

J-1 WORK AND TRAVEL PROGRAM  
**JOB OFFER AGREEMENT FORM**

**Exchange Visitor ID number**

**HOST ENTITY INFORMATION**

Host Entity Name: Princess Bayside  
Site of Activity Address: 4801 Coastal Hwy, Ocean City, MD, 21842, United States

**JOB INFORMATION**

**Job Title** Hotel/Resort Worker  
**Start date - Earliest** 2025-05-15 **Latest** 2025-06-15  
**End date - Earliest** 2025-08-30 **Latest** 2025-09-30  
**Guaranteed salary/wage per hour before deductions** 15.00 \$ per hour  
**Estimated tips** N/A  
**Average hours per week** 32  
**Required Interviews** Sponsor Interview, Application Video

**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	Princess Bayside
Description	Hospitality
Web site	www.princessbayside.com
Primary contact name	JoAnn Rahe

Title	Human Resources Director
Department	HR
Phone 1	443-235-5325
Fax	N/A
Email	joann@princessroyale.com

## Section 2

### DETAILED JOB INFORMATION

Site of Activity address	4801 Coastal Hwy, Ocean City, MD, 21842, United States
Job Title	Hotel/Resort Worker
Special requirements	Housing is tied to this placement. Should participant be dismissed from placement housing will be terminated immediately.
Position details and description	<p>HOST COMPANY WILL ASSIGN A POSITION BASED ON BUSINESS NEEDS:</p> <p>Front Desk</p> <p>Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none"> <li>- Greets guests immediately with a friendly sincere welcome and a smile. Use a positive and clear speaking voice, listen to understand requests, respond with appropriate action and provide accurate information such as outlet hours and local attractions.</li> <li>- Complete the registration process by inputting and retrieving information from the computer system. Confirm guest name by requesting photo identification and credit card. Confirming pertinent information including number of guests and room rate. Make appropriate selection of rooms based on guest needs. Code electronic keys.</li> <li>- Maintain presence at the Front Desk at all times to assure guests that someone is always on hand to help with any situation that arises.</li> <li>- Handle cash, make change, and balance an assigned cash drawer. Accept and record credit cards, gift certificates, and other forms of payment. Perform accurate, moderately complex arithmetic functions using a calculator. Post charges to guest rooms and house accounts.</li> <li>- Inform guests about directions, parking information and any other information required for the successful check in process.</li> <li>- Provide efficient and professional telephone service to all clients to maximize the comfort and convenience of all hotel guests.</li> <li>- Answer all incoming calls with a clear, friendly and professional tone using standard hotel greetings. Properly route department calls.</li> <li>- Answer radio calls and dispatch radio calls to other departments as necessary.</li> <li>- Answer and record all guest service calls into ALICE and efficiently inform the appropriate personnel to ensure 100% satisfaction.</li> <li>- Clear all guest service calls with proper department.</li> <li>- Contact guest upon completion of guest service call to ensure their satisfaction.</li> <li>- Clearly record wake-up call request.</li> <li>- Close guest accounts at time of check out. In the event of dissatisfaction, research and attempt to resolve the problem within established guidelines - may include turning problem over to a supervisor.</li> <li>- Field guest complaints, conducting thorough research to develop the most effective solution and resolve complications such as location changes. Listen and extend assistance in order to resolve problems such as price conflicts, insufficient heating or air conditioning, etc. Remain calm and alert especially during emergency situations and</li> </ul>

heavy hotel activity. Plan and implement detailed steps by using experienced judgment and discretion.

- Keep Front Office area as well as Back Office clean.
- Summon guest service personnel for assistance to escort guests to their rooms as appropriate.
- Operate fax machine to send and receive transmissions. Notify guests of incoming faxes using the message function in the computer. Use the photocopier to make copies of items as required. Retrieve mail, small packages and faxes to guests as necessary.

