

## J-1 WORK AND TRAVEL PROGRAM

**Exchange Visitor ID number**

**HOST ENTITY INFORMATION**

Host Entity Name: Sipapu Ski and Summer Resort  
 Site of Activity Address: 5224 NM-518, Vadito, NM, 87579, United States

**JOB INFORMATION**

**Job Title** Hotel/Resort Worker  
**Start date - Earliest** 2024-12-01 **Latest** 2024-12-26  
**End date - Earliest** 2025-02-28 **Latest** 2025-03-30  
**Guaranteed salary/wage per hour before deductions** 15.00 \$ per hour  
**Estimated tips** N/A  
**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	Sipapu Ski and Summer Resort
Web site	<a href="https://www.sipapu.ski/">https://www.sipapu.ski/</a>
Primary contact name	
Title	
Phone 1	
Email	

## Section 2

### DETAILED JOB INFORMATION

Site of Activity address	5224 NM-518, Vadito, NM, 87579, United States
Job Title	Hotel/Resort Worker
Special requirements	You will be assigned to one or multiple roles within the organization based on your experience, language skills and business needs.
Position details and description	<p>Hotel/Resort Worker:</p> <p>You will be assigned to one or multiple roles within the organization based on your experience, language skills and business needs.</p> <p>* Ski Rental Attendant/Rental Technician: (\$15 per hour):</p> <ul style="list-style-type: none"><li>- Provides an excellent level of service to our guests.</li><li>- Works with guests to get them skis, snowboards, boots, and other equipment needed for a day on the mountain.</li><li>- Assembles equipment.</li><li>- Helps guests find the right size of equipment.</li><li>- Assists and educates guests on proper use of equipment.</li><li>- Completes equipment maintenance.</li><li>- Manages transactions and processes cash and card payments.</li><li>- Ensures all guests complete liability form.</li><li>- Understands resort offerings and communicates them to guests.</li><li>- Completes additional duties as assigned by supervisor.</li></ul> <p>* Room Attendant (\$15 per hour):</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></ul> <p>* Ski Lift Attendant (\$15 per hour):</p> <ul style="list-style-type: none"><li>- Greet and interact with guests in a positive, friendly and professional manner.</li><li>- Learn, understand and follow the procedures, standards and techniques spelled out in the Lift Operations Training Program and other required training sessions. Operate the assigned lift safely and efficiently.</li><li>- Provide physical assistance to guests as required.</li><li>- Maintain all operational aspects of the assigned lift.</li><li>- Following all specified standard procedures for safety, mechanical, weather and emergency conditions.</li></ul>

- Maintaining all work areas in neat, clean and safe condition.
- Advising and assisting guests in a pleasant, courteous manner.
- Preparing the appropriate daily lift reports.
- Maintaining cooperative attitude with fellow employees.
- Communicating problems to your supervisor and /or lift maintenance personnel.
- Complete additional duties as assigned by supervisor.

\* Cook (\$13.50 per hour plus tips):

- Accurately and efficiently cook meats, fish, vegetables, soups and other hot food products.
- Complies consistently with company standards on portion sizes, cooking methods, quality standards and kitchen rules, recipes, policies and procedures.
- Prepares and portions food products prior to cooking.
- Handle raw meats and maintain health and safety standards
- Ensures quality of products served.
- Follows proper plate presentation and garnish set up for all dishes.
- Utilizes a wide range of kitchen tools and utensils, including but not limited to knives, grinders, broilers, ovens, grills, and fryers according the health and safety standards.
- Performs kitchen maintenance tasks such as emptying the trash and washing dishes.
- Promptly reports equipment and food quality or shortage problems to Kitchen Manager.
- Maintains a clean workstation and assists with the cleaning, sanitation, and organization of kitchen and all storage areas.
- Monitors inventory levels to ensure product availability.
- Graciously and quickly fulfills any guest request possible.
- Completes opening and closing checklists.
- Stocks and maintains sufficient levels of food products at line stations to assure a smooth service period.
- Completes additional duties as assigned by supervisor

\* Retail Associate (\$15 per hour):

