assistance to servers to ensure customer satisfaction.- Promptly greet guests as they are seated and bring bread, butter and water to table.- Speedily and efficiently delivers food from the kitchen to the correct customers.- Fill water glasses and/or pass on beverage refill orders to servers at table.- Replenish complimentary items such as bread, butter, condiments, etc.- Clear tables after guests. Take tableware to dish room and place silverware, dishes, glassware, etc. in appropriate areas for washing.- Promptly clean tabletops, chairs and booths between seating.- Provides general assistance to servers to ensure customer satisfaction.- Promptly greet guests as they are seated and bring bread, butter and water to table.- Speedily and efficiently delivers food from the kitchen to the correct customers.- Fill water glasses and/or pass on beverage refill orders to servers at table.- Replenish complimentary items such as bread, butter, condiments, etc.- Clear tables after guests. Take tableware to dish room and place silverware, dishes, glassware, etc. in appropriate areas for washing.- Promptly clean tabletops, chairs and booths between seating.- Accurately and efficiently cook meats, fish, vegetables, soups and other hot food products.- Complies consistently with company standards on portion sizes, cooking methods,

quality standards and kitchen rules, recipes, policies and procedures.

- Prepares and portions food products prior to cooking. - Handle raw meats and maintain health and safety standards
- Ensures quality of products served.
- Follows proper plate presentation and garnish set up for all dishes.
- Utilizes a wide range of kitchen tools and utensils, including but not limited to knives, grinders, broilers, ovens, grills, and fryers according to the health and safety standards.
- Performs kitchen maintenance tasks such as emptying the trash and washing dishes. - Promptly reports equipment and food quality or shortage problems to Kitchen Manager.
- Maintains a clean workstation and assists with the cleaning, sanitation, and organization of kitchen and all storage areas.
- Monitors inventory levels to ensure product availability.
- Graciously and quickly fulfills any guest request possible.
- Completes opening and closing checklists.
- Stocks and maintains sufficient levels of food products at line stations to assure a smooth service period.
- 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.

Housekeeping:

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

- Safe handling of cleaning products and chemicals and proper operation of cleaning equipment.
- Clean a specified number of rooms within a designated amount of time.
- Clean restrooms, furniture, hallways, lobbies, lounges, elevators, stairways, locker rooms, and other work areas so that health standards are met.
- Change bed linens and make the beds.
- Replenish towels, linens, toilet tissue, toiletries and complimentary supplies.
- Empty wastebaskets, clean ashtrays, and transport other trash and waste to disposal areas.
- Keep storage areas and carts well-stocked and clean.
- Dust and polish furniture and equipment.
- Sweep, scrub, wax, and/or polish floors, using brooms, mops, and/or powered scrubbing and waxing machines.
- Clean rugs, carpets, upholstered furniture, and/or draperies, using vacuum cleaners and/or shampooers, hang draperies and dust window blinds.
- Wash windows, walls, ceilings, and woodwork as necessary to meet company standards.
- Carry heavy items and use a wheeled cart to transport supplies.
- Attention to detail, customer assistance and service is a critical part of this position.

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 registers, or optical price scanners.
- Issue receipts, refunds, credits, or change due to customers.
- Maintain clean and orderly checkout areas.

	<ul style="list-style-type: none"> - 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.
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.	<i>8 hour shift scheduled between 8:00 am and 20:00 pm</i>
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)	1.5 X Normal rate. Overtime is offered but not guaranteed.
Required skills	<ul style="list-style-type: none"> - 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. - Lift, carry, and push up to 15 lbs. regularly, 20-25 lbs. frequently, and up to 30 lbs. occasionally. - Ability to stand for the entire workday. - Climb steps regularly. - Withstand temperature extremes in freezer, refrigerator walk-in and grill areas.
English level	Good
Supervisor	

