

J-1 WORK AND TRAVEL PROGRAM

Exchange Visitor ID number

HOST ENTITY INFORMATION

Host Entity Name: Steele Hill Resort
 Site of Activity Address: 516 STEELE HILL RD, SANBORNTON, NH, 03269, United States

JOB INFORMATION

Job Title Hotel/Resort Worker
Start date - Earliest 2024-10-01 **Latest** 2024-12-20
End date - Earliest 2025-02-01 **Latest** 2025-03-15
Guaranteed salary/wage per hour before deductions 12.50 \$ per hour
Estimated tips N/A
Average hours per week 40
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	Steele Hill Resort
Description	<p>Steele Hill Resorts, perched on top of Steele Hill in the heart of New Hampshire's Lakes Region, offers stunning views of Lake Winnepesaukee and Lake Winnisquam framed by the White Mountains.</p> <p>Set amongst 500 acres of unspoiled fields and hardwood forests, guests enjoy a 9-hole executive golf course, snowmobile trails, snowshoeing, and hiking trails, and fishing in our private pond. Magnificent year-round swimming pools and hot tubs in a plant-filled conservatory are the centerpiece of The Amenities Center. Other guest privileges include additional indoor and outdoor pools, tennis and racquetball courts, exercise rooms, roman spa, whirlpools, sauna and an enclosed observation tower.</p>

	There is also the Resorts' full service restaurant, the Hilltop, and the adjacent fully-licensed lounge where the scenic vista can be enjoyed. The nearby lakes and mountains of New Hampshire offer ample opportunity for year round recreation and scenic drives.
Web site	http://www.steelehillresorts.com
Primary contact name	
Title	
Department	
Phone 1	
Email	

Section 2

DETAILED JOB INFORMATION

Site of Activity address	516 STEELE HILL RD, SANBORNTON, NH, 03269, United States
Job Title	Hotel/Resort Worker
Position details and description	<p>** Positions will be assigned</p> <p>Front Desk:</p> <ul style="list-style-type: none"> - Perform all check-in and check-out tasks. - Manage online and phone reservations. - Inform customers about payment methods and verify their credit card data. - Register guests collecting necessary information (like contact details and exact dates of their stay). - Welcome guests upon their arrival and assign rooms. - Provide information about our hotel, available rooms, rates and amenities. - Respond to clients' complaints in a timely and professional manner. - Liaise with our housekeeping staff to ensure all rooms are clean, tidy and fully-furnished to accommodate guests' needs. - Confirm group reservations and arrange personalized services for VIP customers and event attendees, like wedding guests. - Upsell additional facilities and services, when appropriate. - Maintain updated records of bookings and payments. <p>Pool Attendant:</p> <ul style="list-style-type: none"> - Greet all guests and create a hospitable atmosphere. - Oversee the guest experience in the indoor and outdoor pools – ability to work in heat and high humidity is essential - Maintain pool chemical and cleaning logs. - Maintain a safe and clean facility and enforce all appropriate safety rules. - Must have a comprehensive knowledge of the English language to effectively communicate with guests, associates, and vendors. <p>Groundskeeper:</p> <ul style="list-style-type: none"> - 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.
- Cuts and removes trees as needed.
- Applies fertilizer, pesticides, and herbicides as directed.
- Completes snow removal tasks such as shoveling sidewalks, steps, and doorways as needed during winter months.
- Operates snowblower or snowplow to clear roads, driveways, and parking lots.
- Performs routine maintenance on power equipment.
- Performs other related duties as assigned.

Room Attendant:

- 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.

Houseman:

- Cleans rugs, carpets and upholstered furniture using a vacuum cleaner, broom and carpet shampoo machine.
- Cleans rooms, hallways and restrooms.
- Washes walls and ceiling, moves furniture and turn mattress.
- Sweeps, mops, scrubs, waxes. vacuums and polishes floor.
- Dusts and polishes metalwork.
- Collects soiled linen for laundering from housekeeping carts.
- Assists in keeping the lobby area clean, neat and free of debris and trash as needed.
- Receives linen supplies from laundry and stocks linen closets on guest floors in a neat organized manner.
- Maintains housekeeping carts and stocks supplies.
- Strips soiled linen from beds when asked to help housekeepers.
- Removes trash collected by room attendants.
- Walks all assigned floors at beginning, throughout the day and end of shift to collect trash, soiled linen and other items as assigned by management.
- Transports clean linen to the housekeeping storage rooms on the floors and refills the par stock of linen on each floor.
- Refills the par stock of guest amenities and supplies on each housekeeping storage area.
- Helps the room attendants with heavy lifting and special cleaning projects as directed.
- Cleans all public areas in the prescribed manner while following department standard operating procedures.
- Removes soiled linen and trash from the pool side and other service areas and takes to appropriate locations in the prescribed manner.
- Assists housekeeping with placing bed boards, roll-ways beds, extra bed etc. in appropriate fashion per standard operating procedures.
- Reports missing / found articles, damage or merchandise problems to the housekeeping supervisor and managers.
- Responds at all times in a friendly, helpful manner to guests and other colleagues.
- Handles any tasks assigned by the supervisors as and when needed.

