



J-1 WORK AND TRAVEL PROGRAM

JOB OFFER AGREEMENT FORM

Exchange Visitor ID number

HOST ENTITY INFORMATION

Host Entity Name: Wineguys Restaurant DBA Jax Northside Food and Spirits
Site of Activity Address: 757 Petoskey Ave, Charlevoix, MI, 49720, United States

JOB INFORMATION

Job Title Restaurant Attendant (Back of House)
Start date - Earliest 2025-05-19 **Latest** 2025-06-15
End date - Earliest 2025-09-02 **Latest** 2025-09-30
Guaranteed salary/wage per hour before deductions 14.00 \$ per hour
Estimated tips N/A
Average hours per week 32 - 40
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	Wineguys Restaurant DBA Jax Northside Food and Spirits
Description	Jax Northside Food & Spirits, the newest Wineguys Restaurant Group addition, is Charlevoix’s answer to the roadhouse of the 21st century. On the edge of Charlevoix, overlooking the 6th green of the Charlevoix Municipal Golf Course, Jax offers great food, locally sourced and creatively prepared. Patrons will find the same variety of libations appreciate at other Wineguys restaurants — from small batch brews to a good ol’ PBR, from fine wines to craft cocktails.
Web site	https://www.jaxchx.com/
Primary contact name	Patrick Faylor

Title	Director of Operations
Phone 1	231-437-6400
Email	pat@wineguysgroup.com

Section 2

DETAILED JOB INFORMATION

Site of Activity address	757 Petoskey Ave, Charlevoix, MI, 49720, United States
Job Title	Restaurant Attendant (Back of House)
Special requirements	<ul style="list-style-type: none"> - Must be quick and diligent and willing to improve on the job - You will be deft and able to follow instructions as well as all health and safety rules in the kitchen. - The ideal candidate will also be able to function in a fast-paced, busy environment as a part of a team. - Organization skills is a must, able to follow directions and complete task quickly and safely. - Must be able to read English and do basic math skills to determine proper water temperature
Position details and description	<p>Dishwasher</p> <p>Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none"> - 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. - Set up banquet tables and dining areas. - Transfer supplies and equipment between storage and work areas, by hand or using hand trucks.
Department	Back of House - Dishwasher
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 will vary between 06:00 am and 22:00 pm</i>
Average hours per week	32 - 40
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	\$14.00

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)	Overtime is not guaranteed, but is paid at a rate of 1.5 times the hourly wage
Required skills	In addition to a good command of English, this position is physically demanding and requires: <ul style="list-style-type: none"> - Ability to receive direction and perform responsibilities in a fast-paced environment. - Standing and constant moving for long periods of time (up to 8 hours per shift). - Frequent bending and stooping. - Lifting up to 25lbs/11 kg. - Ability to operate certain machinery as needed. - Positive, team player.
English level	Good
Supervisor	Patrick Faylor

Section 3

POSITION REQUIREMENTS

Grooming	
Grooming standards	Clean, neat and professional appearance.
Dress code	<ul style="list-style-type: none"> - Uniform provided for all Back of the house positions; must have closed toe nonskid black shoes - Neat clean appearance, no facial piercings, no offensive or facial tattoos and hair well kept - Black non-skid closed toed shoes (students to bring along)
Uniform provided?	Yes
Cost to Exchange Visitor	Average cost of shoes, if purchased in the US \$50 - \$80
When is uniform fee due	N/A
Screening	
Host Entity will require a drug test	No
Host Entity will provide the drug test	N/A
Description of drug screening policy	N/A
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	N/A
Estimated tips	N/A
Description	N/A
Training / Orientation	
Host Entity provides training/orientation	Yes
Description	There will be on the job training. This training will be paid and there is no fee to the exchange visitor for this training.
Will Exchange Visitors be paid during training/orientation	Yes
Length of training/orientation	1 week 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
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	North Central Michigan College
Contact name	Patrick Faylor

