



J-1 WORK AND TRAVEL PROGRAM

JOB OFFER AGREEMENT FORM

Exchange Visitor ID number

HOST ENTITY INFORMATION

Host Entity Name: MasterCorp at GreenSpring Vacation Resort

Site of Activity Address: 3500 Ludwell Pkwy, Williamsburg, VA, 23188, United States

JOB INFORMATION

Job Title Room Attendant

Start date - Earliest 2025-05-01 **Latest** 2025-06-30

End date - Earliest 2025-08-25 **Latest** 2025-10-01

Guaranteed salary/wage per hour before deductions 13.25 \$ per hour

Estimated tips N/A

Average hours per week 32

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	MasterCorp at GreenSpring Vacation Resort
Web site	www.mastercorp.com
Primary contact name	Lorena Romero
Title	Global Program Manager
Phone 1	407-723-1139
Email	lorena.romero@mastercorp.com

Section 2

DETAILED JOB INFORMATION

Site of Activity address	3500 Ludwell Pkwy, Williamsburg, VA, 23188, United States
Job Title	Room Attendant
Special requirements	<p>KEY BEHAVIORAL FACTORS:</p> <ul style="list-style-type: none">- A passion for cleanliness.- Strong work ethic.- Ability to learn and change behavior.- Work irregular hours. <p>PHYSICAL REQUIREMENTS:</p> <ul style="list-style-type: none">- Stand and walk for long periods.- Climb stairs frequently.- Frequent twisting, bending, stooping and reaching.- Regularly lift up to 25 lbs.- Able to kneel, bend and crawl- Able to squat and crouch- Able to work in confined spaces <p>ENVIRONMENTAL CONDITIONS:</p> <ul style="list-style-type: none">- Odors or dust.- Cleaning chemicals.- Laundry chemicals. <p>MENTAL REQUIREMENTS:</p> <ul style="list-style-type: none">- Ability to make decisions.- Planning and scheduling capabilities.- Ability to read, write and do basic math.- Use of long term and short-term memory.
Position details and description	<p>QUALITY:</p> <ul style="list-style-type: none">- Maintain a high standard of excellence. Strip units of soiled linens.- Remove trash from unit.- Clean units including but not limited to bedrooms, bathrooms, kitchens, living rooms, closets, and decks.- Report clean units as vacant and ready for inspection.- Report unit maintenance issues as per company procedure. - Report damaged, dirty or stained carpets, drapes, furniture, and linens.- Sort and fold linen.- Make linen and supply bags as directed.- Deliver linen and supply bags to units.- Report missing inventory and supplies to Supervisor.- Report lost and found items to Supervisor.- Perform weekly guest service cleans as directed.- Stock and maintain the cleanliness and organization of storage closets.- Walk all assigned buildings or floors to ensure all are free of linen, trash, or equipment.- Move furniture as directed.- Attend all training sessions and perform practical application of training.- Ensure a safe working environment.- Other duties as assigned. <p>TIMELINESS:</p>

- Maintain a sense of urgency so that units are turned on time.
- Personal timeliness be prompt with all assignments and appointments.

BUDGET:

- Utilize supplies and equipment efficiently and effectively.
- Utilize time wisely and efficiently.

CUSTOMER SERVICE:

- Assist in solving guest complaints promptly.
- Willing to assist resort guests and owners.
- Knowledgeable of the resort.

ESSENTIAL FUNCTIONS:

- Sweep, scrub, mop and polish floors.
- Vacuum clean carpets, rugs and draperies.
- Shampoo carpets, rugs and upholstery.
- Dust and polish furniture and fittings.
- Clean metal fixtures and fittings.
- Empty and clean trash containers.
- Dispose of trash in a sanitary manner.
- Clean wash basins, mirrors, tubs and showers.
- Wipe down glass surfaces.
- Make up beds and change linens as required.
- Tidy-up rooms.
- Wash windows as scheduled.
- Sort, wash, load and unload laundry.
- Iron and press clothing and linen.
- Sort, fold and put away clean laundry.
- Operate mechanized cleaning equipment.
- Maintain all cleaning equipment and materials in a safe and sanitary working condition.
- Monitor and report necessary domestic repairs and replacements.
- Clean corridors, lobbies, stairways, elevators and lounges as well as guest rooms.
- Organize work schedule from the room status list, arrivals and departures.
- Distribute linen, towels and room supplies using wheeled carts or by hand.
- Restock room supplies such as drinking glasses, soaps, shampoos, writing supplies, mini bar.
- Replace dirty linens with clean items.
- Inspect and turn mattresses as scheduled.
- Store all dirty laundry in line with company policy.
- Monitor guest laundry bags.
- Replace laundry bags and slips.
- Check all appliances in rooms are in working order.
- Realign furniture and amenities according to prescribed layout.
- Respond to guest queries and requests.
- Respond to calls for housekeeping problems such as spills, broken glasses.
- Deliver any requested housekeeping items to guest rooms.
- Remove room service items.
- Organize and restock cart at the end of the shift.
- Ensure confidentiality and security of guest rooms.
- Follow all company safety and security procedures.
- Report any maintenance issues or safety hazards.
- Observe and report damage of hotel property.

Department

Housekeeping Department

Work schedule

Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick time and other circumstances.

