



J-1 WORK AND TRAVEL PROGRAM

JOB OFFER AGREEMENT FORM

Exchange Visitor ID number

HOST ENTITY INFORMATION

Host Entity Name: Roche Harbor Resort

Site of Activity Address: 248 Rueben Memorial Dr, Roche Harbor, WA, 98250, United States

JOB INFORMATION

Job Title Restaurant Attendant (Back of House)

Start date - Earliest 2025-05-01 **Latest** 2025-06-15

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

Guaranteed salary/wage per hour before deductions 22.00 \$ per hour

Estimated tips Tips vary based on shift

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	Roche Harbor Resort
Description	Resort town with hotel, retail, restaurants, pool/tennis, spa, grocery, marina
Web site	https://www.rocheharbor.com/
Primary contact name	Candace Ragsdale
Title	Human Resources Manager
Department	HR

Phone 1	360 370 7704
Email	fbjobs@rocheharbor.com

Section 2

DETAILED JOB INFORMATION

Site of Activity address	248 Rueben Memorial Dr, Roche Harbor, WA, 98250, United States
Job Title	Restaurant Attendant (Back of House)
Position details and description	<p>Dish Machine Operator:</p> <p>Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none"> - Maintains a clean kitchen, properly washes and sorts soiled dishes, and preps foods as needed. Keeps dish area free of clutter and organized. - Sets up dish stations, including dish machines and sinks. - Maintains clean / dry floors throughout the shift. - Properly washes, stacks, glassware, silverware, cookware, and storage containers. - Changes water of machines and sinks every two hours, or more often as required by business levels, and properly uses chemical dilutions set by EcoLab. - Assists in the timely storing of food deliveries. - Maintains trash cans throughout shift and removes full trashcans and boxes at the end of each shift. - Maintains the dry storage area and the organization of storage shelves. - Follows the posted daily dish cleaning duties. - Assists in food prep and any other duties set forth or requested by the chef as needed.
Department	Back of House Department
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 varies between 6:00 am - 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 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.	\$22.00
Is Overtime available	Yes
Overtime wage (if applicable)	Overtime is offered but not guaranteed.
Required skills	Basic kitchen skills

English level	Good
Supervisor	Bill Shaw

Section 3

POSITION REQUIREMENTS

Grooming	
Grooming standards	Hair kept neat, make up optional, clean uniform, nails completely painted or not at all.
Dress code	Uniform provided and participants must provide their own black pants and black, closed-toed nonslip shoes.
Uniform provided?	Yes
Cost to Exchange Visitor	Average cost of pants and 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	weekly
Allowances, bonuses, and/or incentives	\$1 per hour worked bonus if start and end date met
Estimated tips	Tips vary based on shift
Training / Orientation	
Host Entity provides training/orientation	yes
Description	Chef will train in each station as sees fit
Will Exchange Visitors be paid during training/orientation	Yes
Length of training/orientation	2-3 work 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	Other
Housing name	Roche Harbor Housing
Contact name	Candace Ragsdale
Address	248 Reuben Memorial Dr, Roche Harbor, WA, 98250
E-mail	fbjobs@rocheharbor.com
Phone	360 370 7704
Web Address	N/A
Housing cost	100.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	Yes
Housing deposit	400.0
Is housing deposit payroll deducted?	Yes
Is deposit refundable	Yes
Deposit refund policy	Yes
Can housing be co-ed	No

Is renters insurance required	No
Housing amenities	Basic Utilities
Distance between work site and housing	On Site (0.1Miles)
Transportation details	https://www.soundtransit.org/ride-with-us/know-before-you-go/how-to-ride#
Description	Host Entity Provided Housing.
Number of beds per room	1 - 4
Number of bedrooms	1 - 4
Exchange Visitors per property	Varies
Exchange Visitors per room	4
Bathrooms per property	4
Bedding and towels	No
Bedding and towel payment due	Not Provided, must bring or purchase your own sheets and towels
Kitchen facilities	Yes Full Kitchen
Additional items must bring	Personal items Bedding & sheets, and towels.
Included in cost	Basic utilities laundry, bbq pits
Housing deposit refundable	Yes
Further information on housing refund policy	Housing deposit is refundable minus one weeks' worth of rent.
Lease required	No
Length of lease	4 Months
Further information on length of lease	Full duration of the program

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	Seattle Tacoma International Airport
Nearest airport to site of activity	Seattle Tacoma International Airport

Airport/bus/train pickup provided	No
General arrival instructions	<p>Please email the details of your flight itinerary to Candace Ragsdale - fbjobs@rocheharbor.com at least two weeks prior to your arrival in the United States, including your flight details, arrival dates and arrival times.</p> <p>Please add the details of your visa appointment/outcome and flight arrival information in the participant portal.</p> <p>Participants must take the shuttle from Seattle Tacoma International Airport, to Anacortes, WA and take the ferry from Anacortes to Friday Harbor, take a cab from Friday Harbor to Roche Harbor.</p> <p>If you arrive outside the preferred arrival days and times, you will be responsible for seeking accommodation with a hotel stay until you can arrange your own transportation to the host company housing.</p> <p>Please see the below overnight accommodation and transport suggestions close to Seattle Tacoma International Airport.</p> <p>Accommodation: Quality Inn SeaTac Airport-Seattle</p> <p>Address: 2900 S. 192nd Street, Seattle, WA, 98188</p> <p>Contact: +1 (206)-844-9787</p> <p>Cost: from \$113 per night</p> <p>UberX/Lyft: from \$18 - \$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	Housing
Phone number	360-370-7704
Preferred arrival days	Monday - Friday
Preferred arrival times	8:00 am - 5:00 pm

Section 6

ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	710 E College Way a, Mt Vernon, WA 98273, United States
Distance of SSO from SOA	51.2 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	- 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

BBQ's
Museums
Sporting Events
Hiking