Address	1515 Howard Street, Petoskey, MI, 49770
E-mail	citypark@wineguysgroup.com; pat@wineguysgroup.com
Phone	231-347-0101; 231-348-3321; 231-838-8602
Housing cost	150.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	Yes
Housing deposit	200.0
Is housing deposit payroll deducted?	Yes
Housing fees - additional comments	N/A
Is deposit refundable	Yes
Deposit refund policy	Yes
Can housing be co-ed	No
Is renters insurance required	No
Housing amenities	Basic amenities
Distance between work site and housing	1 mile - 16.6 miles - depending on worksite
Transportation details	Little Traverse Bay Ferry Co: https://www.littletraversebayferry.org/ Downtown Petosky Trolley: https://petoskeyarea.com/places/downtown-petoskey-trolley/
Description	Dormitory - Partial furnished apartment; kitchen utensils, bedding and towels.
Number of beds per room	2
Number of bedrooms	2
Exchange Visitors per property	4
Exchange Visitors per room	2
Bathrooms per property	1
Bedding and towels	Yes
Bedding and towel payment due	N/A
Kitchen facilities	- Kitchen utensils - Cooking facilities are available - Cooking utensils, pots/pans, dishes/glasses are provided
Additional items must bring	- Personal items
Additional comments	- Students can set up their own Wi-Fi (extra cost)

	- Linens/towels are provided
Included in cost	Partial furnished apartment; kitchen utensils, bedding and towels
Additional items included in cost	N/A
Administration fee due	N/A
Housing deposit due	Deposit is due upon arrival.
Housing deposit refundable	Yes
Further information on housing refund policy	If the employee terminates their employment before the end of their program end date as agreed upon on their job offer and agreement form, the employee forfeits their right to receive their deposit back at the end of their program. Must also return bicycle, otherwise the \$200 deposit will be forfeited.
Lease required	No
Fees additional comments	N/A

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	Cherry Capital Airport located in Traverse City, MI (TVC)
Nearest airport to site of activity	Cherry Capital Airport located in Traverse City, MI (TVC)
Airport/bus/train pickup provided	Yes
General arrival instructions	<p>Please email the details of your flight itinerary to Patrick Faylor at pat@wineguysgroup.com at least two (2) weeks prior to your arrival in the US.</p> <p>Please also add the details of your visa appointment/outcome and flight arrival information in the Participant Portal.</p> <p>Housing Arrival Instructions:</p> <p>Your employer will pick you up from the Bus station in Petosky and bring you to the housing to let you in and help you get settled in. If you do not contact Patrick to arrange when you will arrive, you may be responsible for staying at a hotel until Patrick can let you into your housing.</p> <p>Suggested Transportation from Airport to Housing/Employer location:</p> <p>Take the BATA (Bay Area Transportation Authority) (*\$3) bus from the airport to the Greyhound Bus Station located at 115 STREET, TRAVERSE CITY, MI 49684. Then take the Greyhound bus to city of PETOSKEY (*\$15 - *\$20).</p> <p>Transportation Arrival Instructions:</p> <p>Flights to Petosky must arrive before 10 pm to be able to check into housing!</p> <p>When you arrive call Patrick Faylor (231-838-8602) to let him know when you are at the bus station in PETOSKEY. If you do not let Patrick know when you are arriving, then you are responsible for your housing until he can let you into your housing.</p>

	<p>Transportation Options to Petoskey</p> <p>Uber to Petoskey: The estimated cost is approximately \$150.</p> <p>Uber to a Traverse City Hotel: If you choose to stay in Traverse City overnight, an Uber ride to a hotel costs around \$20.</p> <p>Taking the Bus: The bus ride to Petoskey costs about \$15. We will pick you up from the Petoskey bus station.</p> <p>Important Note: The bus only has one evening trip to Petoskey. If your flight arrives later than the bus schedule, your options are:</p> <p>*Taking an Uber to Petoskey.</p> <p>*Staying overnight in a Traverse City hotel and catching the next bus to Petoskey.</p> <p>For those arriving outside the preferred arrival times, please see the accommodation and transport suggestions below:</p> <p>Accommodation near Cherry Capital Airport:</p> <p>Accommodation: Seasons Inn Traverse City</p> <p>Address: 1582 US-31, Traverse City, MI 49686</p> <p>Contact: +1 (231)-938-3002</p> <p>Cost: from \$58 per night</p> <p>UberX/Lyft: from \$20 per ride (Airport to Hotel)</p> <p>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	Patrick Faylor
Phone number	+1 231-838-8602
Preferred arrival days	Monday - Friday
Preferred arrival times	8:00 am - 6:00 pm

Section 6

ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	308 State St, Suite 8, Petoskey, MI 49770
Distance of SSO from SOA	16 miles
Will Host Entity provide transportation to the nearest Social Security office	Yes
Will Host Entity help Exchange Visitors make copies of	Yes

the necessary documents Other Social Security assistance provided	<ul style="list-style-type: none">- Assistance will be provided where necessary.- 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.
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Section 7

POTENTIAL CULTURAL ACTIVITIES

Find the mushroom homes, Check out the castle, Sail Lake Charlevoix, Explore by trail, Visit Norths seas gallery and antiques