



J-1 WORK AND TRAVEL PROGRAM

**JOB OFFER AGREEMENT FORM**

**Exchange Visitor ID number**

**HOST ENTITY INFORMATION**

Host Entity Name: YMCA Camp Whittle

Site of Activity Address: 31701 RIM OF THE WORLD DR, FAWNSKIN, CA, 92333, United States

**JOB INFORMATION**

**Job Title** Restaurant Attendant (Back of House)

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

**End date - Earliest** 2025-09-15 **Latest** 2025-09-30

**Guaranteed salary/wage per hour before deductions** 16.00 \$ 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	YMCA Camp Whittle
Web site	www.ymcala.org/camp
Primary contact name	Paul Domingue
Phone 1	909-866-3000
Email	PaulDomingue@ymcala.org

## Section 2

### DETAILED JOB INFORMATION

Site of Activity address	31701 RIM OF THE WORLD DR, FAWNSKIN, CA, 92333, United States
Job Title	Restaurant Attendant (Back of House)
Special requirements	<p>Although we are excited to offer this desirable job located in a remarkable and natural setting, please note that this role is in a remote location, and accessing a secondary workplace may be challenging due to limited transportation options. Additionally, cell service and Wi-Fi may be intermittent and/or primarily available in certain locations within the housing or work location.</p> <p>Housing is tied to this placement. Should participant be dismissed from placement housing will be terminated immediately.</p>
Position details and description	<p>Cook and Prep Cook:</p> <p>Are responsible to assist in the preparation of meals by chopping vegetables, making salads, and putting together entrees.</p> <p>Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none"><li>- Accurately and efficiently cook meats, fish, vegetables, soups and other hot food products.</li><li>- Complies consistently with company standards on portion sizes, cooking methods, quality standards and kitchen rules, recipes, policies and procedures.</li><li>- Prepares and portions food products prior to cooking.</li><li>- Handle raw meats and maintain health and safety standards</li><li>- Ensures quality of products served.</li><li>- Follows proper plate presentation and garnish set up for all dishes.</li><li>- 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.</li><li>- Performs kitchen maintenance tasks such as emptying the trash and washing dishes.</li><li>- Promptly reports equipment and food quality or shortage problems to Kitchen Manager.</li><li>- Maintains a clean work station and assists with the cleaning, sanitation, and organization of kitchen and all storage areas.</li><li>- Monitors inventory levels to ensure product availability.</li><li>- Graciously and quickly fulfills any guest request possible.</li><li>- Completes opening and closing checklists.</li><li>- Stocks and maintains sufficient levels of food products at line stations to assure a smooth service period.</li><li>- Completes additional duties as assigned by supervisor</li></ul> <p>Dishwasher:</p> <p>Kitchen Utility Worker is responsible for assisting the kitchen staff in maintaining the cleanliness of the kitchen and all storage areas; specifically for cleaning all equipment utensils, and the physical work area. He/she is also responsible for assisting with food storage and rotation.</p> <p>Job Duties and Responsibilities:</p> <ul style="list-style-type: none"><li>- Wash dishes, glassware, flatware, pots, and/or pans using dishwashers or by hand.</li><li>- Place clean dishes, utensils, and cooking equipment in storage areas.</li><li>- Maintain kitchen work areas, equipment, and utensils in clean and orderly condition.</li><li>- Stock supplies such as food and utensils in serving stations, cupboards, refrigerators, and salad bars.</li><li>- Sweep and scrub floors.</li><li>- Handle chemicals used for cleaning as well as washing dishes using gloves when necessary.</li><li>- Clean garbage cans with water or steam.</li><li>- Sort and remove trash, placing it in designated pickup areas.</li><li>- Clean and prepare various foods for cooking or serving.</li><li>- Set up banquet tables and dining areas.</li><li>- Transfer supplies and equipment between storage and work areas, by hand or using</li></ul>

	hand trucks. - Complete additional duties as assigned by supervisor.
Department	Kitchen
Work schedule Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick time and other circumstances.	<i>32 - 40 hour per week AVERAGE</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 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.	<i>\$16.00</i>
Is Overtime available	Yes
Overtime wage (if applicable)	1.5 x hourly wage. Overtime may be offered, but not guaranteed.
Required skills	Some knife skills required. The ability to follow direction. Some organizational skills needed. Good people, and communication skills a must.  <ul style="list-style-type: none"> <li>- Ability to receive direction and perform responsibilities in a fast paced environment.</li> <li>- Standing and constant moving for long periods of time (up to 8 hours per shift).</li> <li>- Frequent bending and stooping.</li> <li>- Lifting up to 25lbs/11 kg.</li> <li>- Ability to operate certain machinery as needed.</li> <li>- Positive, team player.</li> </ul>
Required experience	N/A
English level	Excellent
Supervisor	Paul Domingue