Dishwasher:

- Wash dishes, glassware, flatware, pots, and/or pans using dishwashers or by hand.
- Place clean dishes, utensils, and cooking equipment in storage areas.
- Maintain kitchen work areas, equipment, and utensils in clean and orderly condition.
- Stock supplies such as food and utensils in serving stations, cupboards, refrigerators,

and salad bars.

- Sweep and scrub floors.
- Handle chemicals used for cleaning as well as washing dishes using gloves when necessary.
- Clean garbage cans with water or steam.
- Sort and remove trash, placing it in designated pickup areas.
- Clean and prepare various foods for cooking or serving.
- Set up banquet tables and dining areas.
- Transfer supplies and equipment between storage and work areas, by hand or using hand trucks.

Prep Cook:

- 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 to 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 work station and assists with the cleaning, sanitation, and organization of kitchen and all storage areas.
- Monitors inventory levels to ensure product availability.

Server (\$8.00 per hour plus tips):

- Knows all specials on a shift-by-shift basis as well as all liquor, beer, and wine products and all menu items and desserts.
- Present menu, answer questions, and make suggestions regarding food and service.
- Write order on check and relay customer's order to kitchen to be filled.
- Place food servings on plates and trays according to orders or instructions.
- Garnishes and decorates dishes prior to serving and is the last quality check on food.
- Monitor food distribution, ensuring that orders are delivered to the correct recipients.
- Ladles soup, tosses salads, portions pies and desserts, brews coffee, and performs other services as determined by establishment's size and practices.
- Observes diners to respond to any additional requests and determines when meal has been completed.
- Totals bill and accepts payment.
- Pre-bus (clean) other tables as well as your own, including dirty plates, glassware, condiments, trash, ashtrays, and flatware.
- Stock service stations with items such as ice, napkins, and straws.

Host/Hostess:

- Monitors the open dining sections of the restaurant for empty and cleaned tables.
- Escorts the guests to the dining room.
- Estimates wait times for guests and monitoring the guest waiting list.
- Ensures that the needs of the guests are met while they are waiting.
- Keeps dining room occupancy chart current.
- Answers the telephone.
- Books reservations.
- Assist wait staff as needed, taking initial drink orders, moving tables together, etc.
- Inspect assigned restrooms and clean as needed.
- Complete additional duties as assigned by supervisor.

Banquet Set-Up:

- Set up, restock, and tear down buffets.
- Ensure buffet items are maintained at proper temperature and freshness; confer with appropriate personnel if temperature/freshness is outside established guidelines, and act as directed.
- Clear and set dining room tables; serve water, coffee, and other beverages; provide menu item information and recommendations.
- Check customer identification to verify age requirements for alcohol purchases.

	<ul style="list-style-type: none"> - Notify supervisor of customers appearing visibly intoxicated. - Keep condiment containers cleaned and filled. - Maintain side work areas in a stocked, clean, and orderly condition. - Gather, prioritize, set up, and deliver room service menu orders. - Collect trays and dishes from guest rooms, separate dishes, glasses, silverware, etc. - Maintain dining area in a clean and orderly condition. - Dust and polish furniture and fixtures; dry and polish silverware; ensure all dishware, glassware, serving and dining utensils, chafing dishes, linens, etc. are properly cleaned prior to service; perform other cleaning tasks as assigned - Report unusual conditions to supervisor or individual in charge of dining area <p>Banquet Captain:</p> <ul style="list-style-type: none"> - Welcoming guests upon their arrival and assisting them with their seating arrangements. - Assisting managers and organizers with planning the layout and logistics of events. - Setting up and managing staff shifts and timetables. - Developing and providing staff with the necessary training, including customer service and serving etiquette. - Managing the setup of events. - Running the floor and coordinating the food and drink service by liaising with the kitchen and service staff. - Monitoring the inventory of supplies, equipment, and furniture. - Tending to guests' requests, questions, and complaints. - Ensuring that the venue and facilities remain neat and clean. - Ensuring that all applicable safety regulations are communicated and adhered to.
Department	Hotel
<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>	\$12.50
Is Overtime available	Yes
Overtime wage (if applicable)	1.5 x Hourly Rate , but it is NOT guaranteed and only over 40 hours per work week.
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"> - Good physical health - Ability to walk up and down stairs, kneel and bend frequently - Work with chemicals - Must be physically able to operate power equipment. - Must be able to work in a variety of weather conditions. - Ability to operate various types of power equipment including lawnmowers, trimmers, hedge trimmers, leaf blowers, and other landscaping equipment. - Ability to accept constructive criticism, especially when under pressure. - Strong basic math skills with the ability to operate a cash register or POS system - Must be able to read and follow a recipe unsupervised. - Must possess a positive attitude and work well with other team members. - Lift up to 40lbs/18kg - Strong attention to detail and efficiency - Maintain grooming standards

