

## J-1 WORK AND TRAVEL PROGRAM

**Exchange Visitor ID number**

**HOST ENTITY INFORMATION**

Host Entity Name: Stoweflake Mountain Resort  
 Site of Activity Address: 1746 Mountain Road, Stowe, VT, 05672, United States

**JOB INFORMATION**

**Job Title** Room Attendant  
**Start date - Earliest** 01 June 2024 **Latest** 15 June 2024  
**End date - Earliest** 15 September 2024 **Latest** 15 October 2024  
**Guaranteed salary/wage per hour before deductions** 20.00 \$ per hour  
**Estimated tips** N/A  
**Average hours per week** 32 - 45  
**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	Stoweflake Mountain Resort
Description	Stowe, Vermont is much more than a picturesque historic village or a classic mountain town, it's a destination, and Stoweflake is right in the center of it all. Steeped in natural beauty and located on 30 acres, this family owned and operated property is surrounded by over 30 shops, restaurants and attractions. Stoweflake is also home to a world-renowned spa and Wine Spectator award-winning restaurant.
Web site	<a href="https://www.stoweflake.com/">https://www.stoweflake.com/</a>
Primary contact name	

Title	
Department	
Phone 1	
Fax	
Email	

## Section 2

### DETAILED JOB INFORMATION

Site of Activity address	1746 Mountain Road, Stowe, VT, 05672, United States
Job Title	Room Attendant
Special requirements	<ul style="list-style-type: none"> <li>- Able to tolerate exposure to dust and cleaning chemicals</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>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> <li>- Attention to detail, customer assistance and service is a critical part of this position.</li> </ul>
Department	Housekeeping
Work schedule Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick time and other circumstances.	<i>Schedule will vary between 06:00 am and 22:00 pm</i>
Average hours per week	32 - 45
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	\$20.00

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.	
Is Overtime available	Yes
Overtime wage (if applicable)	Paid at 1 ½ base pay after 40 hours per week. Overtime may be offered, but not guaranteed.
Required skills	In addition to a strong command of English, this position is physically demanding and requires: <ul style="list-style-type: none"> <li>- Good physical health</li> <li>- Ability to walk up and down stairs, kneel and bend frequently</li> <li>- Work with chemicals</li> <li>- Lift up to 25lbs/11kg</li> <li>- Strong attention to detail and efficiency</li> <li>- Maintain grooming standards</li> <li>- Positive attitude</li> <li>- Able to work in confined spaces</li> </ul>
English level	Good
Supervisor	

### Section 3

#### POSITION REQUIREMENTS

Grooming	
Grooming standards	<ul style="list-style-type: none"> <li>•Neat, clean, crisp, orderly and in proper uniform at all times. •Clean shaven or neat beards/mustaches (no partial growth) •No extreme styles, colors, perfumes etc. •Hair styles must be businesslike and well groomed. •Footwear and Hosiery may be restricted for safety and health code reasons. •Visible piercing must be limited to the ears &amp; may be restricted by department. •Chewing Gum will on duty is prohibited •Tattoos may not be visible.</li> </ul> <p>Uniform shirts – may need to be ordered once the student arrive due to sizing issues.</p> <p>Participants need to have black dress pants, black long sleeve button down shirt, black socks, black belt and black comfortable shoes (with a non-slip sole – not sneakers) . Winter clothing – can get very cold and snowy!!!</p>
Dress code	<p>Housekeeping – would like the same since you may be asked to work an F&amp;B banquet which has that uniform requirement– with additional black more casual pants – not jeans or stretch leggings, yoga or sweatpants for housekeeping hours.</p> <ul style="list-style-type: none"> <li>- Neat, clean, crisp, orderly and in proper uniform at all times.</li> <li>- Clean shaven or neat beards/mustaches (no partial growth)</li> <li>- No extreme styles, colors, perfumes etc.</li> <li>- Hair styles must be businesslike and well groomed.</li> <li>- Footwear and Hosiery may be restricted for safety and health code reasons.</li> <li>- Visible piercing must be limited to the ears &amp; may be restricted by department.</li> <li>- Chewing Gum will on duty is prohibited</li> <li>- Tattoos may not be visible.</li> </ul>
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	N/A
Description of drug screening policy	Not required at start but do have right to request if an issue arise
Will Exchange Visitors incur a cost for screening	No
Cost to Exchange Visitors (if applicable)	Drug cost may or may not be covered by employer
When is screening fee due	At time of testing
Payment	
Payment schedule	bi_weekly
Allowances, bonuses, and/or incentives	N/A
Estimated tips	N/A
Description	N/A
Training / Orientation	
Host Entity provides training/orientation	Yes
Description	On-site with other housekeeping manager
Will Exchange Visitors be paid during training/orientation	Yes
Length of training/orientation	3 - 4 days or 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.

