



J-1 WORK AND TRAVEL PROGRAM

JOB OFFER AGREEMENT FORM

Exchange Visitor ID number

HOST ENTITY INFORMATION

Host Entity Name: Ballards Inn
Site of Activity Address: 42 Water Street, Block Island, RI, 02807, United States

JOB INFORMATION

Job Title Prep Cook
Start date - Earliest 2025-05-15 **Latest** 2025-06-15
End date - Earliest 2025-09-15 **Latest** 2025-09-30
Guaranteed salary/wage per hour before deductions 14.00 \$ 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	Ballards Inn
Primary contact name	Steven Filippi
Title	President
Phone 1	4017442230
Fax	4014665094
Email	steven@ballardsbi.com

Section 2

DETAILED JOB INFORMATION

Site of Activity address	42 Water Street, Block Island, RI, 02807, United States
Job Title	Prep Cook
Special requirements	Requires speed and focus in working
Position details and description	<p>Kitchen Prep:</p> <p>Assist Chefs and Cooks for food preps and other kitchen works.</p> <p>Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none">- 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.- 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 workstation 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.- Completes additional duties as assigned by supervisor
Department	Kitchen Prep
Work schedule Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick time and other circumstances.	<i>General working hours - 7:30 - 9:00 (broken into 7-8-hour shifts)</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.	\$14.00
Is Overtime available	Yes

Overtime wage (if applicable)	All overtime hours shall be paid at the regular rate of the position. Overtime may be offered, but not guaranteed.
Required skills	In addition to a strong command of English, this position is physically demanding and requires: <ul style="list-style-type: none"> - Excellent English skills - Quick to learn - Fast worker - Attention to details
English level	Good
Supervisor	Executive Chef

Section 3

POSITION REQUIREMENTS

Grooming	
Grooming standards	Well-groomed appearance. Facial hair is not allowed and men must shave on a daily basis. Details are to be provided in the handbook.
Dress code	<ul style="list-style-type: none"> - Uniform shirts are provided. - Participants must provide their own black pants and black, closed-toed non slip shoes.
Uniform provided?	Yes
Cost to Exchange Visitor	N/A
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	Drug test may be done at random times.
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
Allowances, bonuses, and/or incentives	Discounted meals are offered to all employees during their work shift
Estimated tips	N/A

Description	Ballard's is exempted in the payment of overtime pay. All hours in excess of the 40 hours per work week shall be paid based on the regular pay rate of \$14 per hour.
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	3 - 7 Days
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

Housing Lead 1

Housing model	Host company provided
Gender requirement	Any
Housing type	Dormitory
Housing name	The Overlook
Contact name	Ma Yolanda Samson
Address	74 West Side Road, Block Island, RI, 02807
E-mail	ysamson@ballardsbi.com
Phone	401-466-2231 or 401-290-7527
Housing cost	100.0

How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	No
Housing deposit	300.0
Is housing deposit payroll deducted?	No
Housing fees - additional comments	Laundry washers and Dryers are available in the building for a fee (\$5 each use).
Is deposit refundable	Yes
Deposit refund policy	Yes
Can housing be co-ed	Yes
Is renters insurance required	No
Housing amenities	Single bunk beds, dressers, mini refrigerator, air condition unit, television and private bathroom.
Distance between work site and housing	1.5 Miles
Transportation details	Bikes, mopeds, taxi or by walking or sharing rides (Participant arranged own transport) Housing can be reached by walking, taking a taxi, biking or sharing car rides with co-employees.
Description	Dormitory Style Housing - Single bunk beds, dressers, mini refrigerator and air condition unit. Instructions to make reservations: Arranged before candidate's arrival Deadline to make reservations: Two (2) weeks before arrival date
Number of beds per room	6
Number of bedrooms	42
Exchange Visitors per property	252
Exchange Visitors per room	6
Bathrooms per property	42
Bedding and towels	No
Bedding and towel payment due	Bedding and towels are not provided, Student should bring these along with them.
Kitchen facilities	- None - The Company provides employee meals at discounted prices that are available during employee shifts.
Additional items must bring	Personal items renter must bring:, Bedding, sheets, pillows & towels (linens)
Additional comments	\$100 / week for all employees The cost of power, water and trash are included in the rent. The island has terrible

