



J-1 WORK AND TRAVEL PROGRAM

JOB OFFER AGREEMENT FORM

Exchange Visitor ID number

HOST ENTITY INFORMATION

Host Entity Name: Sugarloaf Inn

Site of Activity Address: 5000 Commons Circle, Carrabassett Valley, ME, 04947, United States

JOB INFORMATION

Job Title Hotel/Resort Worker

Start date - Earliest 01 January 2021 **Latest** 31 January 2021

End date - Earliest 15 March 2021 **Latest** 15 April 2021

Guaranteed salary/wage per hour before deductions 12.00 \$ per hour

Estimated tips Housekeeping tips are shared between housekeeping staff, but are not guaranteed as they depend on guests

Average hours per week 32-35

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

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|----------------------|-------------------------------------------------------------------|
| Entity name | Sugarloaf Inn |
| Entity HQ address | 5092 Access Rd, Carrabassett Valley, ME, 04947, United States |
| Web site | https://sugarloafinn.com/ |
| Primary contact name | Amy Ferguson |
| Title | Office Manager |
| Phone 1 | (207) 663-2104 |
| Email | Amy@threeriversfun.com |

Section 2

DETAILED JOB INFORMATION

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Site of Activity address | 5000 Commons Circle, Carrabassett Valley, ME, 04947, United States |
| Job Title | Hotel/Resort Worker |
| Position details and description | <p>Job Duties: Teammates will be responsible for cleaning guest rooms and common areas in the Inn, using checklists, washing dishes and basic food prep (weighing and bagging food, chopping vegetables, etc) for the restaurant located inside the Inn. There is the possibility for some front desk/reception hours assisting guests that are checking in late.</p> <p>Working as a team and communicating with teammates and team leaders is of the highest priority. Providing excellent guest service is our #1 goal.</p> |
| Work schedule Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick time and other circumstances. | <i>***Please note that students may not work in positions requiring work hours that fall predominantly between the hours of 10:00 p.m. and 6:00 a.m.</i> |
| Average hours per week | 32-35 |
| Guaranteed salary/wage per hour before deductions Employers of 'tipped employees' will need to pay a cash wage of at least \$2.13/hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13/hour do not equal the minimum hourly wage, the employer must make up the difference. | \$12.00 |
| Is Overtime available | Yes |
| Overtime wage (if applicable) | 1.5 x Hourly Rate , but it is NOT guaranteed and only over 40 hours per work week. |
| Required skills | Communicate with guests and team, provide exceptional guest service |
| Required experience | None |
| English level | Excellent |
| Supervisor | Amy Ferguson |

Section 3

POSITION REQUIREMENTS

| Grooming | |
|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Grooming standards | Neatly groomed and clean |
| Dress code | Staff shirt and clean khaki pants, closed toe shoes, neatly groomed and clean. Winter clothes |
| Uniform provided? | Yes |
| Cost to Exchange Visitor | Chef coats-\$25, Polo Shirt- \$15 |
| When is uniform fee due | upon arrival |
| Screening | |
| Host Entity will require a drug test | No |
| Host Entity will provide the drug test | No |
| Description of drug screening policy | If participant is suspected of drug use while working or files a workers compensation claim, they may be asked to take a drug test. |
| 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 | weekly |
| Allowances, bonuses, and/or incentives | Staff members receive 50% off food when working. Policy at discretion of employer and to be clarified upon arrival. |
| Estimated tips | Housekeeping tips are shared between housekeeping staff, but are not guaranteed as they depend on guests |
| Description | N/A |
| Training / Orientation | |
| Host Entity provides training/orientation | Yes |
| Description | On-site with office manager and other lead staff |
| 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 |

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| 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.

