



## 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 (Front of House)

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

**End date - Earliest** 2025-09-01 **Latest** 2025-10-15

**Guaranteed salary/wage per hour before deductions** 2.13 \$ per hour

**Estimated tips** THIS IS A TIPPED POSITION. Wage: \$2.13 per hour plus tips; participants will be guaranteed a minimum of \$7.25 per hour.

**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 (Front of House)
Special requirements	<p>** Housing is tied to this placement. Should participant be dismissed from placement housing will be terminated immediately.</p> <p>** 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.</p> <ul style="list-style-type: none"><li>- Strong basic math skills with the ability to operate a cash register or POS system.</li><li>- Flexibility to work shifts, weekends, nights, and holidays.</li><li>- Must be able to work with all staff and flexible to adjust to quick changes during day as we are a customer satisfaction business.</li></ul>
Position details and description	<p>Front of House</p> <p>Server</p> <p>Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none"><li>- Knows all specials on a shift by shift basis as well as all liquor, beer, and wine products and all menu items and desserts.</li><li>- Present menu, answer questions, and make suggestions regarding food and service.</li><li>- Write order on check and relay customer's order to kitchen to be filled.</li><li>- Place food servings on plates and trays according to orders or instructions.</li><li>- Garnishes and decorates dishes prior to serving and is the last quality check on food.</li><li>- Monitor food distribution, ensuring that orders are delivered to the correct recipients.</li><li>- Ladles soup, tosses salads, portions pies and desserts, brews coffee, and performs other services as determined by establishment's size and practices.</li><li>- Observes diners to respond to any additional requests and determines when meal has been completed.</li><li>- Totals bill and accepts payment.</li><li>- Pre-bus (clean) other tables as well as your own, including dirty plates, glassware, condiments, trash, ashtrays, and flatware.</li><li>- Stock service stations with items such as ice, napkins, and straws.</li><li>- Clean and sterilize dishes, kitchen utensils, equipment, and facilities.</li><li>- Assists the hosts at the door and with seating when you are not busy.</li><li>- Check the IDs of customers to verify that they are of legal drinking age.</li><li>- Maintain proper grooming and uniform standards</li><li>- Follows the safety rules provided in the Safety Program found in the employee Orientation</li><li>- Manual and reports any safety hazards to management immediately.</li><li>- Complete additional duties as assigned by supervisor.</li></ul> <p>Bartender</p> <p>Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none"><li>- Uphold compliance to liquor license regulations.</li><li>- Check the IDs of customers to verify that they are of legal drinking age.</li><li>- Mix and serve drinks.</li><li>- Maintain professionalism with all customers, including intoxicated customers.</li><li>- Stock the bar with liquor, beer, win, and necessary supplies.</li><li>- Arrange glasses and bottles into displays that will be attractive to customers.</li><li>- Balance the cash register at the beginning and end of each shift.</li><li>- Maintain bar work areas, equipment, and utensils in clean and orderly condition.</li><li>- Complete additional duties as assigned by supervisor</li></ul> <p>**Please note that positions will be assigned based on experience and will be rotational.</p>
Department	Restaurant Attendant (Front 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.	Shifts will vary between 06:00 am and 00:00 am (midnight)
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.	\$2.13
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"> <li>- Ability to receive direction and perform responsibilities in a fast paced environment.</li> <li>- Ability to accept constructive criticism, especially when under pressure.</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 40lbs/11 kg.</li> <li>- Must possess a positive attitude and work well with other team members.</li> </ul>
Required experience	- Relevant experience preferred but not required.
English level	Excellent
Supervisor	Lexie Buck

### Section 3

#### POSITION REQUIREMENTS

Grooming	
Grooming standards	Participant should have a clean, neat and professional appearance.
Dress code	<ul style="list-style-type: none"> <li>- Uniform shirts are provided.</li> <li>- Participants must provide their own black pants (no cut off jeans or leggings) and black, closed-toed nonslip shoes.</li> </ul>
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 POSITION. Wage: \$2.13 per hour plus tips; participants will be guaranteed a minimum of \$7.25 per hour.
Description	The Host Company has confirmed that wage would be increased to the State minimum wage, should the tips not be enough to bring the participant to minimum wage.
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"> <li>- Four (4) occupants.</li> <li>- Two (2) bedrooms.</li> <li>- Both bedrooms will have 2 occupants per bedroom.</li> <li>- Will share one (1) bathroom, living room and kitchenette.</li> </ul> <p>Upstairs (FEMALE ONLY):</p> <ul style="list-style-type: none"> <li>- Six (6) occupants.</li> <li>- Two (2) bedrooms.</li> <li>- Bedroom 1: Four (4) occupants.</li> <li>- Bedroom 2: Two (2) occupants.</li> <li>- Will share one (1) bathroom, living room and kitchenette.</li> </ul> <p>- Housing is tied to this placement. Should participant be dismissed from placement housing will be terminated immediately.</p> <p>- Housing has laundry access and will be furnished.</p>

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 <a href="mailto:lexie@aamsllc.com">lexie@aamsllc.com</a> 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 &amp; 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	<p>- Assistance will be provided where necessary.</p> <p>- 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.</p>

## Section 7

### POTENTIAL CULTURAL ACTIVITIES

<p>- 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 Nati</p>
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