

J-1 WORK AND TRAVEL PROGRAM

Exchange Visitor ID number

HOST ENTITY INFORMATION

Host Entity Name: The Ice Cream Shop
 Site of Activity Address: 36511 Seward HWY #7, Girdwood, AK, 99587, United States

JOB INFORMATION

Job Title Food and Beverage Retail Concessions
Start date - Earliest 01 May 2024 **Latest** 31 May 2024
End date - Earliest 15 August 2024 **Latest** 15 October 2024
Guaranteed salary/wage per hour before deductions 17.00 \$ per hour
Estimated tips \$5 - \$8 per hour
Average hours per week 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	The Ice Cream Shop
Description	Fast paced, upbeat, friendly shop that serves ice cream, espresso and related products.
Web site	www.theicecreamshhop.com
Primary contact name	
Title	

Phone 1	
Email	

Section 2

DETAILED JOB INFORMATION

Site of Activity address	36511 Seward HWY #7, Girdwood, AK, 99587, United States
Job Title	Food and Beverage Retail Concessions
Special requirements	Honest, friendly, upbeat, outgoing, good communication skills, team player, willing to do all tasks required in shop.
Position details and description	<p>Server/Cashier:</p> <p>The Ice Cream Shop is a fast-paced ice cream and espresso parlor. All staff members are responsible to learn & perform every aspect of the shop and its duties.</p> <p>Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none"> - Serving ice cream, espresso, milkshakes, soft pretzels and candy & promotional items - Operating POS stations - Cleaning, stocking and taking inventory are main items. - Answer customers' questions, and provide information on products, policies and procedures. - Bag or wrap merchandise after purchase. - Issue receipts, refunds, credits, or change due to customers. - Maintain clean and orderly shop - Complete additional duties as assigned by supervisor - Communicate with other staff members on an on-going and professional basis
Department	Server/Cashier
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 may vary between 9:00 am and 22:30 pm</i>
Average hours per week	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.	\$17.00
Is Overtime available	Yes
Overtime wage (if applicable)	Overtime is offered but not guaranteed.
Required skills	Good communication, positive attitude, work well with other staff members.

	All staff members are expected to be positive and pleasant at all times!
English level	Good
Supervisor	

Section 3

POSITION REQUIREMENTS

Grooming	
Grooming standards	No tongue rings permitted. If hair is long, it must be tied up or back so that it does not get into food products.
Dress code	Closed toed shoes; no sleeveless shirts; blouses or tops; no satanical, anti-American, drug or alcohol related verbiage on clothing. Apron is provided for uniform.
Uniform provided?	Yes
Screening	
Host Entity will require a drug test	No
Description of drug screening policy	Day by day behavior is monitored.
Will Exchange Visitors incur a cost for screening	No
Payment	
Payment schedule	bi_weekly
Allowances, bonuses, and/or incentives	End of season bonus is possible, at the discretion of the employer. Participants can eat and drink any products that are sold at the store during shift
Estimated tips	\$5 - \$8 per hour
Training / Orientation	
Host Entity provides training/orientation	Yes
Description	Training is provided by current staff members.
Will Exchange Visitors be paid during training/orientation	Yes
Length of training/orientation	Ongoing training
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
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Housing Lead 1

Housing model	Host company provided
Gender requirement	Any
Housing type	House
Housing name	June's
Contact name	
Address	160 Vail Circle, Girdwood, AK, 99587
E-mail	
Phone	
Housing cost	150.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	No
Housing deposit	300.0
Is housing deposit payroll deducted?	No
Is deposit refundable	Yes
Deposit refund policy	Yes
Can housing be co-ed	Yes
Distance between work site and housing	3 miles
Transportation details	FREE Public transportation is available. Walk approx 1 mile to bus pickup and then free shuttle is available.
Number of beds per room	3
Exchange Visitors per property	3
Bedding and towels	No
Kitchen facilities	Fully furnished kitchen.

Additional items must bring	Personal clothing and toiletries.
Additional comments	Rent is \$600/month - \$150/week
Housing deposit refundable	Yes
Further information on housing refund policy	House must be left in good, agreed-upon condition in order for refund to be issued.
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	Anchorage Ted Stevens International Airport
Nearest airport to site of activity	Anchorage Ted Stevens International Airport
Airport/bus/train pickup provided	Yes
General arrival instructions	<p>Please email the details of your flight itinerary including the arrival time, date and airlines at least two weeks prior to your arrival in the United States.</p> <p>Please add the details of your visa appointment/outcome and flight arrival information in the participant portal.</p> <p>If arrival time is during the night, students will need to either stay in the airport or spend the night in hotel or hostel. Employer will pick up students from the airport or hotel or hostel in the morning to their summer living quarters.</p> <p>Please see the below overnight accommodation and transport information suggestions close to the Anchorage Ted Stevens International Airport:</p> <p>Accommodation:</p> <p>Alex Hotel & Suites: 4615 Spenard Road, 99517, Anchorage Telephone: +1(907) 243 3131</p> <p>Cost: from \$119 - \$130 per night</p> <p>Taxi/Cab: Talixo - https://talixo.com</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	08:00 am - 17:00 pm
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Section 6

ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	222 W. 8th Avenue, Anchorage, Alaska 99501.
Distance of SSO from SOA	37.5 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"> - Assistance will be provided as needed - 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

Alaska Wildlife Conservation Center
Portage Glacier
Chugach State Park
Byron Glacier Trail
Boat ride on Prince William Sound