Back Office Duties:

- Ensure that all incoming calls are answered with courtesy and professionalism.
- Ensure that all incoming calls are resolved to guest satisfaction.
- Clearly communicate guest needs to other departments.
- Become well informed of the property and surrounding areas. This helps to enhance your ability to make the best suggestions, according to guest needs, whether making a reservation or simply answering a question about Ocean City.
- Become familiar with the use of our software. (How to make a reservation!)
- Must be able to handle guest complaints in a courteous and tactful manner. Our goal is to always provide excellent service, no matter the situation. However, do not be afraid to ask for help.
- Help maintain a professional and positive work environment.

Room Attendant:

Specific duties may include but are not limited to any combination of the following:

- Sweep, scrub, mop and polish floors
- Vacuum clean carpets, rugs and draperies
- Shampoo carpets, rugs and upholstery
- Dust and polish furniture and fittings
- Clean metal fixtures and fittings
- Empty and clean trash containers
- Dispose of trash in a sanitary manner
- Clean wash basins, mirrors, tubs and showers
- Wipe down glass surfaces
- Make up beds and change linens as required
- Tidy up rooms
- Wash windows as scheduled
- Sort, wash, load and unload laundry
- Iron and press clothing and linen
- Sort, fold and put away clean laundry
- Operate mechanized cleaning equipment
- Maintain all cleaning equipment and materials in a safe and sanitary working condition
- Monitor and report necessary domestic repairs and replacements
- Clean corridors, lobbies, stairways, elevators and lounges as well as guest rooms
- Organize work schedule from the room status list, arrivals and departures
- Distribute linen, towels and room supplies using wheeled carts or by hand
- Restock room supplies such as drinking glasses, soaps, shampoos, writing supplies, mini bar
- Replace dirty linens with clean items
- Inspect and turn mattresses as scheduled
- Store all dirty laundry in line with company policy
- Monitor guest laundry bags
- Replace laundry bags and slips
- Check all appliances in rooms are in working order
- Realign furniture and amenities according to prescribed layout
- Respond to guest queries and requests
- Respond to calls for housekeeping problems such as spills, broken glasses
- Deliver any requested housekeeping items to guest rooms
- Remove room service items
- Organize and restock cart at the end of the shift
- Ensure confidentiality and security of guest rooms
- Follow all company safety and security procedures
- Report any maintenance issues or safety hazards
- Observe and report damage of hotel property

Houseman:

Specific duties may include but are not limited to any combination of the following:

- Cleans rugs, carpets and upholstered furniture using a vacuum cleaner, broom and carpet shampoo machine.
- Cleans rooms, hallways and restrooms.
- Washes walls and ceiling, moves furniture and turn mattress.
- Sweeps, mops, scrubs, waxes. vacuums and polishes floor.
- Dusts and polishes metalwork.
- Collects soiled linen for laundering from housekeeping carts.
- Assists in keeping the lobby area clean, neat and free of debris and trash as needed.
- Receives linen supplies from laundry and stocks linen closets on guest floors in a neat organized manner.
- Maintains housekeeping carts and stocks supplies.
- Strips soiled linen from beds when asked to help housekeepers.
- Removes trash collected by room attendants.
- Walks all assigned floors at beginning, throughout the day and end of shift to collect trash, soiled linen and other items as assigned by management.
- Transports clean linen to the housekeeping storage rooms on the floors and refills the par stock of linen on each floor.
- Refills the par stock of guest amenities and supplies on each housekeeping storage area.
- Helps the room attendants with heavy lifting and special cleaning projects as directed.
- Cleans all public areas in the prescribed manner while following department standard operating procedures.
- Removes soiled linen and trash from the pool side and other service areas and takes to appropriate locations in the prescribed manner.
- Assists housekeeping with placing bed boards, roll-ways beds, extra bed etc. in appropriate fashion per standard operating procedures.
- Reports missing / found articles, damage or merchandise problems to the housekeeping supervisor and managers.
- Responds at all times in a friendly, helpful manner to guests and other colleagues.
- Handles any tasks assigned by the supervisors as and when needed.

