



J-1 WORK AND TRAVEL PROGRAM

JOB OFFER AGREEMENT FORM

Exchange Visitor ID number

HOST ENTITY INFORMATION

Host Entity Name: Sipapu Ski and Summer Resort

Site of Activity Address: 5224 NM-518, Vadito, NM, 87579, United States

JOB INFORMATION

Job Title Room Attendant

Start date - Earliest 19 November 2023 **Latest** 26 December 2023

End date - Earliest 19 March 2024 **Latest** 31 March 2024

Guaranteed salary/wage per hour before deductions 15.00 \$ per hour

Estimated tips N/A

Average hours per week 32

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	Sipapu Ski and Summer Resort
Web site	https://www.sipapu.ski/
Primary contact name	Lisa Lopez
Title	Office Manager/HR
Phone 1	575-587-2240 ext 7004
Email	llopez@sipapu.ski

Section 2

DETAILED JOB INFORMATION

Site of Activity address	5224 NM-518, Vadito, NM, 87579, United States
Job Title	Room Attendant
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">- 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.
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
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.	\$15.00
Is Overtime available	Yes
Overtime wage (if applicable)	x1.5. Overtime may be offered, but not guaranteed. Overtime is paid for any hours over 40 hours worked in a work week. The work week starts on Saturday and ends on Friday.
Required skills	<p>In addition to a strong command of English, this position is physically demanding and requires:</p> <ul style="list-style-type: none">- Good physical health- Ability to walk up and down stairs, kneel and bend frequently

	<ul style="list-style-type: none"> - Work with chemicals - Lift up to 25lbs/11kg - Strong attention to detail and efficiency - Maintain grooming standards - Positive attitude
English level	Good
Supervisor	Amy Gaskins

Section 3

POSITION REQUIREMENTS

Grooming	
Grooming standards	Clean, neat and professional appearance
Dress code	<ul style="list-style-type: none"> - Well groomed - Uniform will be provided - Black non slip shoes - Winter shoes (participants should bring these along or buy) - Dark colored pants <p>*If you are unable to secure work attire, we will assist you in securing your Winter clothing.</p>
Uniform provided?	Yes
Cost to Exchange Visitor	Approximately \$50 - \$100 (pants and shoes)
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	N/A
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
Estimated tips	N/A
Description	Overtime policy: Our policy follows New Mexico State law which states that employees are entitled to overtime pay equal to 1.5 times their regular rate of pay for all hours worked over 40, over the course of our 7 day pay period which runs from Saturday to Friday.

Training / Orientation	
Host Entity provides training/orientation	Yes
Description	On the job training
Will Exchange Visitors be paid during training/orientation	Yes
Length of training/orientation	1 week
Will Exchange Visitors incur a cost for training/orientation	No

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 assisted
Gender requirement	Any
Housing type	Hotel
Housing name	Taos Valley Lodge - Sipapu
Contact name	Tijana Harper
Address	615 Paseo del Pueblo Sur, Taos, NM, 87571
E-mail	taosvalleylodge@yahoo.com
Phone	575-737-0447
Housing cost	150.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	No
Is housing deposit payroll deducted?	No
Is deposit refundable	Yes

Deposit refund policy	No
Can housing be co-ed	No
Housing amenities	Microwave and fridge in each room Free Wi-Fi Complimentary Coffee The Espresso Bar on site (guests get a discount for purchase) Micro Market on Site Coin-op Guest Laundry on site
Distance between work site and housing	23.2 miles
Transportation details	Host Company will provide transportation between housing and site of activity.
Description	<ul style="list-style-type: none"> - The rooms will have all furniture one set of sheets and towels. Students will need to buy their own toiletries (tissue/ soap/ shampoo/ body wash ect) and cleaning supplies to keep the room clean. - Towels and bedding provided at the start. Students required to wash the bedding and towels. - Each room has a microwave and fridge. We have BBQ Grills and picnic tables in an outdoor area. We provide propane. Can be used weather permitting.
Number of beds per room	2
Number of bedrooms	1
Exchange Visitors per property	2
Exchange Visitors per room	2
Bathrooms per property	1
Bedding and towels	Yes
Bedding and towel payment due	N/A
Kitchen facilities	Microwave and fridge
Additional items must bring	The rooms will have all furniture one set of sheets and towels. Students will need to buy their own toiletries (tissue/ soap/ shampoo/ body wash ect) and cleaning supplies to keep the room clean.
Additional comments	- STUDENTS SIGN A MONTHLY AGREEMENT WITH RULES STUDENTS NEED TO FOLLOW NO PETS, VISITORS NEED TO CHECK IN AT THE DESK, NO SMOKING IN ROOMS, MANAGEMENT CHECKS THE ROOMS EACH WEEK TO SEE IF THEY ARE KEPT UP AND CHECK ON MAINTENANCE ISSUES ETC)
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	Albuquerque International Sunport
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Nearest airport to site of activity	Taos Regional Airport SKX
Airport/bus/train pickup provided	No
General arrival instructions	Please email the details of your flight itinerary to Lisa Lopez at llopez@sipapu.ski at least two (2) weeks prior to your arrival. You should also add the details of your visa appointment/outcome and full flight itinerary in the Participant Portal.
Should Exchange Visitors contact Host Entity before arrival	Yes
Upon arrival, Exchange Visitors should report	Lisa Lopez
Phone number	575-587-2240 ext 7004
Preferred arrival days	Monday - Friday
Preferred arrival times	8:00 - 18:00

Section 6

ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	1922 5th Street, Sante Fe, NM 87505
Distance of SSO from SOA	63.3 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	Assistance will be provided where necessary

Section 7

POTENTIAL CULTURAL ACTIVITIES

- Carlsbad Caverns National Park - High Noon Restaurant and Saloon - TinkerTown - Eldora Craft Chocolate - Museum of International Folk Art
