



J-1 WORK AND TRAVEL PROGRAM

JOB OFFER AGREEMENT FORM

Exchange Visitor ID number

HOST ENTITY INFORMATION

Host Entity Name: ZJZ - Embassy Suites Corpus Christi
Site of Activity Address: 4337 S. Padre Island Drive, Corpus Christi, TX, 78411, United States

JOB INFORMATION

Job Title Room Attendant
Start date - Earliest 2025-05-15 Latest 2025-06-30
End date - Earliest 2025-09-15 Latest 2025-10-30
Guaranteed salary/wage per hour before deductions 10.00 \$ per hour
Average hours per week 32
Required Interviews Sponsor Interview, Host Interview

HOUSING INFORMATION

Housing Model Host company provided

EXCHANGE VISITOR SECTION

Table with 2 columns: 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 Alliance Abroad and Department of State program rules regarding employment and program participation, including the Terms and Conditions which were part of my program application.

Section 1

HOST ENTITY INFORMATION

Table with 2 columns: Entity name, Description, Web site, Primary contact name, Title

Phone 1	(361) 853-7899 x403
Email	melody.nixon-bice@hilton.com

## Section 2

### DETAILED JOB INFORMATION

Site of Activity address	4337 S. Padre Island Drive, Corpus Christi, TX, 78411, United States
Job Title	Room Attendant
Position details and description	<p>Rooms attendant: Room Attendant is responsible for keeping guest rooms in a hotel, motel, lodge or inn clean, safe, stocked and maintained. They are expected to be friendly and engaging when interacting with guests to project a positive image of the company.</p> <p>Job Duties:  <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> </ul> </p>
Department	Room 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>Schedule varies between 6am-11pm</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.	<b>\$10.00</b>
Is Overtime available	Yes
Overtime wage (if applicable)	1.5 X Normal rate. Overtime is offered but not guaranteed.

Required skills	-Good physical health -Ability to walk up and down stairs, kneel and bend frequently -Work with chemicals -Lift up to 25lbs/11kg -Strong attention to detail and efficiency -Maintain grooming standards -Positive attitude
English level	Good
Supervisor	Melody Nixon-Bice

### Section 3

#### POSITION REQUIREMENTS

Grooming	
Grooming standards	<p>ALL EMPLOYEES:</p> <ul style="list-style-type: none"> <li>• Strong perfume and heavy make-up is not allowed (make-up should be natural).</li> <li>• Hands and fingernails must be kept clean and trimmed at all times; excessive lengths are not permitted.</li> <li>• Shoes must be kept clean and polished at all times.</li> <li>• Nose, lip, eyebrow or tongue rings, or any other body piercing that are visible in any way are not acceptable. Placing a bandage over the pierced area is also unacceptable.</li> <li>• Hair should be neat and clean.</li> <li>• Extreme hair colors or hairstyles are not allowed.</li> <li>• Beards, vandykes, sideburns and goatees are acceptable as long as they are closely groomed and professional in appearance. Sideburns must be above the ear lobe.</li> <li>• Visible tattoos are not acceptable</li> </ul>
Dress code	<p>Uniform shirts are provided, but participants must provide their own black pants and black, closed-toed non slip shoes.</p> <p>Avg Cost If purchased in the US \$50 - \$80</p>
Uniform provided?	Yes
Cost to Exchange Visitor	None
When is uniform fee due	N/A
Screening	
Host Entity will require a drug test	No
Host Entity will provide the drug test	yes
Description of drug screening policy	Employees may be tested if there is a reasonable cause. If participant fails drug test at any time, participant may be fired.
Will Exchange Visitors incur a cost for screening	No
Cost to Exchange Visitors (if applicable)	no

When is screening fee due	none
Payment	
Payment schedule	bi_weekly
Description	Housing is tied to this placement. Should participant be dismissed from placement housing will be terminated immediately.
Training / Orientation	
Host Entity provides training/orientation	Yes
Description	On job training
Will Exchange Visitors be paid during training/orientation	Yes
Length of training/orientation	3-7 Days
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
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#### *Housing Lead 1*

Housing model	Host company provided
Gender requirement	Any
Housing type	Hotel
Housing name	Motel 6/Studio 6 - ZJZ Embassy Suites Corpus
Contact name	Sima Bhakta
Address	5850 Williams Drive, Corpus Christi, TX, 78412
E-mail	Sima.Bhakta@hilton.com
Phone	(361) 853-7899 ext. 403
Housing cost	500.0
How often is rent due?	Per month

