



J-1 WORK AND TRAVEL PROGRAM

Exchange Visitor ID number

HOST ENTITY INFORMATION

Host Entity Name: Golden Arrow Lakeside Resort
Site of Activity Address: 2559 Main Street, Lake Placid, NY, 12946, United States

JOB INFORMATION

Job Title Room Attendant
Start date - Earliest 2024-11-01 **Latest** 2024-12-15
End date - Earliest 2025-02-01 **Latest** 2025-03-31
Guaranteed salary/wage per hour before deductions 15.00 \$ per hour
Estimated tips N/A
Average hours per week 40
Required Interviews Sponsor 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	Golden Arrow Lakeside Resort
Web site	www.golden-arrow.com
Primary contact name	
Title	
Department	N/A
Phone 1	

Fax	N/A
Email	

Section 2

DETAILED JOB INFORMATION

Site of Activity address	2559 Main Street, Lake Placid, NY, 12946, United States
Job Title	Room Attendant
Special requirements	None
Position details and description	<p>Room Attendant:</p> <p>Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none"> - Safe handling of cleaning products and chemicals and proper operation of cleaning equipment. - Clean a specified number of rooms within a designated amount of time. - Clean restrooms, furniture, hallways, lobbies, lounges, elevators, stairways, locker rooms, and other work areas so that health standards are met. - Change bed linens and make the beds. - Replenish towels, linens, toilet tissue, toiletries and complimentary supplies. - Empty wastebaskets, clean ashtrays, and transport other trash and waste to disposal areas. - Keep storage areas and carts well-stocked and clean. - Dust and polish furniture and equipment. - Sweep, scrub, wax, and/or polish floors, using brooms, mops, and/or powered scrubbing and waxing machines. - Clean rugs, carpets, upholstered furniture, and/or draperies, using vacuum cleaners and/or shampooers, hang draperies and dust window blinds. - Wash windows, walls, ceilings, and woodwork as necessary to meet company standards. - Carry heavy items and use a wheeled cart to transport supplies. - Attention to detail, customer assistance and service is a critical part of this position.
Department	Housekeeping
<p>Work schedule</p> <p>Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick time and other circumstances.</p>	<i>Schedule will vary between 06:00 am and 22:00 pm</i>
Average hours per week	40
<p>Guaranteed salary/wage per hour before deductions</p> <p>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.</p>	\$15.00

Is Overtime available	Yes
Overtime wage (if applicable)	x 1.5 normal rate. Overtime may be offered, but not guaranteed.
Required skills	In addition to a strong command of English, this position is physically demanding and requires: - Good physical health - Ability to walk up and down stairs, kneel and bend frequently - Work with chemicals - Lift up to 25lbs/11kg - Strong attention to detail and efficiency - Maintain grooming standards - Positive attitude
Required experience	N/A
English level	Good
Supervisor	

Section 3

POSITION REQUIREMENTS

Grooming	
Grooming standards	Hair pulled back, must be showered. Uniform shirts are provided, students should bring black pants and sneakers
Dress code	- Black slacks/pants (not yoga pants or leggings) & running or athletic sneakers. - Uniform shirts are provided
Uniform provided?	Yes
Cost to Exchange Visitor	Approximately \$50 - \$100 (Pants and shoes if purchased in the US)
When is uniform fee due	Upon purchase
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	weekly

Allowances, bonuses, and/or incentives	None
Estimated tips	N/A
Description	- Overtime is available, if needed but not guaranteed - Tips are dependent on work performance. You earn more tips with the number of rooms that are cleaned. If you are good enough to clean rooms on your own, you will earn the highest amount of tips.
Training / Orientation	
Host Entity provides training/orientation	Yes
Description	Every student in the Room Attendant position will be trained initially on how to make beds. After beds are made to our standards we will train on how to clean the rest of the room. Once we are comfortable with your room cleaning skill level, you will be trained on how to clean a bathroom.
Will Exchange Visitors be paid during training/orientation	Yes
Length of training/orientation	2 weeks
Will Exchange Visitors incur a cost for training/orientation	No
Cost to participant	No
When is training fee due	None

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	Hotel
Housing name	LP Thunderbird, LLC
Contact name	