Common Area Attendant:

Specific duties may include but are not limited to any combination of the following:

- Cleans the public areas
- Clean/restock all public areas of Resort including bathrooms, showers, patio-deck areas
- Restock towels & pick up & remove all garbage
- Removal of all dirty linens and garbage from hotel guest rooms, assisting guests with general questions
- Making beds, stocking closets, dust, and clean rooms

Pool Bar Bartender:

Specific duties may include but are not limited to any combination of the following:

- Uphold compliance to liquor license regulations.
- Check the IDs of customers to verify that they are of legal drinking age.
- Mix and serve drinks.
- Maintain professionalism with all customers, including intoxicated customers.
- Stock the bar with liquor, beer, wine, and necessary supplies.
- Arrange glasses and bottles into displays that will be attractive to customers.
- Balance the cash register at the beginning and end of each shift.
- Maintain bar work areas, equipment, and utensils in clean and orderly condition.
- Complete additional duties as assigned by supervisor

Guest Services:

Helping guests, unlocking doors, unlocking safe's and helping to locate missing items.

Groundskeeper:

Specific duties may include but are not limited to any combination of the following:

Keeps exterior grounds clean and neat. Picks up trash. Rakes beach to get rid of seaweed.

Department	Hotel/Resort Worker
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 from 06:00 am to 23:30 pm</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.	\$15.00
Is Overtime available	Yes
Overtime wage (if applicable)	1.5x hourly rate. 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"> <li>- Customer service oriented and friendly attitude</li> <li>- Strong basic math skills with the ability to operate a cash register or POS system</li> <li>- Work in a standing position for long periods of time (up to 8 hours)</li> </ul>
English level	Excellent
Supervisor	JoAnn Rahe

### Section 3

#### POSITION REQUIREMENTS

Grooming	
Grooming standards	<ul style="list-style-type: none"> <li>- Must maintain personal hygiene.</li> <li>- Clothes must be clean and ironed no excessive facial hair, neat and trimmed hair.</li> </ul>
Dress code	Uniforms are provided free of charge, unless a student wishes to have more than what we issue them. They must provide their own sneakers.
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	Random test
Will Exchange Visitors incur a cost for screening	No
Cost to Exchange Visitors (if applicable)	None
When is screening fee due	None
Payment	
Payment schedule	weekly
Estimated tips	N/A
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	1 - 2 weeks
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	Princess Bayside Hotel
Contact name	JoAnn Rahe
Address	4801 Coastal Highway, Ocean City, MD, 21842
E-mail	joann@princessroyale.com
Phone	443-235-5325
Web Address	<a href="https://www.princessbayside.com/">https://www.princessbayside.com/</a>
Housing cost	95.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	Yes
Housing deposit	250.0
Is housing deposit payroll deducted?	No
Is deposit refundable	Yes
Deposit refund policy	Yes
Can housing be co-ed	No
Housing amenities	Cable microwave and refrigerator
Distance between work site and housing	On site
Description	Dorms on property.
Number of beds per room	4
Number of bedrooms	4
Exchange Visitors per property	16
Exchange Visitors per room	4
Bathrooms per property	1
Bedding and towels	No
Kitchen facilities	Fridge and Microwave
Additional items must bring	Linens are provided, but you must bring your own towels
Additional comments	<ul style="list-style-type: none"> <li>- Internet access available in housing.</li> <li>- You are allowed to arrive no more than five (5) days prior to your DS start date and no later than five (5) days after your DS start date.</li> <li>- You MUST work until the end of your DS end date. You may only leave 5 days early with HR approval.</li> </ul>

Included in cost	Cable TV/Electric
Housing deposit due	Deposit \$250.00 due in cash upon arrival
Housing deposit refundable	Yes
Further information on housing refund policy	Deposits are refundable if room is clean and neat as when student arrived and if student completed their contract.
Lease required	Yes

