



J-1 WORK AND TRAVEL PROGRAM

JOB OFFER AGREEMENT FORM

Exchange Visitor ID number

HOST ENTITY INFORMATION

Host Entity Name: Shipwrecks Taphouse and Grill

Site of Activity Address: 4020 N Croatan Highway, Kitty Hawk, NC, 27949, United States

JOB INFORMATION

Job Title Restaurant Attendant (Back of House)

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 13.00 \$ per hour

Estimated tips This is a tipped out position

Average hours per week 32

Required Interviews 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	Shipwrecks Taphouse and Grill
Primary contact name	Lexie Buck
Title	Accountant
Phone 1	252-402-4805
Email	lexie@aamsllc.com

Section 2

DETAILED JOB INFORMATION

Site of Activity address	4020 N Croatan Highway, Kitty Hawk, NC, 27949, United States
Job Title	Restaurant Attendant (Back of House)
Special requirements	<ul style="list-style-type: none">- Housing is tied to this placement. Should participant be dismissed from placement housing will be terminated immediately.- Before accepting this position, please know that you will need to be able to RIDE A BICYCLE. There is no public transportation in the area. You CANNOT learn to ride a bicycle while you are on program.- Ability to operate certain machinery as needed.
Position details and description	<p>Back of House</p> <p>Busser/Food Runner Bussers/Food Runners are responsible to assist Servers to deliver food from the kitchen to the customer tables as quickly as possible. Bussers are also responsible to ensure customer satisfaction by providing supportive service to meet the customer's needs.</p> <p>Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none">- Provides general assistance to servers to ensure customer satisfaction.- Promptly greet guests as they are seated and bring bread, butter and water to table.- Speedily and efficiently delivers food from the kitchen to the correct customers.- Fill water glasses and/or pass on beverage refill orders to servers at table.- Replenish complimentary items such as bread, butter, condiments, etc.- Clear tables after guests. Take tableware to dish room and place silverware, dishes, glassware, etc. in appropriate areas for washing.- Promptly clean table tops, chairs and booths between seating.- Check floor and clean as required.- Reset and arrange tabletop for the next customer.- Inspect assigned restrooms and clean as needed.- Respond appropriately to guest requests. Communicate guest requests to server as needed.- Be available to fill in as needed to ensure the smooth and efficient operation of the restaurant as directed by the restaurant manager or immediate supervisor.- Prepares soups, salads and bread & Butter for the servers during rush periods.- Follows all company health and safety rules.- Complete additional duties as assigned by supervisor. <p>Dishwasher 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>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.

	<ul style="list-style-type: none"> - Completes additional duties as assigned by supervisor <p>Cook</p> <p>Cooks 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"> - 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 to 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 work station 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 <p>**Please note that positions will be assigned based on experience and will be rotational.</p>
Department	Restaurant Attendant (Back of House)
Work schedule Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick time and other circumstances.	<i>Shifts will vary between 06:00 am and 00:00 am (midnight)</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.	\$13.00
Is Overtime available	Yes
Overtime wage (if applicable)	1.5 X Normal rate. Overtime is offered but not guaranteed.
Required skills	<ul style="list-style-type: none"> - Ability to receive direction and perform responsibilities in a fast paced environment. - Ability to accept constructive criticism, especially when under pressure. - Standing and constant moving for long periods of time (up to 8 hours per shift). - Frequent bending and stooping. - Lifting up to 40lbs/11 kg. - Must possess a positive attitude and work well with other team members.
Required experience	- Relevant experience required
English level	Excellent

Supervisor	Lexie Buck
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Section 3

POSITION REQUIREMENTS

Grooming	
Grooming standards	Participant should have a clean, neat and professional appearance.
Dress code	- Uniform shirts are provided. - Participants must provide their own black pants (no cut off jeans or leggings) and black, closed-toed nonslip shoes.
Uniform provided?	Yes
Cost to Exchange Visitor	Approximate cost: \$50 - \$100 (pants and shoes) if purchased in the US.
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	This is a tipped out position
Description	N/A
Training / Orientation	
Host Entity provides training/orientation	Yes
Description	On job training
Will Exchange Visitors be paid during training/orientation	Yes
Length of training/orientation	3 - 5 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	Male
Housing type	House
Housing name	4700 Palmer Place
Contact name	Lexie Buck
Address	4700 Palmer Place, Kitty Hawk, NC, 27949
E-mail	lexie@aamsllc.com
Phone	252-402-4805
Housing cost	175.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	Yes
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

Is renters insurance required	No
Housing amenities	Basic amenities provided
Distance between work site and housing	2.5 miles
Transportation details	Before accepting this position, please know that you will need to be able to RIDE A BICYCLE. There is no public transportation in the area. You CANNOT learn to ride a bicycle while you are on program.
Description	<p>Downstairs (MALE ONLY):</p> <ul style="list-style-type: none"> - Four (4) occupants. - Two (2) bedrooms. - Both bedrooms will have 2 occupants per bedroom. - Will share one (1) bathroom, living room and kitchenette. <p>Upstairs (FEMALE ONLY):</p> <ul style="list-style-type: none"> - Six (6) occupants. - Two (2) bedrooms. - Bedroom 1: Four (4) occupants. - Bedroom 2: Two (2) occupants. - Will share one (1) bathroom, living room and kitchenette. <ul style="list-style-type: none"> - Housing is tied to this placement. Should participant be dismissed from placement housing will be terminated immediately. - Housing has laundry access and will be furnished.
Number of beds per room	2 - 4
Number of bedrooms	4
Exchange Visitors per property	8
Exchange Visitors per room	2 - 4
Bathrooms per property	2
Bedding and towels	Yes
Bedding and towel payment due	N/A
Kitchen facilities	Basic facilities
Additional items must bring	- Personal items
Additional comments	N/A
Included in cost	N/A
Additional items included in cost	N/A
Administration fee due	N/A
Housing deposit due	N/A
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.

Best Arrival Airport	Norfolk International Airport
Airport/bus/train pickup provided	Yes
General arrival instructions	<p>Please email the details of your flight arrival information to Lexie Buck at lexie@aamsllc.com at least two (2) weeks prior to your arrival information in the US.</p> <p>Please add the details of your visa appointment/outcome and flight arrival information in the Participant Portal.</p> <p>For those arriving outside the preferred arrival times, please see the taxi and hotel info for overnight accommodation.</p> <p>Hotel Comfort Inn & Suites Virginia Beach-Norfolk Airport 5808 Burton Station Rd, Virginia Beach, VA 23455 Contact number: (757) 734-1303 Cost: from \$129.00* per night (2 people sharing)</p> <p>Uber XL/Lyft XL (from Norfolk International Airport to Hotel) Cost: from \$13.00* per ride (2 people sharing)</p> <p>*All costs are subject to change, Participants must call or visit website for most recent rates.</p>
Should Exchange Visitors contact Host Entity before arrival	Yes
Upon arrival, Exchange Visitors should report	Host Company
Phone number	252-402-4805
Preferred arrival days	Monday - Saturday
Preferred arrival times	08:00 am - 18:00 pm

Section 6

ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	Social Security Administration, 1865 W City Dr, Elizabeth City, NC 27909, United States

Distance of SSO from SOA	50.1 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	<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.

Section 7

POTENTIAL CULTURAL ACTIVITIES

- Sandy Run Park has a boardwalk and picnic areas. To the north, Kitty Hawk Pier has views of the Atlantic Ocean. -The hands-on Outer Banks Children @ Play Museum covers art and science. - In the nearby town of Kill Devil Hills, the Wright Brothers Natl