Schedule may vary between 6:00 am and 22:00 pm

Average hours per week

32

Guaranteed salary/wage per hour before deductions

\$13.25

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.	
Is Overtime available	Yes
Overtime wage (if applicable)	1.5 X Normal rate. Overtime is offered but not guaranteed.
Required skills	<ul style="list-style-type: none"> - Stand and walk for long periods. - Frequent twisting, bending, stooping, and reaching. - Lift up to 25 pounds. - Climb stairs frequently. - Work near odors, dust, and cleaning chemicals.
Required experience	N/A
English level	Good
Supervisor	Ana Plancarte

Section 3

POSITION REQUIREMENTS

Grooming	
Grooming standards	<ul style="list-style-type: none"> - Participant needs to bring black pants and black non-slip shoes. - Personal grooming should reflect a pleasant and clean appearance. - All associates are to wash their hair and body regularly. - Other personal hygiene items such as deodorant are also necessary to model clean grooming habits. - Long hair must be completely confined to ensure that loose hair does not fall throughout the unit during cleaning or inspection. - Beards and/or moustaches longer than 1/4 inch must be covered by a beard guard. - All fingernails should be neatly clipped, neutral in color and clean; dirt under the fingernails does not reflect MasterCorp values. - Glamour nails or nail extensions are not allowed since cleaning or inspecting cannot be performed effectively with these types of nails. - Visible body piercings/ tattoos should be minimal. - Tattoos should not contain material that is harassing, discriminatory, violent, threatening or obscene. - Jewelry that is loose and dangling (longer than 1 inch) may cause potential safety concerns. - Use discretion when selecting jewelry; it should be appropriate and conservative. - Some sites may have additional restrictions with regard to uniforms; in that case MasterCorp will adhere to the customer's regulations for uniform requirements.
Dress code	<ul style="list-style-type: none"> - Participants will need to bring along black pants and black non-slip closed toed shoes. - Uniform shirt will be provided. <p>Average cost of pants and shoes, if purchased in the US \$50 - \$80</p>
Uniform provided?	Yes
Cost to Exchange Visitor	\$.50/week for uniform shirt. Average cost of pants and shoes, if purchased in the US \$50 - \$80

When is uniform fee due	Payroll deducted: Weekly
Screening	
Host Entity will require a drug test	No
Host Entity will provide the drug test	N/A
Description of drug screening policy	No drug testing prior to arrival only random testing.
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	weekly
Allowances, bonuses, and/or incentives	N/A
Estimated tips	N/A
Description	<ul style="list-style-type: none"> - We pay piece rate and not by the hour. - The true up for piece rate is to the confirmed hourly wage on the contract and not minimum wage. - Hours under 32 will be trued up as well assuming the student accepts the hours.
Training / Orientation	
Host Entity provides training/orientation	Yes
Description	Students will be trained on the 7 steps cleaning method (training is paid/ no fee to exchange visitor for training)
Will Exchange Visitors be paid during training/orientation	Yes
Length of training/orientation	1 - 2 weeks or 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
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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	Apartment
Housing name	Vacation Village at Williamsburg
Contact name	Alien Gonzalez
Address	4870 Longhill Road, Williamsburg, VA, 23188
E-mail	alien.gonzalez@mastercorp.com
Phone	757-645-9718
Housing cost	127.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	Yes
Housing deposit	200.0
Is housing deposit payroll deducted?	No
Is deposit refundable	Yes
Deposit refund policy	Yes
Can housing be co-ed	No
Housing amenities	Washer/dryer
Distance between work site and housing	1.4 Miles to 5.5 miles
Transportation details	We provide transportation to work.
Description	At Vacation Village at Williamsburg, you are just minutes from the historical sites of Colonial Williamsburg, Jamestown Settlement, Yorktown Battlefield and Yorktown Victory center.
Number of beds per room	2
Number of bedrooms	2
Exchange Visitors per property	4

Exchange Visitors per room	2
Bathrooms per property	2
Bedding and towels	No
Kitchen facilities	full kitchen with refrigerator, microwave and stove.
Additional items must bring	Personal Items
Additional comments	For any housing issues, please contact Lacy Haines at lacy.haines@mastercorp.com. She is the Work Force housing manager and Alien Gonzalez will be your local housing manager.
Housing deposit due	Due and paid before arrival via a secure link provided by the employer.
Housing deposit refundable	Yes
Further information on housing refund policy	A non-refundable \$50 administrative fee is included in the housing deposit. The refundable \$150 deposit will only be returned if the students contract is completed in full, and after the unit has passed staff inspection. If the tenant leaves early, the deposit will be forfeited.
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.

Best Arrival Airport	Richmond International Airport (RIC)
Airport/bus/train pickup provided	Yes
General arrival instructions	<p>Please email the details of your flight itinerary to guestprograms@mastercorp.com AND lorena.romero@mastercorp.com at least two (2) weeks prior to your arrival in the US.</p> <p>Please add the details of your visa appointment/outcome and flight arrival information in the Participant Portal.</p> <p>MasterCorp will arrange pick up anytime between the hours of 8:00 am and 17:00 pm on Monday - Thursday ONLY.</p> <p>MasterCorp will ONLY pick-up students from Richmond International Airport (RIC)</p> <p>If there are any issues, please email guestprograms@mastercorp.com.</p> <p>Please see the below accommodation information for arrival outside of preferred days and times:</p> <p>Accommodation: Sandston Inn & Suites</p> <p>Address: 5209 Williamsburg Rd, Sandston, VA 23150</p> <p>Cost: from \$62 per night</p>

	<p>UberX/Lyft: from \$10 - \$15 per ride</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	Host Company
Phone number	407-723-1139
Preferred arrival days	Monday - Thursday
Preferred arrival times	08:00 am - 17:00 pm

Section 6

ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	11706 Jefferson Ave, Newport News, VA 23606
Distance of SSO from SOA	27.4 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

Museums and exhibits; Virginia Beach; State Park; Colonial Williamsburg
