



J-1 WORK AND TRAVEL PROGRAM

JOB OFFER AGREEMENT FORM

Exchange Visitor ID number

HOST ENTITY INFORMATION

Host Entity Name: Clambake Restaurant

Site of Activity Address: 354 Pine Point Rd, Scarborough, ME, 04074, United States

JOB INFORMATION

Job Title Restaurant Attendant

Start date - Earliest 2025-06-12 **Latest** 2025-06-30

End date - Earliest 2025-09-30 **Latest** 2025-10-12

Guaranteed salary/wage per hour before deductions 18.00 \$ per hour

Estimated tips None

Average hours per week 40 hours per week

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	Clambake Restaurant
Web site	https://www.theclambake.com/
Primary contact name	Kevin Thurlow
Title	Owner
Phone 1	207-289-0245
Email	kevin@theclambake.com

Section 2

DETAILED JOB INFORMATION

Site of Activity address	354 Pine Point Rd, Scarborough, ME, 04074, United States
Job Title	Restaurant Attendant
Special requirements	Housing is tied to this placement. Should participant be dismissed from placement housing will be terminated immediately.
Position details and description	<p>Restaurant Attendant:</p> <p>Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none">- Place food servings on plates and trays according to orders or instructions.- Garnishes and decorates dishes prior to serving and is the last quality check on food.- Monitor food distribution, ensuring that orders are delivered to the correct recipients.- Ladles soup, tosses salads, portions pies and desserts, brews coffee, and performs other services as determined by establishment's size and practices.- Observes diners to respond to any additional requests and determines when meal has been completed.- Totals bill and accepts payment.- Pre-bus (clean) other tables as well as your own, including dirty plates, glassware, condiments, trash, ashtrays, and flatware.- Stock service stations with items such as ice, napkins, and straws.- Clean and sterilize dishes, kitchen utensils, equipment, and facilities.- Maintain proper grooming and uniform standards- Follows the safety rules provided in the Safety Program found in the employee Orientation- Manual and reports any safety hazards to management immediately.- Provides general assistance to servers to ensure customer satisfaction.- Promptly clean table tops, chairs and booths between seating.- Check floor and clean as required.- Inspect assigned restrooms and clean as needed.- Respond appropriately to guest requests. Communicate guest requests to server as needed.- Be available to fill in as needed to ensure the smooth and efficient operation of the restaurant as directed by the restaurant manager or immediate supervisor.- Follows all company health and safety rules.- Wash dishes, glassware, flatware, pots, and/or pans using dishwashers or by hand.- Place clean dishes, utensils, and cooking equipment in storage areas.- Maintain kitchen work areas, equipment, and utensils in clean and orderly condition.- Stock supplies such as food and utensils in serving stations, cupboards, refrigerators, and salad bars.- Sweep and scrub floors.- Handle chemicals used for cleaning as well as washing dishes using gloves when necessary.- Clean garbage cans with water or steam.- Sort and remove trash, placing it in designated pickup areas.- Clean and prepare various foods for cooking or serving.- Transfer supplies and equipment between storage and work areas, by hand or using hand trucks.- Accurately and efficiently cook meats, fish, vegetables, soups and other hot food products.- Complies consistently with company standards on portion sizes, cooking methods, quality standards and kitchen rules, recipes, policies and procedures.- Prepares and portions food products prior to cooking.- Handle raw meats and maintain health and safety standards- Ensures quality of products served.- Follows proper plate presentation and garnish set up for all dishes.- Utilizes a wide range of kitchen tools and utensils, including but not limited to knives, grinders, broilers, ovens, grills, and fryers according the health and safety standards.

	<ul style="list-style-type: none"> - Performs kitchen maintenance tasks such as emptying the trash and washing dishes. - Promptly reports equipment and food quality or shortage problems to Kitchen Manager. - Maintains a clean work station and assists with the cleaning, sanitation, and organization of kitchen and all storage areas. - Monitors inventory levels to ensure product availability. - Graciously and quickly fulfills any guest request possible. - Completes opening and closing checklists. - Stocks and maintains sufficient levels of food products at line stations to assure a smooth service period. - Complete additional duties as assigned by supervisor
Department	Restaurant Attendant
Work schedule Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick time and other circumstances.	<ul style="list-style-type: none"> - <i>Shift determined by Supervisor.</i> - <i>Schedule is 8:00 am to 21:00 pm</i>
Average hours per week	40 hours per week
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.	\$18.00
Is Overtime available	Yes
Overtime wage (if applicable)	1.5 x hourly rate. Overtime may be offered, but it is NOT guaranteed and only over 40 hours per work week.
Required skills	In addition to a strong command of English, this position is physically demanding and may require: <ul style="list-style-type: none"> - Ability to receive direction and perform responsibilities in a fast paced environment. - Ability to accept constructive criticism, especially when under pressure. - Must be able to read and follow a recipe unsupervised. - Standing and constant moving for long periods of time (up to 8 hours per shift). - Frequent bending and stooping. - Lifting up to 40lbs/18 kg. - Must possess a positive attitude and work well with other team members.
English level	Good
Supervisor	Dana and Joanne Howland

Section 3

POSITION REQUIREMENTS

Grooming	
Grooming standards	Students need to bring clean pants or shorts and closed-toe shoes.
Dress code	<ul style="list-style-type: none"> - Neat & clean appearance.