Is weekly cost/rent payroll deducted?	No
Housing deposit	200.0
Is housing deposit payroll deducted?	No
Housing fees - additional comments	<p><b>** VERY IMPORTANT **</b></p> <p>\$450 due upon arrival for housing (\$250 advanced rent and \$200 refundable deposit).</p> <p>There is \$200 refundable deposit that will need to be paid directly to ZJZ upon arrival. The \$200 deposit is refunded at the end of the program as long as there is no damage to the apartment.</p> <p>Rent will be deducted from payroll every TWO weeks.</p> <p>Upon arrival, students will be assigned to apartments. Apartment units might be co-ed but men and women will have separate rooms.</p> <p>No bed sharing or cohabitation allowed. No smoking in the apartment</p>
Is deposit refundable	Yes
Can housing be co-ed	Yes
Distance between work site and housing	2 miles
Transportation details	Participants can bike, take a taxi or bus.
Description	<p>Housing is provided by the company.</p> <p>Must confirm reservations at least 14 days prior to arrival.</p> <p>Amid shops and restaurants, this casual all-suite hotel is 9 miles from Corpus Christi Beach and 12 miles from the Texas State Aquarium.</p> <p>The warmly decorated suites feature living rooms with pull-out sofas. All provide Wi-Fi (fee), flat-screen TVs, minifridges and microwaves, plus tea and coffeemakers.</p>
Number of beds per room	2
Number of bedrooms	5
Exchange Visitors per property	10
Exchange Visitors per room	2
Bathrooms per property	5
Bedding and towels	Yes
Bedding and towel payment due	We provide the bed sheets, pillow, blanket and bath towels
Kitchen facilities	<p>Yes - All-electric kitchens equipped with appliances.</p> <p>Dishes, silverware and pots/pans will be provided as well.</p>
Additional items must bring	<p>Students will need to bring or purchase upon arrival: Bed sheets, pillow, blanket, bath towels.</p> <p>-It would be 2 participants per room (Shared)</p>

Additional comments	Smoking is not allowed in the apartment and will cause the individuals in the apartment to lose their deposit if it is determined smoking took place. Do not tamper or remove smoke detectors that are located in the apartment.
Included in cost	The cost of \$500 is per month. Utilities  WIFI is included.
Administration fee due	N/A
Housing deposit due	Upon arrival - \$200 deposit - due to ZJZ upon arrival. It is refundable if housing remains in good condition.
Housing deposit refundable	Yes
Further information on housing refund policy	Yes - \$200 deposit - refundable if housing remains in good condition and students stay through the end of the program
Lease required	No
Length of lease	3 Months
Further information on length of lease	3-12 months
Fees additional comments	<p><b>** VERY IMPORTANT **</b></p> <p>\$450 due upon arrival for housing (\$250 advanced rent and \$200 refundable deposit).</p> <p>There is \$200 refundable deposit that will need to be paid directly to ZJZ upon arrival. The \$200 deposit is refunded at the end of the program as long as there is no damage to the apartment.</p> <p>Rent will be deducted from payroll every TWO weeks.</p> <p>Upon arrival, students will be assigned to apartments. Apartment units might be co-ed but men and women will have separate rooms.</p> <p>No bed sharing or cohabitation allowed. No smoking in the apartment</p>

## Section 5

### ARRIVAL INSTRUCTIONS

Alliance Abroad 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.

Best Arrival Airport	CRP - Corpus Christi Intl (Corpus Christi, TX)
Airport/bus/train pickup provided	No
General arrival instructions	<p>Please provide arrival information to Sima Bhakta at Sima.Bhakta@Hilton.com two weeks BEFORE arrival.</p> <p>Participant is responsible for getting from either the bus station or airport to lodging that host company has provided. You can you use the Taxi company listed below or use UBER or LYFT.</p> <p>If participant fails to notify host company of their arrival information and arrives outside</p>

	<p>of housing or business hours, participant is responsible for reserving a hotel room for the evening at their own expense and paying for the transportation to get there.</p> <p>Hotel will arrange a cab to pick student up from the Corpus Christi bus station or Corpus Christi International airport at \$50 per person. Hotel will deduct the amount from their first paycheck unless they pay the hotel directly or arrange their own transportation.</p> <p>Motel near CRP airport: Motel 6 845 Lantana Street <a href="https://www.motel6.com/en/home/motels.tx.corpus-christi.9474.html">https://www.motel6.com/en/home/motels.tx.corpus-christi.9474.html</a> Corpus Christi (361) 289-9397 Room rates start at \$49.99 (subject to change)</p> <p>Taxi from CRP airport: American Cab Co (361) 400-7465 Estimated cost: \$32-35 (subject to change)</p>
Arrival pick-up cost	20.0
Should Exchange Visitors contact Host Entity before arrival	Yes
Upon arrival, Exchange Visitors should report	Sima Bhakta
Phone number	361-653-4654
Preferred arrival days	Monday-Friday
Preferred arrival times	9AM -5PM

## Section 6

### ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	3801 S PORT AVE CORPUS CHRISTI, TX 78411
Distance of SSO from SOA	20 min by car
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	Host Company will assist

## Section 7

### POTENTIAL CULTURAL ACTIVITIES

