

J-1 WORK AND TRAVEL PROGRAM

JOB OFFER AGREEMENT FORM

Exchange Visitor ID number

HOST ENTITY INFORMATION

Host Entity Name: HSG - Hilton Sedona Resort at Bell Rock
Site of Activity Address: 90 Ridge Trail Dr, Sedona, AZ, 86351, United States

JOB INFORMATION

Job Title Restaurant Attendant (Back of House)
Start date - Earliest 2025-05-15 **Latest** 2025-06-15
End date - Earliest 2025-08-30 **Latest** 2025-09-30
Guaranteed salary/wage per hour before deductions 15.00 \$ per hour
Average hours per week 32
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 Sedona Resort at Bell Rock
Primary contact name	Robin Vanatta
Title	Vice President of Operations
Phone 1	928-284-4040
Email	j1program@hospitalityservicesgroup.net

Section 2

DETAILED JOB INFORMATION

Site of Activity address	90 Ridge Trail Dr, Sedona, AZ, 86351, United States
Job Title	Restaurant Attendant (Back of House)
Position details and description	<p>Prep cooks will be preparing, arranging, and cooking a variety of cuisines for restaurants, banquets, and room service. Individuals must maintain cleanliness in food preparation areas, and they must ensure food is safely handled, stored, and cooked. Wash dishes, clean kitchen and maintain a clean and hygienic work environment. The steward will be responsible for maintaining cleanliness and sanitation standards in the kitchen, dishwashing area, and food preparation spaces. This role plays a key part in ensuring smooth kitchen operations and an exceptional guest experience.</p> <p>Core Responsibilities:</p> <ul style="list-style-type: none">• Assist the head chef by chopping vegetables and washing food items• Ensure kitchen equipment and appliances are ready for use• Maintain a clean and hygienic work environment at all times• Prepare salads, breads, salad dressings and sauces• Gather food ingredients from the refrigerator or freezer as required by the chef• Ensure food is stored away properly when not in use• Study the menu and prepare ingredients ahead of schedule• Learn about cooking methods and techniques employed in the kitchen• Cooperate and communicate with all serving and kitchen staff• Adhere to all relevant health department rules/regulations and all customer service guidelines• Clean and sanitize dishes, cookware, and kitchen equipment according to hygiene standards• Maintain cleanliness of kitchen floors, walls, surfaces, and storage areas• Ensure proper use of dishwashing machines and chemicals• Receive and organize kitchen deliveries and supplies• Dispose of garbage and recycling in a safe and timely manner• Assist chefs and kitchen staff with basic food prep when needed• Follow hotel safety and sanitation procedures at all times• Report equipment malfunctions or maintenance needs promptly• Support overall kitchen organization and inventory control
Department	Prep Cook/Stewarding
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 between 06:00 am and 22:00 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)	1.5 X Normal rate. Overtime is offered but not guaranteed.

Required skills	<ul style="list-style-type: none"> • Able to work independently & part of a team • Ability to work under pressure • Positive attitude • Strong work ethic • Can work 8-10 hours on feet • Must be able to lift up to 50lb • Good physical health • Intermediate English skills required • Standing and constant moving for long periods of time (up to 8 hours per shift) • Frequent bending, twisting, lifting, and stooping • Strong attention to detail and efficiency • Maintain grooming standards
English level	Excellent
Supervisor	Robin Vanatta

Section 3

POSITION REQUIREMENTS

Grooming	
Grooming standards	Clean, neat and professional appearance
Dress code	Polo will be provided. Team Member will be responsible for getting Khaki pants or Khaki shorts or Shaki skirt (appropriate length) plus nonslip light colored shoes.
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	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	Lunch and Dinner is provided in Employee Dining Room
Training / Orientation	
Host Entity provides training/orientation	Yes

Description	General Orientation - On the 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.

Housing Lead 1

Housing model	Host company provided
Gender requirement	Male
Housing type	Hotel
Housing name	Hilton Sedona Resort at Bell Rock
Contact name	Robin Vanatta
Address	90 Ridge Trail Dr, Sedona, AZ, 86351
E-mail	j1program@hospitalityservicesgroup.net
Phone	928-284-4040
Housing cost	125.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	No
Housing deposit	20.0
Is housing deposit payroll deducted?	No
Is deposit refundable	Yes
Deposit refund policy	Yes

Can housing be co-ed Distance between work site and housing	No Onsite
Number of beds per room	2 - 4
Number of bedrooms	Varies
Will each participant have their own bed?	No
Exchange Visitors per property	Varies
How many participants share each bedroom?	2 - 4
Bathrooms per property	1 per room
Bedding and towels	No
Bedding and towel payment due	N/A
Kitchen facilities	Coffee Maker Mini Fridge
Additional items must bring	Personal items
Additional comments	The rooms will not be co-ed.
Housing deposit due	Housing deposit is \$20/week and will be payroll deducted. Deposit is refundable pending inspection of room upon departure - IF you work until visa end date and IF social security info is provided to employer prior to departure.
Housing deposit refundable	Yes
Lease required	No
Will Host Company/Employer sign the lease on behalf of the participant?	No

Section 4.1

TRANSPORTATION & SAFETY *Housing Information*

Essential Services

Public Transport

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	Phoenix Sky Harbor International Airport
Airport/bus/train pickup provided	No
General arrival instructions	<p>Please email the details of your flight itinerary to 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>Students are only allowed to the property and check in with employee housing no sooner than 48 hours prior to their visa start date. Students are only allowed to check in with the property between the hours of 8:00 am - 5:00 pm (Monday - Friday. If students arrive outside of these hours and dates, they are responsible for their own accommodations.</p> <p>Should you arrive outside of the preferred arrival time, please see the information below for accommodation.</p> <p>Hotel Information: Country Inn & Suites by Radisson</p> <p>Address: 4702 E University Dr, Phoenix, AZ, 85034</p> <p>Contact: (480) 306-4343</p> <p>Cost from: \$116 per night</p> <p>Uber/Lyft: from \$13 per ride</p> <p>All costs are subject to change without notice. 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/Housing
Phone number	928-284-4040
Preferred arrival days	Monday - Friday
Preferred arrival times	08:00 am - 17:00 pm

Section 6

ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	2715 S Woodlands Village Blvd, Flagstaff, AZ 86001
Distance of SSO from SOA	48.7 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"> - Assistance will be provided where necessary. - Students are responsible for their own transportation to the Social Security office. - 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

Cathedral Rock, Oak Creek Canyon, Bell Rock, Tlaquepaque Arts & Shopping Village, Boynton Canyon Trail