

## J-1 WORK AND TRAVEL PROGRAM

**Exchange Visitor ID number**

**HOST ENTITY INFORMATION**

Host Entity Name: Dunkin Donuts at Nags Head  
 Site of Activity Address: 2424 S Croatan Hwy, Nags Head, NC, 27959, United States

**JOB INFORMATION**

**Job Title** Food and Beverage Retail Concessions  
**Start date - Earliest** 2024-11-01 **Latest** 2024-12-01  
**End date - Earliest** 2025-02-28 **Latest** 2025-03-15  
**Guaranteed salary/wage per hour before deductions** 13.00 \$ per hour  
**Estimated tips** This is a tipped position and tip amounts can vary daily.  
**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	Dunkin Donuts at Nags Head
Description	<p>Restaurant Services of the Outer Banks, LLC is a franchisee of Dunkin' Brands, Inc. which owns and operates the majority of Dunkin' and Baskin Robbins Stores in N. East North Carolina, Chesapeake, The Peninsula and Richmond VA.</p> <p>The company was founded in 2007 as a closely held family business based out of the Outer Banks of North Carolina. The First location was opened in Nags Head, NC and since then, has developed locations from the Outer Banks, NC through Richmond, VA.</p> <p>At present, Restaurant Services is one of the fastest growing franchise organizations in North East, NC and Southern Virginia with plans to continue to do so over the coming years.</p>
Web site	<a href="https://dndobx.com/">https://dndobx.com/</a>

Primary contact name	
Title	
Phone 1	
Email	

## Section 2

### DETAILED JOB INFORMATION

Site of Activity address	2424 S Croatan Hwy, Nags Head, NC, 27959, United States
Job Title	Food and Beverage Retail Concessions
Special requirements	<ul style="list-style-type: none"> <li>- Strong basic math skills with the ability to operate a cash register or POS system.</li> <li>- Familiarity with US currency with the ability to accurately count cash and make change.</li> <li>- Housing is tied to this placement. Should participant be dismissed from placement housing will be terminated immediately.</li> </ul>
Position details and description	<p>Food &amp; Beverage Assistant</p> <p>Food &amp; Beverage Assistants are responsible for waiting on customers, answering customer questions, setting up and clearing tables and assisting servers.</p> <p>Cashier and Donut Maker:</p> <ul style="list-style-type: none"> <li>- Responsible to make donuts and other baked goods, decorate donuts, makes sandwiches and coffee beverages.</li> <li>- You will also interact with customers, take orders and use a cash register.</li> <li>- You must be able to count money USD. Accept payment from customers, and make change as necessary.</li> <li>- Select food items from serving or storage areas and place them in dishes, on serving trays, or in takeout bags.</li> <li>- Notify kitchen personnel of shortages or special orders.</li> <li>- You will be responsible for the overall cleanliness of the restaurant, which includes cleaning the counters, making sure that all work areas are neat and clean at all times, sweeping and mopping floors, cleaning dishes and restrooms (cleaning tables, sinks and floors).</li> <li>- Handle chemicals used for cleaning as well as washing dishes using gloves when necessary</li> <li>- Resolve customer complaints in a professional and effective manner</li> <li>- You must be friendly and very outgoing with a good work ethic.</li> <li>- This is a fast paced environment, you will be responsible for the above listed items and your duties will change daily, depending on the needs of your manager</li> </ul>
Department	Food & Beverage Assistant
Work schedule Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick time and other circumstances.	<ul style="list-style-type: none"> <li>- Shifts may vary but can start as early as 4:00 am - 5:00 am and end as late as 10:00 pm.</li> <li>- Shifts will include days, nights and weekends.</li> </ul>
Average hours per week	32
Guaranteed salary/wage per hour before deductions	\$13.00

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.	
Is Overtime available	No
Overtime wage (if applicable)	N/A
Required skills	<ul style="list-style-type: none"> <li>- Customer orientated</li> <li>- Friendly</li> <li>- Must be able to work in a fast paced environment</li> <li>- Must have a good work ethic</li> <li>- Frequent bending and stooping</li> <li>- Lifting up to 25lbs./11 kgs.</li> <li>- Ability to receive direction and perform responsibilities in a fast paced environment</li> <li>- Standing and constant moving for long periods of time (up to 8 hours per shift)</li> </ul>
Required experience	N/A
English level	Excellent
Supervisor	

### Section 3

#### POSITION REQUIREMENTS

Grooming	
Grooming standards	Neat and professional appearance.
Dress code	<ul style="list-style-type: none"> <li>- Uniform will be provided by the host company.</li> <li>- One time uniform deduction of \$30.</li> <li>- Participants must provide their own blue jeans and black, closed-toed nonslip shoes.</li> <li>- Approximate cost: \$50 - \$100 (pants and shoes) if purchased in the US.</li> </ul>
Uniform provided?	Yes
Cost to Exchange Visitor	\$30 deducted off 1st paycheck
When is uniform fee due	Deducted off 1st paycheck
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	- Employee discounts available both on food and merchandise items. - Employee meal discounts: 50% off on duty, 20% off duty.
Estimated tips	This is a tipped position and tip amounts can vary daily.
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 - 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	Any
Housing type	House