- Greet and interact with Guest in a positive, friendly and professional manner.
- Answer customers' questions, and provide information on products, policies and procedures.
- Bag or wrap merchandise after purchase.
- Offer customers carry-out service at the completion of transactions.
- Compute and record totals of transactions.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Establish or identify prices of goods, services or admission, and sum bills using calculators, cash registers, or optical price scanners.
- Issue receipts, refunds, credits, or change due to customers.
- Maintain clean and orderly checkout areas.
- Monitor checkout stations to ensure that they have adequate cash available and that they are staffed appropriately.
- Process merchandise returns and exchanges.
- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Request information or assistance using paging systems.
- Resolve customer complaints.
- Sort, count, and wrap currency and coins.
- Weigh items sold by weight in order to determine prices.
- Calculate total payments received during a time period and reconcile this with total sales.
- Stock shelves, and mark prices on shelves and items.
- Complete additional duties as assigned by supervisor.

\*Admissions & Tickets (\$15 per hour):

- Provides excellent customer service by interacting courteously, answering questions accurately, and resolving complaints for customers attending events.
- Checks and scans parking tickets, admission tickets, passes, badges, and other admission items and resolves any scanning issues in a timely and courteous manner.
- Prevents the admittance of persons without tickets or credentials at ticket gate.
- Uses ticketing system to sell, print, and reissue tickets and solves customer's problems.
- Checks for availability in the system and provides customers with seating options or any information regarding their chosen show, concert, or event.
- Understands and explains ticketing policies and procedures to customers.

	<ul style="list-style-type: none"> <li>- Performs cash and credit card transactions accurately.</li> <li>- Complies with all transaction procedures and guidelines for payment transactions.</li> <li>- Follows opening and closing transactions procedures and reconciles daily transactions.</li> <li>- Distributes will-call tickets by verifying all pertinent customer information.</li> <li>- Provides hand stamps to customers who are temporarily leaving the facilities.</li> <li>- Performs other related duties as assigned or requested when needed.</li> </ul> <p>*Common Area Attendant (\$15 per hour):</p> <ul style="list-style-type: none"> <li>- Clean all common areas as directed</li> <li>- Dust and polish wooden/metal surfaces and furniture.</li> <li>- Replenish all amenities and supplies in bathrooms, closets, kitchens, and public area.</li> <li>- Empty trash and recycling.</li> <li>- Report all issues like equipment malfunctions, plumbing issues, damages to rooms, etc. to the supervisor.</li> <li>- Stock all housekeeping closets and carts with linens, amenities and supplies.</li> <li>- Clean and maintain all equipment in good condition.</li> <li>- Clean all the elevators mirrors, doors and tracks.</li> </ul> <p>You will be assigned to one or multiple roles within the organization based on your experience, language skills and business needs.</p>
Department	Hotel/Resort Worker
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 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)	Our policy follows New Mexico State law which states that employees are entitled to overtime pay equal to 1.5 times their regular rate of pay for all hours worked over 40, over the course of our 7 day pay period which runs from Saturday to Friday.
Required skills	<p>In addition to a strong command of English, this position is physically demanding and may require:</p> <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>- Must be able to read and follow a recipe unsupervised.</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/18 kg.</li> <li>- Must possess a positive attitude and work well with other team members.</li> <li>- Ability to work with chemicals.</li> <li>- Ability to walk up and down stairs, kneel, and bend frequently.</li> <li>- Good physical health.</li> </ul>
Required experience	Education or Formal Training: Minimum 1 year food service experience.

English level	Good
Supervisor	

### Section 3

#### POSITION REQUIREMENTS

Grooming	
Grooming standards	Clean, neat and professional appearance
Dress code	<ul style="list-style-type: none"> <li>- Well groomed</li> <li>- Uniform will be provided</li> <li>- Waterproof Snow Boots (participants should bring these along or buy)</li> <li>- Dark colored pants</li> </ul> <p>*If you are unable to secure work attire, we will assist you in securing your Winter clothing.</p>
Uniform provided?	Yes
Cost to Exchange Visitor	Average cost of pants and shoes, if purchased in the US \$80 - \$100
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	Only Food and Beverage employees would normally receive tips, they are put into a pool for all employees to share, it is possible housekeepers and houseman would receive tips, but not on a regular basis.
Estimated tips	N/A
Description	<p>You will be assigned to one or multiple roles within the organization based on your experience, language skills and business needs.</p> <ul style="list-style-type: none"> <li>* Guaranteed wage: \$15 per hour for Ski Rental Attendant.</li> <li>* Guaranteed wage: \$15 per hour for Room Attendant.</li> <li>* Guaranteed wage: \$15 per hour for Ski Lift Attendant.</li> </ul>

