

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

Exchange Visitor ID number

### HOST ENTITY INFORMATION

Host Entity Name: HSG - Hilton Baltimore BWI Airport

Site of Activity Address: 1739 W Nursery Rd, Linthicum Heights, MD, 21090, United States

### JOB INFORMATION

**Job Title** Hotel/Resort Worker

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

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

**Guaranteed salary/wage per hour before deductions** 15.00 \$ per hour

**Estimated tips** N/A

**Average hours per week** N/A

**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	HSG - Hilton Baltimore BWI Airport
Web site	<a href="http://www.hospitalityservicesgroup.net/">http://www.hospitalityservicesgroup.net/</a>
Primary contact name	Robin Vanatta
Title	Vice President of International Relations

Phone 1	410-694-0808
Email	j1program@hospitalityservicesgroup.net

## Section 2

### DETAILED JOB INFORMATION

Site of Activity address	1739 W Nursery Rd, Linthicum Heights, MD, 21090, United States
Job Title	Hotel/Resort Worker
Special requirements	<p>NOTE: Participants on the J1 Visa Program Cannot use Motorized Meat Slicer or 5 Gallon Power Mixers</p> <ul style="list-style-type: none"> <li>- Housing is tied to this placement. Should participant be dismissed from placement housing will be terminated immediately.</li> <li>- Strong basic math skills with the ability to operate a cash register or POS system</li> <li>- Operate power equipment and use hand tools for landscaping tasks.</li> <li>- Be physically capable of operating equipment and performing manual tasks.</li> </ul>
Position details and description	<p>Resort Attendant:</p> <p>Resort Attendants will be assisting in all departments of the Resort including, but not limited to, Housekeeping, Culinary, Food &amp; Beverage, Front Office, Banquets, Grounds, and Customer Service.</p> <p>Housekeeping:</p> <p>Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none"> <li>- Safe handling of cleaning products and chemicals and proper operation of cleaning equipment.</li> <li>- Clean a specified number of rooms within a designated amount of time.</li> <li>- Clean restrooms, furniture, hallways, lobbies, lounges, elevators, stairways, locker rooms, and other work areas so that health standards are met.</li> <li>- Change bed linens and make the beds.</li> <li>- Replenish towels, linens, toilet tissue, toiletries and complimentary supplies.</li> <li>- Empty wastebaskets, clean ashtrays, and transport other trash and waste to disposal areas.</li> <li>- Keep storage areas and carts well-stocked and clean.</li> <li>- Dust and polish furniture and equipment.</li> <li>- Sweep, scrub, wax, and/or polish floors, using brooms, mops, and/or powered scrubbing and waxing machines.</li> <li>- Clean rugs, carpets, upholstered furniture, and/or draperies, using vacuum cleaners and/or shampooers, hang draperies and dust window blinds.</li> <li>- Wash windows, walls, ceilings, and woodwork as necessary to meet company standards.</li> <li>- Carry heavy items and use a wheeled cart to transport supplies.</li> <li>- Attention to detail, customer assistance and service is a critical part of this position.</li> <li>- Perform other duties as assigned by the supervisor and be flexible with shifts, including weekends, nights, and holidays.</li> </ul> <p>Culinary/Food and Beverage:</p> <p>Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none"> <li>- Know all specials, liquor, beer, wine, menu items, and desserts.</li> <li>- Present the menu, answer questions, make suggestions, and provide information to assist with food and beverage selections.</li> <li>- Serve patrons with food and beverages in a positive and friendly manner, ensuring all</li> </ul>

needs are met.

- Write and relay customer orders to the kitchen, monitor food distribution, and ensure accurate delivery.
- Place food servings on plates and trays, garnish and decorate dishes, and perform final quality checks.
- Total bills, accept payments, and handle transactions using a cash register or POS system.
- Ladle soup, toss salads, portion desserts, brew coffee, and replenish complimentary items such as bread and butter.
- Speedily deliver food from the kitchen to correct customers and fill water glasses or pass beverage refill orders to servers.
- Respond to guest requests and ensure dining ambiance is maintained with enthusiasm.
- Pre-bus tables, clean and sterilize dishes, utensils, and kitchen equipment, and maintain clean facilities.
- Clear tables, clean tops, chairs, booths, and floors between seating, and prepare restrooms as needed.
- Wash dishes, handle chemicals, and maintain kitchen work areas in a clean and orderly condition.
- Complete opening and closing checklists, stock supplies, and assist with banquet setup.
- Follow all health, safety, and company policies, including those related to sanitation and alcohol beverage control.
- Perform other duties as assigned by the supervisor and be flexible with shifts, including weekends, nights, and holidays.