Housing name	Dunkin' Donuts Employee Housing
Contact name	
Address	2715 S Meekins Ave, Nags Head, NC, 27959
E-mail	
Phone	
Housing cost	125.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	Yes
Housing deposit	250.0
Is housing deposit payroll deducted?	Yes
Housing fees - additional comments	N/A
Is deposit refundable	Yes
Deposit refund policy	Yes
Can housing be co-ed	No
Is renters insurance required	No
Housing amenities	Basic utilities
Distance between work site and housing	0.8 miles
Transportation details	Employer will assist with bike rental from local non profit. Security deposit is approximately \$50 with locks. All amenities and the job site is within walking/biking distance.
Description	- Host company provided residential housing. - Spacious living room with dining area, full kitchen, fenced backyard and outdoor shower within walking distance from the beach and work. Washer and dryer onsite. Rent is \$125/wk deducted from paycheck and \$250.00 security deposit required to be paid in cash upon moving in
Number of beds per room	1 - 3
Number of bedrooms	4
Exchange Visitors per property	3 - 12
Exchange Visitors per room	1 - 3
Bathrooms per property	1 - 2
Bedding and towels	No
Bedding and towel payment due	N/A

Kitchen facilities	Fully fitted kitchen
Additional items must bring	Personal care items
Additional comments	Housing is tied to this placement. Should participant be dismissed from placement housing will be terminated immediately.
Included in cost	Basic utilities
Additional items included in cost	N/A
Housing deposit due	Housing deposit is due in cash upon arrival.
Housing deposit refundable	Yes
Further information on housing refund policy	<ul style="list-style-type: none"> <li>- Inspection will be performed within 10 days of moving out. Security deposit will be refunded if there are no damages to the property.</li> <li>- Housing deposit will be refunded if housing is left in the same condition upon arrival.</li> <li>- Employee must be in good standing.</li> <li>- Employee must work until the end date of their DS-2019 form.</li> <li>- Must provide Host Company with Social Security information.</li> <li>- Copy of DS 2019 Form must be submitted to your Host Company.</li> </ul>
Lease required	No
Further information on length of lease	Housing required for the full duration of the program.
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.

Closest port of entry airport	Norfolk International Airport
Nearest airport to site of activity	Norfolk International Airport
Airport/bus/train pickup provided	No
General arrival instructions	<p>Please email the details of your flight itinerary at least two (2) weeks prior to your arrival in the US.</p> <p>Please also add the details of your visa appointment/outcome and flight arrival information in the Participant Portal.</p> <p>Once you arrive at Norfolk International Airport, please take transportation to your Housing. Transportation options are below.</p> <p>Transport:  Airport Connection  airportconnectionobx.com  252-305-1111</p>

	<p>Lady Jane Taxi Service outerbankstaxiservices.com 252-256-2276</p> <p>Island Limo islandlimo.com 252-441-5546</p> <p>Should you arrive outside of the preferred arrival times, please see overnight accommodation and taxi information below.</p> <p>Accommodation: Wyndham Garden Norfolk Downtown 700 Monticello Ave, Norfolk, VA 23510, United States <a href="https://www.wyndhamhotels.com/wyndham-garden/norfolk-virginia/wyndham-garden-norfolk-downtown/overview?CID=LC:46q62bu8edfbx3y:23880&amp;iata=00093796">https://www.wyndhamhotels.com/wyndham-garden/norfolk-virginia/wyndham-garden-norfolk-downtown/overview?CID=LC:46q62bu8edfbx3y:23880&amp;iata=00093796</a> +17576275555 Cost: Approximately \$139 per night</p> <p>Transport: Airport Connection airportconnectionobx.com 252-305-1111</p> <p>Lady Jane Taxi Service outerbankstaxiservices.com 252-256-2276</p> <p>Island Limo islandlimo.com 252-441-5546</p> <p>*Please note that these costs are subject to change and will only be confirmed upon booking.</p>
Should Exchange Visitors contact Host Entity before arrival	Yes
Upon arrival, Exchange Visitors should report	Housing
Phone number	
Preferred arrival days	Any
Preferred arrival times	Any

## Section 6

### ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	1865 W City Dr, Elizabeth City, NC 27909, United States
Distance of SSO from SOA	56,11 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	- 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

- Wright Brothers Memorial - Corolla Lighthouse - Whalehead Club - Hatteras Lighthouse - Bodie Island Lighthouse - Historic Manteo Waterfront  
- Elizabethan Gardens - Wild Horse Tours - H2OBX Waterpark