Section 3

POSITION REQUIREMENTS

Grooming	
Grooming standards	<ul style="list-style-type: none"> - Clean, neat and professional appearance. - Hair must be clean and neatly groomed. - Facial hair must be neatly groomed, sideburns and small mustaches are permitted

	ifneatly trimmed. - Makeup must be natural in color, tasteful, and professional. - Fingernails should be kept short to avoid injury by catching on linens and furnishings.
Dress code	- Two sets of shirt and pants provided by employer. - Black socks, black working shoes such as sneakers and a black work coat.
Uniform provided?	Yes
Cost to Exchange Visitor	N/A
When is uniform fee due	N/A
Screening	
Host Entity will require a drug test	No
Host Entity will provide the drug test	Yes
Description of drug screening policy	Drug test on site before starting work.
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	- End of season bonus if employment agreement is satisfied. - Reimbursement for employee activity entrance fees.
Training / Orientation	
Host Entity provides training/orientation	Yes
Description	On job 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	North Cascades Lodge at Stehekin
Contact name	
Address	1 Stehekin Valley Rd, Stehekin, WA, 98852
E-mail	
Phone	
Housing cost	40.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	Yes
Is housing deposit payroll deducted?	No
Is deposit refundable	Yes
Can housing be co-ed	No
Housing amenities	Fully furnished
Distance between work site and housing	On site
Description	Dorm, Same address as the Hotel. (Same genders in rooms)
Number of beds per room	2
Number of bedrooms	3
Exchange Visitors per property	4-6
Exchange Visitors per room	2
Bathrooms per property	1 and Public Showers / Bathrooms

Bedding and towels	Yes
Bedding and towel payment due	N/A
Kitchen facilities	Cooking facilities in housing own groceries– One Shift Meal is provided at No Cost.
Additional items must bring	<p>Students will need to bring along:</p> <ul style="list-style-type: none"> • Appropriate clothing (rain and snow, both cold and warm weather) • Mountain-appropriate shoes for personal time/Shoes for work • Sunglasses & sunscreen • Towels/wash cloths • Toiletries • Alarm clock (we recommend battery backup or operated due to regular power outages) • Flashlight or headlamp, other outdoor/camping gear • Camera, books, etc.
Included in cost	One Shift Meal is provided to the participant at no cost.
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	Seattle-Tacoma International Airport
Nearest airport to site of activity	Pangborn Memorial Airport (EAT - Pangborn Field)
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>Please fly from Seattle (SEA-TAC) to Wenatchee. Please apply for your social security number in Wenatchee, WA.</p> <p>Travel to the following address: 129 S Chelan Avenue, Wenatchee WA.</p> <p>Suggested transportation from Pangborn Memorial Airport to the Social Security office: - Taxi approximately \$19 - \$23 USD - Uber approximately \$18 - \$23 USD</p> <p>Take your passport, job offer and agreement form, DS-2019 and Social Security Administration Letter.</p> <p>After you have applied for your social security card, you will need to travel to Chelan, WA.</p> <p>Suggested transportation: - Bus: from Mission & Yakima to Chelan, WA approximately \$2 -\$4 USD around 58 minutes</p>

- Taxi: \$90 to \$110 USD

- Uber: \$65 to \$90 USD

Please plan to spend the night in Chelan, WA. Suggested places include:

- Lakeside Lodge and Suites approximately \$94 USD.

- Apple Inn Motel approximately \$66 USD.

- Riverwalk Inn approximately \$79 USD.

Please go to Wells Fargo so that same day and you can open up a bank account so you will be able to do direct deposit.

Make sure to take all of your paperwork with you.

Please buy groceries in Chelan as well, when purchasing groceries, it will help you to buy some sort of plastic bin to transport your items easily on the boat. A manager will meet you in Chelan.

You will need to purchase a ticket for the ferry to take you to Stehekin. One-way tickets are about \$55 USD.

Boat information:

- www.ladyofthelake.com

- chelanmarket@iga.com

- chelansafeway@safeway.com

For those arriving outside the preferred arrival times, please see the below for transport information and overnight accommodation.

Accommodation:

Motel 6 Seattle, WA - Airport

16500 Pacific Hwy S, Seattle, WA 98188.

Cost: from \$89 per night

Taxicab: Seattle Yellow Cab <http://www.seattleyellowcab.com/>

Contact number: +12066226500

NB: Costs are subject to change - Participants are encouraged to call or visit websites for most recent rates.

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

09:00 am - 17:00 pm

Section 6

ADDITIONAL INFORMATION

Social Security Information

Address of the nearest social security office

129 S Chelan Ave, Wenatchee WA.

Distance of SSO from SOA	N/A
Will Host Entity provide transportation to the nearest Social Security office	No
Will Host Entity help Exchange Visitors make copies of the necessary documents	No
Other Social Security assistance provided	<ul style="list-style-type: none"> - 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

Sun Mountain Stables
Lake Chelan State Park
Chelan Lanes
Chelan Evening Farmers Market
Osprey Rafting