Address	2548 Main Street, Lake Placid, NY, 12946
E-mail	
Phone	
Housing cost	130.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	No
Housing deposit	300.0
Is housing deposit payroll deducted?	No
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	Internet, full kitchen
Distance between work site and housing	Across street
Transportation details	Able to Walk
Description	<p>Two (2) building used for housing.</p> <p>Deposit due upon arrival. Room must be in same condition as upon arrival and key must be returned.</p> <p>Housing includes Internet, Heat, Water, Sewer, Kitchen Table .</p> <p>Per apartment - 2 Beds, Dresser, Night stand, Small dining table, 2 chairs – same in house but there is a large dining table</p> <p>Bathroom: 2 per motel room, 3 in house</p>
Number of beds per room	2 - 5
Number of bedrooms	4
Exchange Visitors per property	46
Exchange Visitors per room	2 - 5
Bathrooms per property	2 - 3
Bedding and towels	Yes
Bedding and towel payment due	N/A
Kitchen facilities	Yes

Additional items must bring	Personal items
Additional comments	Rent is due every Monday by 22:00 for the week ahead
Additional items included in cost	Paid directly - not payroll deducted
Housing deposit due	Deposit due upon arrival.
Housing deposit refundable	Yes
Further information on housing refund policy	Room must be in same condition as upon arrival - that means clean (no mold in bathroom, toilet clean, towels and linens returned to the Golden Arrow, trash removed, surfaces wiped clean, carpet vacuumed, refrigerator and microwave clean) - if these items are not in the same condition as they were upon arrival, deposit will be held.
Lease required	No
Further information on length of lease	N/A
Fees additional comments	N/A

Housing Lead 2

Housing model	Participant arranged
Gender requirement	Any
Housing type	Apartment
Housing name	2540 Main Street
Contact name	
Address	2540 Main Street, Lake Placid, NY, 12946
E-mail	
Phone	
Housing cost	135.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	No
Housing deposit	300.0
Is housing deposit payroll deducted?	No
Housing fees - additional comments	N/A
Is deposit refundable	Yes

Deposit refund policy	Yes
Can housing be co-ed	Yes
Is renters insurance required	No
Housing amenities	Kitchen beds, basic furniture, internet, TV, microwave
Distance between work site and housing	0.2 Miles
Transportation details	N/A
Number of beds per room	4
Number of bedrooms	15
Exchange Visitors per property	47
Exchange Visitors per room	4
Bathrooms per property	12
Bedding and towels	Yes
Bedding and towel payment due	Bedding and towels are provided, but not guaranteed. Student should bring these along with them just in case.
Kitchen facilities	Plates, silverware, pans, microwaves
Additional items must bring	Personal Items
Additional comments	N/A
Included in cost	Wifi Internet
Additional items included in cost	Common kitchen, basic cable, Internet
Administration fee due	N/A
Housing deposit due	On Arrival, with 1st week of rent
Housing deposit refundable	Yes
Further information on housing refund policy	Refundable if everything is the same as 1st day at leaving moment, deposit could be kept for breaking housing rules.
Lease required	No
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
Page: 7 of 9 Job order 15634 12 June 2024 21:42

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	John F. Kennedy Airport (JFK) in New York
Nearest airport to site of activity	John F. Kennedy Airport (JFK) in New York
Airport/bus/train pickup provided	No
General arrival instructions	<p>Please email the details of your flight arrival information to employer at least two (2) weeks prior to your arrival in the US.</p> <p>Please add the details of your visa appointment/outcome and flight arrival information in the Participant Portal.</p> <p>From JFK, take the NYC Airport Express bus to Port Authority Bus Terminal in NYC. The bus picks up passengers in front of each airport terminal (approximately \$50). From Port Authority Bus Terminal, take the Greyhound bus to Lake Placid, it's 8 hours long (approximately \$150)</p>
Should Exchange Visitors contact Host Entity before arrival	Yes
Upon arrival, Exchange Visitors should report	
Phone number	
Preferred arrival days	Monday - Friday
Preferred arrival times	12:00 pm - 19:00 pm

Section 6

ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	101 Ford St, Ogdensburg, NY 13669
Distance of SSO from SOA	98.7 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	No
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

Olympic Venues Tour
Dog Sled Ride
Ice Skating Mirror Lake
Cross country skiing
Gondola ride up Whiteface Mountain
Hiking up Cascade Mountain