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| Does Host Entity provide temporary housing? | No |
|---------------------------------------------|----|

Housing Lead 1

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|----------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Housing model | Host company provided |
| Gender requirement | Any |
| Housing type | Other |
| Housing name | Sugarloaf Inn - Housing |
| Contact name | Amy Ferguson |
| Address | 5000 Commons Circle, Carabasset Valley, ME, 04947 |
| Cost per participant | 60.0 |
| Rent periodicity | Per week |
| Is weekly cost/rent payroll deducted? | Yes |
| Housing deposit | 60.0 |
| Is housing deposit payroll deducted? | No |
| Is deposit refundable | Yes |
| Deposit refund policy | 0 |
| Can housing be co-ed | No |
| Is renters insurance required | 0 |
| Housing amenities | Utilities: heat, water, electric, Internet |
| Distance between work site and housing | 0.5 miles |
| Transportation details | Participants are responsible for personal phone. |
| Description | Staff housing located less than 0.5 mile from Inn. Furnished housing with linens and dishes, water, electric, heat |
| Number of beds per room | 2 |
| Number of bedrooms | 2 |

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| Exchange Visitors per property | 4 |
| Exchange Visitors per room | 2 |
| Bathrooms per property | 2 |
| Bedding and towels | Yes |
| Cost of bedding and towels | 0.0 |
| Bedding and towel payment due | N/A |
| Kitchen facilities | full kitchen - limited cooking wear/items - if additional items are needed or are broken, it is the renters responsibility to notify Sugarloaf upon moving in. Nonessential items may or may not be replaced. |
| Additional items must bring | Additional linens should be purchased as needed, renters only get one set. Renters may be responsible for buying own cleaning supplies. Limited cooking wear/items. Must buy your own toilet paper and hygiene products. |
| Additional comments | <p>Participants may be expected to talk to work. Please keep in mind that it will be winter and very cold. Participants will need to bring appropriate seasonal clothing.</p> <p>Students are expected to clean common spaces and bedrooms regularly and on their own time. This includes washing of towels and bedding. There will be periodic inspections to ensure that areas are clean and that trash is disposed of properly.</p> |
| Included in cost | Furniture, bed, cooking facilities, kitchen ware, microwave, AC/Heat, linens and pillow |
| Administration fee | 0.0 |
| Housing deposit due | Upon arrival |
| Housing deposit refundable | Yes |
| Further information on housing refund policy | Yes, if housing is left in same condition as when moved in. |
| 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.

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| Closest port of entry airport | Portland, Maine or Bangor, Maine |
| Nearest airport to site of activity | Portland, Maine or Bangor, Maine |
| Airport/bus/train pickup provided | Yes |
| General arrival instructions | <p>STUDENTS MUST CONTACT AMY 2 WEEKS BEFORE ARRIVAL TO ARRANGE PICK-UP. IF STUDENT DOES NOT DO THIS THEY ARE RESPONSIBLE FOR GETTING FROM AIRPORT TO HOUSING.</p> <p>Housing Arrival Hours:</p> <p>If students arrive late at night they will have to make arrangements to stay at a hotel until an employee representative from the Inn can come to pick them up. There are many hotel located at the Portland, ME airport.</p> <p>Housing Arrival Instructions:</p> <p>Once students arrive to the airport in Portland, ME an employee representative will pick them up and drive them to the hotel/ housing location.</p> |
| Arrival pick-up cost | 0.0 |
| Should Exchange Visitors contact Host Entity before arrival | Yes |
| Upon arrival, Exchange Visitors should report | Amy Ferguson |
| Phone number | 207-663-2104 |
| Preferred arrival days | Monday, Tuesday, Wednesday, Thursday |
| Preferred arrival times | 8:00 AM – 8:00 PM |

Section 6

ADDITIONAL INFORMATION

| Social Security Information | |
|--------------------------------------------------------------------------------|-----------------------------------------|
| Address of the nearest social security office | 14 COLBY STREET WATERVILLE, ME 04901 |
| Distance of SSO from SOA | 62 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 | None |

Section 7

POTENTIAL CULTURAL ACTIVITIES

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| Go to Augusta, the capital of Maine |
| Trip to Portland, ME |
| Outdoor activities/ sports |
| Local events and holidays |