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	Apartment
Housing name	Stoweflake - 599 (FEMALE)
Contact name	
Address	1746 Mountain Road, Stowe, VT, 05672
Phone	
Web Address	www.stoweflake.com
Housing cost	75.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	Yes
Housing deposit	75.0
Is housing deposit payroll deducted?	Yes
Is deposit refundable	Yes
Can housing be co-ed	No
Housing amenities	Utilities: heat, water, electric (not internet); local phone; cable TV
Distance between work site and housing	On property; within walking distance
Transportation details	Furnished, kitchenware; linens
Description	599 – 2 bedroom (2 to each) with 1 bathroom, kitchen and common area
Number of beds per room	2
Number of bedrooms	2
Exchange Visitors per property	4
Exchange Visitors per room	2
Bathrooms per property	1

Bedding and towels	Yes
Kitchen facilities	Kitchen available, but NO washer & dryer on property for students to us.
Additional items must bring	One set per participant of linens and towels provided, but participants are responsible for washing their own linens and towels. Cost for laundromat located in town is not included in rent.
Additional comments	Types of public transportation available: shuttle service (free) that travels up and down the Mountain Road (length approximately 6 miles) and between Waterbury and Morrisville, Vermont - how to get to laundry location.
Included in cost	Utilities, local phone and cable TV
Additional items included in cost	Internet can be used at the resort after speaking with employer about terms and conditions of using internet. Participants may also have option of other internet sources, but this is to be determined upon arrival and is not guaranteed.
Housing deposit due	Taken from 1st paycheck
Housing deposit refundable	Yes
Further information on housing refund policy	Taken from 1st paycheck and returned after inspection – as long no damage was done and all areas have been cleaned
Lease required	No
Further information on length of lease	Start and end date of DS-2019

## 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	Logan International Airport (Boston, MA)
Nearest airport to site of activity	Burlington International Airport (Vermont)
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>Proceed through all security checks to your terminal's baggage claim area. Once you have acquired your baggage, you can take a taxi to South Station from the Airport or by subway system</p> <p>At South Station you can take a Grey Hound Bus or Megabus to Burlington, VT. Once you arrive in Burlington, you need to take a taxi to your employer's location. The 2 taxi service's are called Peg's Pick Up and the number is 802-253-9490 or email sbrowell@pshift.com or The Blazer Transportation Group 802-253-0013 www.blazercab.com. Grey Hound information can be found at <a href="https://www.greyhound.com/">https://www.greyhound.com/</a> . Megabus information can be found at</p>

	<p><a href="http://us.megabus.com/">http://us.megabus.com/</a>. If you contact GeoVisions before your arrival, we can call ahead to Peg's Pick up or Blazer and reserve your taxi service. Cost will be about \$75+</p> <p>You could also fly into Burlington, Vermont. If you choose this option, you need to set up transportation from the airport to Stowe. One option is Burlington Taxi. You can find them information about them at <a href="https://burlington-taxi.com/burlington-stowe-shuttle-stowe-taxi/">https://burlington-taxi.com/burlington-stowe-shuttle-stowe-taxi/</a></p> <p>Jetblue usually has inexpensive flights into Burlington.</p> <p>In the event you cannot make your flight arrival times and train departure times for the same day, you may have to stay overnight.</p>
Arrival pick-up cost	75.0
Should Exchange Visitors contact Host Entity before arrival	Yes
Upon arrival, Exchange Visitors should report	
Phone number	
Preferred arrival days	Monday - Thursday
Preferred arrival times	8AM - 8PM EST

## Section 6

### ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	33 School St, Montpelier, VT 05602, USA
Distance of SSO from SOA	26.3miles
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>- Your employer will assist you once you arrive in Stowe.</li> <li>- Employer may wait until all participants arrive to make trip to Social Security Office.</li> </ul>

## Section 7

### POTENTIAL CULTURAL ACTIVITIES

Dinner at an employee's home or trip to Burlington
Local Farmers Market
4th of July activities around town
Outdoor Hiking Trails