

J-1 WORK AND TRAVEL PROGRAM

Exchange Visitor ID number

HOST ENTITY INFORMATION

Host Entity Name: Woodward PA
 Site of Activity Address: 134 Sports Camp Drive, Woodward, PA, 16882, United States

JOB INFORMATION

Job Title Food and Beverage Retail Concessions
Start date - Earliest 12 May 2024 **Latest** 09 June 2024
End date - Earliest 27 August 2024 **Latest** 07 September 2024
Guaranteed salary/wage per hour before deductions 12.00 \$ per hour
Estimated tips N/A
Average hours per week 32 - 40
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	Woodward PA
Primary contact name	
Title	
Phone 1	
Email	

Section 2

DETAILED JOB INFORMATION

Site of Activity address	134 Sports Camp Drive, Woodward, PA, 16882, United States
Job Title	Food and Beverage Retail Concessions
Special requirements	Please be advised that this is a remote location, and there are NO opportunity for second jobs. Proficient conversational English required.
Position details and description	Food and Beverage Attendant: The Food Service Attendants are responsible for providing exceptional food service to our campers, guests, and staff. <ul style="list-style-type: none">- This position requires the employee to prepare ingredients, wash dishes, attend to the dining area during mealtimes, and/or serve food to campers and staff.- Greet and interact with guests, campers and staff in a positive, friendly and professional manner- 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. ** You will work in our Cafeteria Kitchen, Burger Grill, Retail Canteen, Smoothie Bar, or Coffee shop.
Department	Food and Beverage Attendant
Work schedule Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick time and other circumstances.	<i>6-to-8-hour shifts may vary between 6:00 am and 22:00 pm and will be scheduled Monday through Sunday.</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.	\$12.00
Is Overtime available	No
Overtime wage (if applicable)	In certain circumstances overtime may be approved, but not guaranteed on normal schedule.

Required skills	In addition to a strong command of English, this position is physically demanding and may require: <ul style="list-style-type: none"> - Must possess a high level of integrity. - Standing and constant moving for long periods of time (up to 8 hours per shift). - Frequent bending and stooping. - Lifting to 25lbs. /11 kgs. - Must possess a positive attitude and work well with other team members.
Required experience	Not required, but prior Food Service Experience is preferred. Sanitation, Ingredient Preparation, Barista/Coffee, and Customer Service are preferred.
English level	Good
Supervisor	

Section 3

POSITION REQUIREMENTS

Grooming	
Grooming standards	No tattoos which are lewd or obscene in nature may be viewable by children
Dress code	Staff Uniform Shirts Provided. Student responsible for presentable bottoms (jeans or slacks) and close-toed shoes while working.
Uniform provided?	Yes
Cost to Exchange Visitor	0.00
When is uniform fee due	N/A
Screening	
Host Entity will require a drug test	No
Will Exchange Visitors incur a cost for screening	No
Payment	
Payment schedule	weekly
Estimated tips	N/A
Training / Orientation	
Host Entity provides training/orientation	Yes
Description	General Orientation consists of all information necessary for any employee of Woodward. Department-Specific orientation will be based on the individual's role and on-the-job training will be ongoing throughout the summer as needed. 90-Minute General Orientation, Ongoing Department-Specific and On-The-Job training to follow
Will Exchange Visitors be paid during training/orientation	Yes
Length of training/orientation	As needed

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	Woodward Camp Staff Housing
Contact name	
Address	134 Sports Camp Dr., Woodward, PA, 16882
E-mail	
Phone	
How often is rent due?	Per day
Is weekly cost/rent payroll deducted?	No
Housing deposit	100.0
Is housing deposit payroll deducted?	No
Is deposit refundable	Yes
Deposit refund policy	Yes
Can housing be co-ed	No
Distance between work site and housing	On site

Number of beds per room	varies
Number of bedrooms	Multiple
Exchange Visitors per property	Varies
Exchange Visitors per room	12
Bathrooms per property	Communal bathroom with multiple toilets and shower stalls
Bedding and towels	No
Bedding and towel payment due	Bedding and towels are not provided and students need to bring bedding sheets and towels
Additional items must bring	Bedding, Toiletries, Leisure Clothing
Additional comments	No rent is due. Housing is tied to the placement. If you are terminated, you will need to vacate the housing. No public transportation, however, Woodward has internal Transportation Staff
Included in cost	No rent is due.
Administration fee	40.0
Administration fee due	Screening Fees - Approximately \$40: \$25 for FBI clearance & \$13 for the Child Abuse clearance .
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	Harrisburg (83 miles) Baltimore (169 miles) Philadelphia (187 miles)
Nearest airport to site of activity	State College Airport (SCE)
Airport/bus/train pickup provided	No
General arrival instructions	Please email your flight arrival information at least two (2) weeks prior to your arrival in the US. Please add the details of your visa appointment/outcome and flight arrival information in the Participant Portal. Woodward Camp Transportation Team will pick you up from STATE COLLEGE Airport, facilitate a store trip (Target, Walmart, Etc.) and transport students to Woodward. MUST COORDINATE PICKUP WITH HOST COMPANY AT LEAST TWO WEEKS

	PRIOR TO ARRIVAL Any other arrival plans are on your own
Should Exchange Visitors contact Host Entity before arrival	Yes
Upon arrival, Exchange Visitors should report	Host Company
Phone number	
Preferred arrival days	Monday to Friday
Preferred arrival times	8:00 am - 17:00 pm

Section 6

ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	901 University Dr, State College, PA 16801
Distance of SSO from SOA	29 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"> - 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

Reading Terminal Market
Knoebels Amusement Resort
Strip District
Bicycle Heaven
Lancaster Central Market