	- Positive attitude
English level	Excellent
Supervisor	

Section 3

POSITION REQUIREMENTS

Grooming	
Grooming standards	Nicely groomed, uniforms are provided
Dress code	<ul style="list-style-type: none"> - All participants should bring along black pants/slacks (no ripped jeans, yoga pants or leggings) and black closed toed shoes. - Uniforms provided for Housekeepers. - Casual for dishwasher, - White button down shirt and black pants for host/hostess and busser.
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	If Requested
Description of drug screening policy	Possession or consumption of alcohol, illegal drugs and unlawfully used prescription medication while on duty or being under the influence of the same. The Company reserves the right to randomly drug test.
Will Exchange Visitors incur a cost for screening	No
Payment	
Payment schedule	bi_weekly
Allowances, bonuses, and/or incentives	None
Estimated tips	N/A
Description	Guaranteed wage for the Server positions: \$8.00 per hour plus tips
Training / Orientation	
Host Entity provides training/orientation	Yes – On site
Description	Training with other employees as needed
Will Exchange Visitors be paid during training/orientation	Yes

Length of training/orientation	3 - 4 days or as needed
Will Exchange Visitors incur a cost for training/orientation	No
Cost to participant	None
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	Steele Hill Resort
Contact name	
Address	516 Steele Hill Rd, Sanbornton, NH, 03269
E-mail	
Phone	
Web Address	http://www.steelehillresorts.com
How often is rent due?	Per day
Is weekly cost/rent payroll deducted?	No
Is housing deposit payroll deducted?	No
Housing fees - additional comments	Housing provided at no cost
Is deposit refundable	Yes

Can housing be co-ed	Yes
Housing amenities	Furniture, cooking facilities, internet, use of resort amenities
Distance between work site and housing	On-site
Description	<p>Located on property of work site in one of main buildings.</p> <p>Furniture, cooking facilities, internet, use of resort amenities</p> <p>5 minutes distance super market.</p> <p>All J2 participants must receive permission from the host entity prior to bringing J2s over. This is because your housing is provided for you as the J1, but not necessarily your J2 dependents.</p>
Exchange Visitors per property	12
Exchange Visitors per room	2
Bathrooms per property	2
Bedding and towels	Yes
Kitchen facilities	Furniture and cooking facilities
Additional items must bring	additional linens if wanted.
Additional comments	<p>Participants will have cleaning schedule to help you work with roommates and make sure dorm stays clean. To be explained upon arrival.</p> <p>All J2 participants must receive permission from the host entity prior to bringing J2s over. This is because your housing is provided for you as the J1, but not necessarily your J2 dependents.</p>
Included in cost	Utilities
Housing deposit refundable	Yes
Lease required	No
Fees additional comments	Housing provided at no cost

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	Boston Logan International Airport (BOS)
Nearest airport to site of activity	Manchester- Boston Regional Airport (MHT)
Airport/bus/train pickup provided	No
General arrival instructions	Please email the details of your flight itinerary at least two (2) weeks prior to your arrival in the US.

Please add the details of your visa appointment/outcome and flight arrival information in the Participant Portal.

If you are flying into Boston Logan International Airport (BOS): Reserve a bus from Boston, MA (Airport) to Tilton, NH where we will have an employee pick you. You can reserve a bus ticket on one of the following websites: <https://concordcoachlines.com/> or <https://www.wanderu.com/en/home>

If you are flying into Manchester- Boston Regional Airport (MHT)- please contact the employer to arrange pick-up.

Transportation Arrival Instructions:
You need to send your flight information and bus ticket information to the employer so they know when to pick you up at the bus station in Tilton, NH.

GeoVisions Arrival Check-In:
After arriving in the USA, you have up to 3 days to complete your arrival check-in (<https://geovisions.hanovercrm.com>)
Arrival I-94 Form:
After arriving and going through U.S. Customs you need to go online to complete your I-94 Form. (<https://i94.cbp.dhs.gov/i94/>)
Social Security Number:
Please wait 10 days after you complete you Arrival Check-in. (go HERE to find the closest social security office)

GeoVisions Emergency Information:
Office Hours: 8:30 AM EST – 4:30 PM EST
Office Phone Number: 603-363-8248
24-HOUR EMERGENCY SUPPORT LINE: 1-888-830-9455
support@geovisions.com
www.geovisions.com

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 – 8:00 PM

Section 6

ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	70 Commercial St. Ste. 100, Concord, New Hampshire 03301
Distance of SSO from SOA	29.3 miles / 37 minutes
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"> - Employer will wait for majority of participants to arrive or will take participants in groups to Social Security Office. - 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

Movie Theater
Local games and recreational activities
Outdoor activities/ sports
Local events and holidays