	<ul style="list-style-type: none"> - Uniform provided: shirt, apron, and hat/visor - Black non-slip closed toe shoes and black or tan pants (participants to bring along)
Uniform provided?	Yes
Cost to Exchange Visitor	Approximately \$50 - \$80 (pants and shoes) if purchased in the US
When is uniform fee due	Upon purchase
Screening	
Host Entity will require a drug test	No
Host Entity will provide the drug test	N/A
Description of drug screening policy	Not unless required for workers compensation or other cause is given
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
Estimated tips	None
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	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
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Housing Lead 1

Housing model	Host company provided
Gender requirement	Any
Housing type	Other
Housing name	160 East Grand
Contact name	Kevin Thurlow
Address	160 East Grand Ave, Old Orchard Beach, ME, 04064
E-mail	kevin@theclambake.com
Phone	207-289-0245
Housing cost	125.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	Yes
Housing deposit	375.0
Is housing deposit payroll deducted?	Yes
Is deposit refundable	Yes
Deposit refund policy	Yes
Can housing be co-ed	Yes
Is renters insurance required	No
Housing amenities	Basic amenities, Utilities, Internet
Distance between work site and housing	1.5 miles
Transportation details	Bus Service in Old Orchard Beach: https://bsoobtransit.org/ Contact number: 207-282-5408
Description	<ul style="list-style-type: none"> - 2 Bunk beds - Bedding and Towels (1 set issued) - Rent will be deducted every Thursday by 22:00 (if not paid by Thursday, there is a late fee of \$5.00 per day) - Housing can be co-ed. If participants do not want co-ed housing, please inform your employer.
Number of beds per room	4

Number of bedrooms	3
Exchange Visitors per property	12
Exchange Visitors per room	4
Bathrooms per property	3
Bedding and towels	Yes
Kitchen facilities	Refrigerator, Microwave, Stove
Additional items must bring	Personal items
Additional comments	<ul style="list-style-type: none"> - 2 Bunk beds - Bedding and Towels (1 set issued) - Housing can be co-ed. If participants do not want co-ed, please inform your employer. - Housing is tied to this placement. Should participant be dismissed from placement housing will be terminated immediately.
Included in cost	Everything
Housing deposit due	\$375 Total Deposit \$125 Security \$125 First Week \$125 Last Week
Housing deposit refundable	Yes
Further information on housing refund policy	Deposit refundable if housing is left clean without any damage and there were no incidences while being rented. Participant/tenant must stay from agreed upon start to end dates as determined ahead of time by tenant and landlord. <ul style="list-style-type: none"> - If you damage the room, furniture, leave room/bathroom dirty you will lose the deposit. - If the shared kitchen/living spaces are disrespected and left dirty, deposits will not be returned. - If there are multiple noise complaints then deposits will not be returned. - If you leave housing or employment earlier than contracted end date, deposits will not be returned.
Lease required	No
Length of lease	0 Day

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	Portland Maine Jetport

Airport/bus/train pickup provided General arrival instructions	<p>Yes</p> <p>Please email the details of your flight arrival information to Kevin Thurlow at kevin@theclambake.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 your flight arrival information in the Participant Portal.</p> <p>7 days a week (8:00 am - 21:00 pm); You will be picked up outside baggage claim. Any flights arriving outside that time period you will need to wait - or arrange own transportation to housing.</p> <p>Contact Kevin Thurlow on 207-289-0245 upon arrival.</p> <p>For those arriving outside the preferred arrival times, please see the hotel info for overnight accommodation</p> <p>Accommodation near Portland Maine Jetport</p> <p>Accommodation: Comfort Inn</p> <p>Address: 90 Maine Mall Rd, South Portland, ME 04106</p> <p>Contact: +1 (207) 945 1898</p> <p>Cost: from \$143 per night</p> <p>UberX/Lyft: from \$25 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	Kevin Thurlow
Phone number	207-289-0245; kevin@theclambake.com
Preferred arrival days	Any Day
Preferred arrival times	8:00 am - 21:00 pm

Section 6

ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	110 MAIN ST, SUITE 1450, SACO, ME 04072
Distance of SSO from SOA	8.3 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	<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

Portland Sea Dog minor league baseball
Casco Bay Islands Tour
Portland Museum and Science Museum
Local concerts and events