Front Desk:

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

- Promptly answer telephone calls speaking English, greet callers with a positive and clear voice.
- Listen to ascertain the correct extension. Reading and using a moderately complex computer console, direct calls to appropriate line.
- Requires sitting in a confined space for long periods of time to continuously perform essential functions.
- Transcribe complete messages and repeat information to verify accuracy.
- Input and retrieve messages from the computer as requested.
- Read and verbally recite exact messages for guests.
- Receive wake up call information, input cautiously into the automated wake-up system and verbally confirm time to guest.
- Act as dispatcher for security, guest services and property operations employees. Provide timely information via paging system and two-way radios to employees in response to emergencies and guest requests such as plumbing problems, airport shuttle service, etc.
- Briefly answer basic inquiries, e.g., time, extension numbers, outlet hours, etc.
- Immediately answer the emergency line, listen to details to identify nature of problem, and respond appropriately in accordance with established procedures. Initiate emergency response as necessary and legibly documents pertinent details.
- Remain calm and polite especially during emergency situations and/or heavy hotel activity.
- Resolve complications and complaints such as missed wake up calls or missed messages using previous experience and good judgment.
- Regular attendance in conformance with the standards, which may be established by the Hotel from time to time, is essential to the successful performance of this position.
- Due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of the hotel.
- Operate facsimile machine to send, receive, and log transmissions. Notify guests using the message function of the computer of the incoming faxes.
- Maintain an alert, attentive, calm, and reassuring tone of voice.
- Be responsive to guest's requests by communicating their needs to appropriate departments in a prompt and courteous manner.
- Maintain a neat, clean and well-groomed appearance (specific standards available).
- Perform other duties as assigned by the supervisor and be flexible with shifts, including weekends, nights, and holidays.

Banquets:

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

- Confer with guests/clients to determine their requirements for setting up banquet rooms.
- Record details to produce estimates for services and supplies.
- Coordinate with decorators, caterers, and serving staff for banquet room setup.
- Transport heavy materials such as staging, tables, and chairs to the banquet hall and provide placement instructions.
- Check and adjust room temperature and lighting; ensure electric hook-ups are functional.
- Receive, secure, and manage materials and supplies from vendors.
- Provide audio-visual services, including equipment setup and guest instruction.
- Manage food services by testing dishes to ensure taste and quality standards.
- Replenish food and beverages as necessary and respond to special requests.
- Greet guests upon arrival and assist with seating.
- Serve food and beverages in a positive and friendly manner, maintaining dining ambiance with enthusiasm.
- Provide information to help with food and beverage selections and answer questions about menu items.
- Present ordered choices promptly and efficiently, ensuring a smooth dining experience.
- Maintain table settings, remove completed courses, replenish utensils, and manage spills or special needs.
- Ensure cleanliness and maintenance of banquet areas during and after events.
- Set up dining rooms with appropriate decorations, condiments, candles, napkins, service plates, and utensils.
- Protect establishment and patrons by adhering to sanitation, safety, and alcohol control policies.
- Transmit orders to the bar and kitchen, noting timing of meal progression and special dietary needs.
- Keep kitchen staff informed and manage the flow of food and beverages from the bar and kitchen to patrons.
- Conclude dining experiences by acknowledging the choice of establishment and inviting patrons to return.
- Perform other duties as assigned by the supervisor and be flexible with shifts, including weekends, nights, and holidays.

Grounds/Maintenance:

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

- Mows lawns, trims weeds, and rakes leaves as assigned.
- Picks up and removes trash prior to mowing a designated area.
- Empties trash and recycling containers.
- Trims bushes, shrubs, and hedges.
- Prepares soil and plants flowers, bushes, hedges, or shrubs.
- Plants trees and prunes them when necessary.
- Performs other related duties as assigned.

Department	Resort Attendant
<b>Work schedule</b> 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 between 06:00 am and 22:00 pm</i>
Average hours per week	N/A
<b>Guaranteed salary/wage per hour before deductions</b> 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.	<b>\$15.00</b>

