

J-1 WORK AND TRAVEL PROGRAM

Exchange Visitor ID number

HOST ENTITY INFORMATION

Host Entity Name: Woodstock Inn Station and Brewery
 Site of Activity Address: 135 Main St, North Woodstock, NH, 03262, United States

JOB INFORMATION

Job Title Prep Cook
Start date - Earliest 2024-12-01 **Latest** 2024-12-15
End date - Earliest 2025-03-15 **Latest** 2025-03-30
Guaranteed salary/wage per hour before deductions 16.00 \$ 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	Woodstock Inn Station and Brewery
Description	The Woodstock Inn Brewery is one of New Hampshire’s most visited country inns. The Inn’s gracious and relaxed setting centers around 40 uniquely styled and cozy rooms and suites, located across 6 buildings on the property. All of our lodging options offer the comforts of home, including cable, free Wi-Fi access, air-conditioning and more. Many offer Whirlpool tubs and gas fireplaces. Includes free use of off-property indoor pool and health club.
Web site	www.woodstockinnnh.com
Primary contact name	

Title	
Phone 1	
Email	

Section 2

DETAILED JOB INFORMATION

Site of Activity address	135 Main St, North Woodstock, NH, 03262, United States
Job Title	Prep Cook
Position details and description	<p>Prep Cook:</p> <p>Prep Cooks are responsible to assist in the preparation of meals by chopping vegetables, making salads, and putting together entrees.</p> <p>Job Duties and Responsibilities:</p> <ul style="list-style-type: none"> - 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 work station 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
Department	Prep Cook
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 varies between 6:00 am - 11:00 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	\$16.00

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	Yes
Overtime wage (if applicable)	1.5 X Normal rate. Overtime is offered but not guaranteed.
Required skills	<ul style="list-style-type: none"> - Ability to receive direction and perform responsibilities in a fast paced environment. - Ability to accept constructive criticism, especially when under pressure. - Must be able to read and follow a recipe unsupervised. - Standing and constant moving for long periods of time (up to 8 hours per shift). - Frequent bending and stooping. - Lifting up to 40lbs/11 kg. - Must possess a positive attitude and work well with other team members. - Experience preferred but not required.
English level	Good
Supervisor	

Section 3

POSITION REQUIREMENTS

Grooming	
Grooming standards	Must be clean, no body odour, hair kept clean
Dress code	Uniform shirts are provided, but participants must provide their own black pants and black, closed-toed non slip shoes.
Uniform provided?	Yes
Cost to Exchange Visitor	Average cost of pants and shoes, if purchased in the US \$50 - \$80
When is uniform fee due	N/A
Screening	
Host Entity will require a drug test	No
Host Entity will provide the drug test	No
Description of drug screening policy	None
Will Exchange Visitors incur a cost for screening	No
Cost to Exchange Visitors (if applicable)	None
When is screening fee due	None
Payment	
Payment schedule	bi_weekly
Estimated tips	N/A

Training / Orientation	
Host Entity provides training/orientation	Yes
Description	On job training
Will Exchange Visitors be paid during training/orientation	Yes
Length of training/orientation	3-7 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	Any
Housing type	Apartment
Housing name	Woodstock Inn - 27 Main Street
Contact name	
Address	29 Main Street, Lincoln, NH, 03251
E-mail	
Phone	
Web Address	https://www.woodstockinnbrewery.com
Housing cost	125.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	Yes
Housing deposit	100.0

Is housing deposit payroll deducted?	No
Is deposit refundable	Yes
Deposit refund policy	Yes
Can housing be co-ed	Yes
Housing amenities	N/A
Distance between work site and housing	0.2 Miles
Description	Apartments (Semi-furnished apartment)
Number of beds per room	3
Number of bedrooms	3
Exchange Visitors per property	9
Exchange Visitors per room	3
Bathrooms per property	2
Bedding and towels	No
Bedding and towel payment due	Not Provided, must bring or purchase your own sheets and towels
Kitchen facilities	Yes; cooking utensils, pots/pans, dishes, and/or glasses provided
Additional items must bring	No, must bring or purchase your own sheets and towels (linens)
Included in cost	Rent and utilities; internet
Additional items included in cost	Bed, Kitchen Table, Cooking facility,
Administration fee due	N/A
Housing deposit due	Upon Arrival
Housing deposit refundable	Yes
Further information on housing refund policy	Housing must be left in same condition as when moved in, stay from start date until end date as listed on DS-2019 form.
Lease required	No
Further information on length of lease	Start and end date of DS-2019

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	Boston Logan International Airport (BOS)
Airport/bus/train pickup provided	Yes
General arrival instructions	<p>Employer may be able to meet participant at bus station in Woodstock if provided with notice before arrival. Please send your information 2 weeks before arrival date.</p> <p>Please add the details of your visa appointment/outcome and flight arrival information in the Participant Portal.</p> <p>Reservations are recommended for all hotels, hostels, buses and trains that you may need to take.</p> <p>You can meet the employer at the Concord Coach bus station in Woodstock. You need to check with the bus schedule. (https://concordcoachlines.com/)</p> <p>As soon as you make your travel arrangements, please email them to your overseas agent and your employer.</p> <p>Please see the below overnight suggestions for arrival outside of preferred arrival days and times:</p> <p>Accommodation:</p> <p>Rodeway Inn Logan International Airport</p> <p>Address: 309 American Legion Highway, Route 60 West, Revere, MA, 02151</p> <p>Contact: (781) 241-4714</p> <p>Cost: from \$175 per night</p> <p>Cost of Uber: from \$15 per trip</p> <p>Please note that 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	Company
Phone number	
Preferred arrival days	Monday - Friday
Preferred arrival times	8:00 am - 5:00 pm

Section 6

ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	177 Main St, Littleton, NH 03561, USA
Distance of SSO from SOA	23.3miles

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

Section 7

POTENTIAL CULTURAL ACTIVITIES

Theater
Shopping
Ice Castles
Karaoke Night on site each Tuesday night