\* Guaranteed wage: \$15 per hour for Retail Associate.  
 \* Guaranteed wage: \$15 per hour for Admissions & Tickets.  
 \* Guaranteed wage: \$15 per hour for Common area Attendant.  
 \* Guaranteed wage: \$13.50 per hour plus tips for Cook position.

MUST BE AT LEAST 21 years old due to serving alcohol.

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	1 week
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	Hotel
Housing name	Taos Valley Lodge
Contact name	
Address	615 Paseo del Pueblo Sur, Taos, NM, 87571
E-mail	
Phone	

Housing cost	150.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	No
Is housing deposit payroll deducted?	No
Is deposit refundable	Yes
Deposit refund policy	No
Can housing be co-ed	No
Housing amenities	Microwave and fridge in each room Free Wi-Fi Complimentary Coffee The Espresso Bar on site (guests get a discount for purchase) Micro Market on Site Coin-op Guest Laundry on site
Distance between work site and housing	23 miles
Transportation details	Host Company will provide transportation between housing and site of activity.
Description	Lodging rooms will be assigned by the employer.  <ul style="list-style-type: none"> <li>- The rooms will have all furniture one set of sheets and towels. Students will need to buy their own toiletries (tissue/ soap/ shampoo/ body wash ect) and cleaning supplies to keep the room clean.</li> <li>- Towels and bedding provided at the start. Students required to wash the bedding and towels.</li> <li>- Each room has a microwave and fridge. We have BBQ Grills and picnic tables in an outdoor area. We provide propane. Can be used weather permitting.</li> </ul>
Number of beds per room	3 Twin beds per room
Number of bedrooms	1
Exchange Visitors per room	3
Bathrooms per property	1
Bedding and towels	Yes
Bedding and towel payment due	N/A
Kitchen facilities	Each hotel room will have a microwave and a mini refrigerator
Additional items must bring	The rooms will have all furniture one set of sheets and towels. Students will need to buy their own toiletries (tissue/ soap/ shampoo/ body wash ect) and cleaning supplies to keep the room clean.
Additional comments	- STUDENTS SIGN A MONTHLY AGREEMENT WITH RULES STUDENTS NEED TO FOLLOW NO PETS, VISITORS NEED TO CHECK IN AT THE DESK, NO SMOKING IN ROOMS, MANAGEMENT CHECKS THE ROOMS EACH WEEK TO SEE IF THEY ARE KEPT UP AND CHECK ON MAINTENANCE ISSUES ETC)  Housing is not co-ed, unless you are a couple
Housing deposit due	N/A

Housing deposit refundable	Yes
Further information on housing refund policy	N/A
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.

Closest port of entry airport	Albuquerque International Sunport
Nearest airport to site of activity	Taos Regional Airport SKX
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.</p> <p>Please add the details of your visa appointment/outcome and flight arrival information in the Participant Portal.</p> <p>If you arrive outside the preferred arrival days and time, you will be responsible for seeking accommodation with a hotel stay until transportation will be provided to housing.</p> <p>Please see the below overnight accommodation and transport information suggestions for late arrivals.</p> <p>Accommodation near Albuquerque International Sunport:</p> <p>Comfort Inn Albuquerque Airport</p> <p>Address: 1801 Yale Boulevard Southeast, Albuquerque, NM, 87106</p> <p>Cost: from \$98 per night plus tax</p> <p>UberX/Lyft: from \$10 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	
Phone number	
Preferred arrival days	Monday - Friday
Preferred arrival times	8:00 am - 18:00 pm

## Section 6



## ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	1922 5th Street, Sante Fe, NM 87505
Distance of SSO from SOA	63.3 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	<ul style="list-style-type: none"><li>- Assistance will be provided as needed</li><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

- Carlsbad Caverns National Park - High Noon Restaurant and Saloon - TinkerTown - Eldora Craft Chocolate - Museum of International Folk Art
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