## 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	Washington Dulles International Airport
Nearest airport to site of activity	Baltimore International Airport
Airport/bus/train pickup provided	No
General arrival instructions	<p>Please email the details of your flight arrival information to JoAnn Rahe at joann@princessroyale.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 flight arrival information in the Participant Portal.</p> <p>Airport Travel OPTION 1: Washington Dulles International Airport</p> <p>COASTAL CHARTER is a shuttle service that can take you from the airport to your housing in Ocean City, MD.</p> <p>You MUST contact Coastal Charter in advance to reserve a seat. They will pick you up at the airport terminal upon arrival.</p> <p>To make a reservation and schedule a pickup please contact them via email: ccharter@gmail.com and provide your name, flight details, destination address, and contact information.</p> <p>Please call JoAnn Rahe, 443-235-5325 before boarding the shuttle in Washington, DC to let her know your estimated time of arrival in Ocean City.</p> <p>Please be advised that the Shuttle Service will charge extra to pick up from JFK. It is less expensive to fly into Dulles or Baltimore Airport</p> <p>** In the event that you cannot make your flight arrival times and bus departure times for the same day you may have to stay overnight in Washington, DC.</p> <p>Accommodation near Washington Dulles International Airport</p> <p>Accommodation: Sonesta ES Suites Dulles Airport</p> <p>Address: 13700 Coppermine Rd, Herndon, VA 20171</p> <p>Contact: +1 703-713-6800</p> <p>Cost: from \$110 per night</p>

Transportation: Dulles Super Taxi

Website: [www.dullessupertaxi.com](http://www.dullessupertaxi.com)

Contact: +1 703-629-7714

Airport Travel OPTION 2: Baltimore International Airport

COASTAL CHARTER is a shuttle service that can take you from the airport to your housing in Ocean City, MD.

You MUST contact Coastal Charter in advance to reserve a seat. They will pick you up at the airport terminal upon arrival.

To make a reservation and schedule a pickup please contact them via email: [ccharter@gmail.com](mailto:ccharter@gmail.com) and provide your name, flight details, destination address, and contact information.

Please call JoAnn Rahe, 443-235-5325 before boarding the shuttle in Baltimore to let her know your estimated time of arrival in Ocean City.

\*\* In the event that you cannot make your flight arrival times and bus departure times for the same day you may have to stay overnight in Baltimore.

Accommodation near Baltimore International Airport

Accommodation: Country Inn and Suites by Radisson

Address: 1717 W Nursery Rd, Linthicum Heights, MD 21090

Contact: +1 410-981-9997

Cost: from \$95 per night

Transportation: Uber/Lyft

Cost: From \$12 per ride

Costs are subject to change. Participants are encouraged to call or visit websites for most recent rates

Social Security:

Employer will make social security appointments and have a shuttle pick student up.

Cost of the shuttle round trip should be between \$25-\$30.

Student will be informed of their appointment times and required to complete the social security application prior to their appointment (appointments won't be made until employer has confirmation that they have completed the application)

Should Exchange Visitors contact Host Entity before arrival	Yes
Upon arrival, Exchange Visitors should report	Housing
Phone number	443-235-5325
Preferred arrival days	Monday - Friday
Preferred arrival times	8:00 am - 18:00 pm

**Section 6**

## ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	688 E Main St, Salisbury, MD 21804, US
Distance of SSO from SOA	29.9 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	Social Security:  Employer will make social security appointments and have a shuttle pick student up.  Cost of the shuttle round trip should be between \$25-\$30.  Student will be informed of their appointment times and required to complete the social security application prior to their appointment (appointments won't be made until employer has confirmation that they have completed the application)

## Section 7

### POTENTIAL CULTURAL ACTIVITIES

American Bar-B-Que
day trips to NYC, DC, Philadelphia, Bush Gardens
bon Fire on the beach
OCMD.com