Is Overtime available	Yes
Overtime wage (if applicable)	Overtime may be available, but not guaranteed. Any hours worked over 40 for the week are OT and paid at time and 1/2.
Required skills	<p>In addition to a strong command of English, this position is physically demanding and requires:</p> <ul style="list-style-type: none"> <li>- Work as a positive team player, receive direction, and adapt to changes swiftly.</li> <li>- Assist hosts with seating, monitor dining sections, and manage guest waiting lists.</li> <li>- Communicate effectively with kitchen staff and respond promptly to additional requests.</li> <li>- Stand and move for long periods (up to 8 hours per shift), bend, stoop, and lift up to 25 lbs (11 kg) or 50 lbs (23 kg) as required.</li> <li>- Perform tasks in a fast-paced environment, including bending, stooping, and lifting.</li> <li>- Demonstrate excellent time management and organizational skills.</li> </ul>
Required experience	<ul style="list-style-type: none"> <li>- Serving experience preferred but not required.</li> <li>- Strong basic math skills, manual dexterity, and ability to read and follow recipes.</li> <li>- Must possess a positive attitude, strong teamwork, communication skills, and the ability to work independently.</li> </ul>
English level	Excellent
Supervisor	Robin Vanatta

### Section 3

#### POSITION REQUIREMENTS

Grooming	
Grooming standards	Neat and clean appearance.
Dress code	Hotel will provide shirts. Students will need black pants/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	Depends on what student brings and what they need to purchase when they arrive.
Screening	
Host Entity will require a drug test	No
Will Exchange Visitors incur a cost for screening	No
Payment	
Payment schedule	weekly
Allowances, bonuses, and/or incentives	<p>Housing is provided free of charge, but a security deposit of \$20.00 will be charged per week (deducted from your paycheck).</p> <p>Some shift meals are provided.</p>
Estimated tips	N/A

Description	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	3 - 7 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.

#### *Housing Lead 1*

Housing model	Host company provided
Gender requirement	Any
Housing type	Hotel
Housing name	Hilton Baltimore BWI Airport
Contact name	Robin Vanatta
Address	1739 W Nursery Rd, Linthicum Heights, MD, 21090
E-mail	j1program@hospitalityservicesgroup.net
Phone	410-694-0808
How often is rent due?	Per day
Is weekly cost/rent payroll deducted?	No
Housing deposit	20.0
Is housing deposit payroll deducted?	Yes
Is deposit refundable	Yes

Deposit refund policy	Yes
Can housing be co-ed	No
Distance between work site and housing	Onsite
Transportation details	There is a bus and Uber/Lyft/Taxis
Description	Housing is on site.
Number of beds per room	2 - 4
Number of bedrooms	Varies
Exchange Visitors per property	Varies
Exchange Visitors per room	2 - 4
Bathrooms per property	1 per room
Bedding and towels	No
Additional items must bring	Personal Items
Housing deposit due	Housing deposit is \$20 per week and is refundable at the end of your program if room is left in good order and program is in good standing.
Housing deposit refundable	Yes
Lease required	No

## 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	Baltimore/Washington International Thurgood Marshall Airport
Airport/bus/train pickup provided	No
General arrival instructions	<p>Please email the details of your flight itinerary to Robin Vanatta - robin@hospitalityservicesgroup.net AND j1program@hospitalityservicesgroup.net at least two (2) weeks prior to your arrival in the United States.</p> <p>Please add the details of your visa appointment/outcome and flight arrival information in the participant portal.</p> <p>Please note that Airport pickup is NOT provided. Students are responsible for their own transportation to and from the airport.</p> <p>Students are only allowed on the property and check in with employee housing no sooner than 48 hours prior to their visa start date.</p> <p>Students are only allowed to check in with the property between the hours of 8:00 am - 5:00 pm (Monday - Friday).</p>

	<p>If students arrive outside of these hours and dates, they are responsible for their own accommodations.</p> <p>Accommodation: Country Inn &amp; Suites by Radisson - BWI Airport</p> <p>Address: 1717 West Nursery Road, Linthicum Heights, MD, 21090</p> <p>Contact: +1 410-981-9997</p> <p>Cost: from \$80 per night</p> <p>UberX/Lyft: from \$12 per ride</p> <p>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	Host Company/Housing
Phone number	410-694-0808
Preferred arrival days	Monday to Friday
Preferred arrival times	08:00 am - 17:00 pm

## Section 6

### ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	337 Hospital Dr, Glen Burnie, MD 21061
Distance of SSO from SOA	6.7 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	<ul style="list-style-type: none"> <li>- You must wait 5 - 10 days after completing your SEVIS Check In to go to the Social Security Office.</li> <li>- GeoVisions recommends waiting 10 days for optimal success.</li> <li>- 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).</li> <li>- Please contact support@geovisions.com with any questions.</li> </ul>

## Section 7

### POTENTIAL CULTURAL ACTIVITIES

BWI Trail, Linthicum Park, Sawmill Creek Park, Museums, Shopping
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