	<p>internet service, most often it is down or if there is, we encounter a lot of illegal downloads by the renters. Renters provide for their own internet source (usually they do have it in their mobile phones). They can also do internet works at the public library.</p> <p>Block Island is a small town/island of Rhode Island. Everything can be reached by walking, biking, riding taxis or sharing rides with other co-workers. The most popular are walking and biking. Taxis are available at a minimum price of \$11 but it can be shared with other co-workers. The island can be toured by car in an hour. The Overlook (the employee housing) is a dormitory-style housing where each room as its own bathroom. 4 to 6 people can be accommodated, depending on the room size. Ballard's provides for the single bunk beds, a dresser, mini refrigerator and an air conditioning unit. Linens, towels and other personal beddings are provided by the renters. Cooking is not allowed in the room, but microwaves are allowed as well as coffee makers. Employee meals on discounted prices are available on days one is working. Otherwise, there are a lot of restaurants that cater to employees.</p> <p>Further lease information: If RESIDENT should move from the premises prior to the expiration of this time period, they will be liable for all rent due until this lease agreement end date expires and loss of deposit.</p> <p>THE COMPANY PROVIDES EMPLOYEE MEALS AT DISCOUNTED PRICES THAT ARE AVAILABLE DURING EMPLOYEE SHIFTS.</p>
Included in cost	Water, Power and Internet are included in the lease amount.
Additional items included in cost	N/A
Administration fee due	N/A
Housing deposit due	\$300 per renter paid upon signing of the Lease Agreement and before occupancy.
Housing deposit refundable	Yes
Further information on housing refund policy	COMPLIANCE TO THE PROVISIONS OF THE LEASE AGREEMENT: Deposits will be returned, once the housing has been inspected and clean without damages have been found.
Lease required	Yes
Length of lease	3 Months
Further information on length of lease	Lease agreement shall commence on move in date and continue until the end of the lease agreement (the lease is for the duration of the employment).
Fees additional comments	Laundry washers and Dryers are available in the building for a fee (\$5 each use).

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	(BOS) Boston Logan International Airport
Nearest airport to site of activity	(PVD) TF Green Airport
Airport/bus/train pickup provided	No

General arrival instructions

Please email the details of your flight itinerary to Steven Filippi at steven@ballardsbi.com at least two (2) weeks prior to your arrival in the US.

Please input the details of your visa appointment/outcome and flight arrival information in the Participant Portal.

- The closest airport is T.F. Green Airport, providence or airport code: PVD (2000 Post Road, Warwick, RI 02886).
- Once you arrive at the airport, you can either get an LYFT or UBER for an approximately 35- minute ride to the ferry or by bus. The bus ride will take about 1 hour and 30 mins for \$2.
 - o Block Island Ferry Address: 304 Great Island Rd Narragansett, RI 02882
- Bus direction from airport: (go to www.ripta.com for more information)
 - o T.F. Green Airport (Arrivals) – RIPTA stop
 - o Take the RIPTA ROUTE 66 bus Outbound towards Galilee. The ride is about 1 hr. and 30 mins to Great Island & Ferry Terminal.
 - o Walk less than 1 min to Block Island ferry.

Regardless of your choice of fly or drive, please make sure you coordinate your arrival with the ferry schedule. For the ferry schedule, visit the Block Island Ferry website (blockislandferry.com) for ferry times.

Once you arrive in Block Island Walk or drive to Ballard's located right off the ferry towards the docks. From there, we will give the keys to your room and provide a ride to the housing. You can contact Yolanda by:

- ysamson@ballardsbi.com
- One day before your arrival.
- Informing what ferry time, you will be on to arrange your ride to the housing.

Please see the below overnight accommodation and transport information suggestions for arrival outside the preferred arrival days and times:

Accommodation near (BOS) Boston Logan International Airport

Accommodation: Quality Inn Boston-Revere

Address: 100 Morris Street, Revere, MA, 02151

Contact: (781) 324-1900

Cost: from \$150 per night

UberX/Lyft: from \$22 per ride

Accommodation near (PVD) TF Green Airport

Accommodation: Quality Inn Raynham - Taunton

Address: 164 New State Hwy, Raynham, MA, 0276

Contact: (508) 824-8647

Cost: from \$148 per night

UberX/Lyft: from \$38 per ride

Please note that costs are subject to change. Participants are encouraged to call or visit websites for most recent rates.

Should Exchange Visitors contact Host Entity before arrival

Yes

Upon arrival, Exchange Visitors should report

Front Desk/Host Company

Phone number

4014662231

Preferred arrival days	Monday - Friday
Preferred arrival times	No later than 17:00 pm

Section 6

ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	30 Quaker Lane, Warwick, RI 02886
Distance of SSO from SOA	42 miles
Will Host Entity provide transportation to the nearest Social Security office	No
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

- Island tour show case historical land spots - Fred Benson Town Beach - North Lighthouse - Abrams Animal Farm - Block Island National Wildlife Refuge
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