### Section 3

#### POSITION REQUIREMENTS

Grooming	
Grooming standards	Clean, neat and professional appearance
Dress code	- No short shorts or revealing attire. - No tee shirts that depict any alcohol, drug or sexual content
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	Only if there is reasonable suspicion
Description of drug screening policy	None for hire but we will test if we have any reasonable suspicion there will be a drug test that is administered.
Will Exchange Visitors incur a cost for screening	No
When is screening fee due	Not applicable
Payment	
Payment schedule	bi_monthly
Allowances, bonuses, and/or incentives	Training is involved at the beginning of the summer. Early weeks may not equal 32 hours - program AVERAGE will be 32 hours per week. OT MAY be available but not guaranteed.
Estimated tips	N/A
Description	Camp Whittle is approx 2-3 hours from LA. The camp is located in a REMOTE area. Meals and housing are provided FREE but there are no opportunities for second jobs. Big Bear is the closest city - it's approximately 8 miles away by car.
Training / Orientation	
Host Entity provides training/orientation	Yes
Description	Camp staff / standard operating procedure / kitchen OJT
Will Exchange Visitors be paid during training/orientation	Yes
Length of training/orientation	3 - 5 hours/2 - 3 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	YMCA Camp Whittle
Contact name	Paul Domingue, Joseph Silvas
Address	31701 Rim of the World Drive, Fawnskin, CA, 92333
E-mail	PaulDomingue@ymcala.org
Phone	(909) 866-3000
Web Address	www.ymcala.org/camp
How often is rent due?	Per day
Is weekly cost/rent payroll deducted?	No
Is housing deposit payroll deducted?	No
Housing fees - additional comments	N/A
Is deposit refundable	Yes
Deposit refund policy	No
Can housing be co-ed	No
Housing amenities	Full Kitchen, Common Room w/ fire place
Distance between work site and housing	On site
Transportation details	On site and walking distance
Description	- FREE Housing - Dormitory - Dormitory is divided into males on one side and females on the other. Common area has couches, coffee table and fire place.
Number of beds per room	12
Number of bedrooms	2
Exchange Visitors per property	Up to 12
Exchange Visitors per room	Up to 12

Bathrooms per property	2 per bedroom
Bedding and towels	No
Bedding and towel payment due	N/A
Kitchen facilities	Yes, with household refrigerator & stove/oven. Plenty cabinet & pantry room
Additional items must bring	- Personal items - Bedding, linens/sheets, pillow - Non-slip shoes
Additional comments	Housing is FREE and so are meals during time under contract.
Included in cost	Couches, Coffee Tables, Desks
Additional items included in cost	N/A
Housing deposit due	No deposit required
Housing deposit refundable	Yes
Further information on housing refund policy	N/A
Lease required	No
Further information on length of lease	N/A
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	Los Angeles International Airport
Nearest airport to site of activity	Los Angeles International Airport
Airport/bus/train pickup provided	Yes
General arrival instructions	<p>Please email the details of your flight itinerary to <a href="mailto:Josephsilvas@ymcala.org">Josephsilvas@ymcala.org</a> with your Departure &amp; Arriving Airport, Airline Name &amp; Number, and Arrival Time.</p> <p>Please add the details of your visa appointment/outcome and flight arrival information in the Participant Portal.</p> <p>For any of the training you should arrive one (1) day prior to the training dates. Travel time from Los Angeles, California to Camp is approximately three (3) hours by car so please plan accordingly. Your flight should arrive by 3pm.</p> <p>Travel communications will be arranged with students VIA email.</p>

Should Exchange Visitors contact Host Entity before arrival	Yes
Upon arrival, Exchange Visitors should report	Paul Domingue
Phone number	(909) 866-3000
Preferred arrival days	Monday - Friday
Preferred arrival times	10:00 - 17:00

## Section 6

### ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	605 N Arrowhead Ave #101, San Bernardino, CA 92401
Distance of SSO from SOA	40 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	- 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.

## Section 7

### POTENTIAL CULTURAL ACTIVITIES

Movie Theatre
Picnic
Sporting Event
Shopping