



J-1 WORK AND TRAVEL PROGRAM

JOB OFFER AGREEMENT FORM

Exchange Visitor ID number

HOST ENTITY INFORMATION

Host Entity Name: Diverse Concepts - Mellow Mushroom - Pigeon Forge - TN
Site of Activity Address: 2485 Parkway,, Pigeon Forge, TN, 37863, United States

JOB INFORMATION

Job Title Server

Start date - Earliest 05 May 2024 **Latest** 24 June 2024

End date - Earliest 25 August 2024 **Latest** 30 September 2024

Guaranteed salary/wage per hour before deductions 2.13 \$ per hour

Estimated tips Host Company will monitor and adjust any shortfall, for a tipped employee that falls below minimum wage and will pay the amount needed to bring to employee to minimum wage.

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	Diverse Concepts - Mellow Mushroom - Pigeon Forge - TN
Description	C138502802
Web site	https://mellowmushroom.com/location/tn-pigeon-forge-2485-parkway-37863/
Primary contact name	Marty Armbruster
Title	Director of Human Resources

Phone 1	(865) 584-4245
Email	Marmbrester@dclfood.com

Section 2

DETAILED JOB INFORMATION

Site of Activity address	2485 Parkway,, Pigeon Forge, TN, 37863, United States
Job Title	Server
Special requirements	Housing is tied to this placement. Should participant be dismissed from placement housing will be terminated immediately.
Position details and description	<p>Server</p> <p>Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none"> - 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. - Clean and sterilize dishes, kitchen utensils, equipment, and facilities. - Assists the hosts at the door and with seating when you are not busy. - Check the IDs of customers to verify that they are of legal drinking age. - Maintain proper grooming and uniform standards - Follows the safety rules provided in the Safety Program found in the employee Orientation - Manual and reports any safety hazards to management immediately. - Complete additional duties as assigned by supervisor
Department	Server
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 06:00am to 22:00pm</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	\$2.13

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	In addition to a strong command of English, this position is physically demanding and may require: - Ability to receive direction and perform responsibilities in a fast paced environment - Standing and constant moving for long periods of time (up to 8 hours per shift) - Frequent bending and stooping , lifting up to 25lbs/11 kg - Strong basic math skills with the ability to operate a cash register or POS system - Positive team player - Serving experience preferred but not required.
English level	Excellent
Supervisor	Marty Ambrester

Section 3

POSITION REQUIREMENTS

Grooming	
Grooming standards	Clean, neat and professional appearance.
Dress code	<p>Dress Code</p> <p>Your pride in both yourself and as a representative is reflected in your appearance and the image you create. We feel our business image is important and request that our employees maintain standards of dress and appearance appropriate to the organization as a whole and your individual position responsibilities. Dress, grooming, personal cleanliness and professional behavior standards contribute to the professional image we present to our customers and visitors. Therefore, while performing duties for our organization employees are expected to dress in attire appropriate to the business environment and to behave in a professional and businesslike manner at all times to best represent our business.</p> <p>Hair/Facial Hair</p> <p>Hair and fingernails must be clean and styled so as not to create undue attention. Men's hair should not extend below the collar and must be kept neat and trimmed. Facial hair is acceptable (beards, mustaches, goatees) when clean and neatly trimmed to ½ inch from the face. Mustaches should not extend below the corner of the lips. Sideburns must not extend below the halfway point of the ear.</p> <p>Tattoos and Jewelry</p> <p>We expect all employees to exercise appropriate judgment with regard to personal appearance, dress and grooming to be most effective in the performance of their workplace duties. We recognize that personal appearance is an important element of self-expression and strives not to control or dictate appropriate employee appearance, specifically with regard to jewelry or tattoos worn as a matter of personal choice. In keeping with this approach we allow reasonable self-expression through personal appearance, unless a) it conflicts with an employee's ability to perform his or her position effectively or with his or her specific work environment, or b) it is regarded as offensive or harassing toward co-workers or others with whom Company conducts business.</p> <p>Employees are permitted to wear jewelry or to display tattoos at the workplace within the following guidelines. Factors that management will consider to determine whether jewelry or tattoos may pose a conflict with the employee's job or work environment include:</p> <ul style="list-style-type: none"> • Personal safety of self or others, or damage to company property. • Productivity or performance expectations

	<ul style="list-style-type: none"> • Offensiveness to co-workers, customers, vendors or others in the workplace based on racial, sexual, religious, ethnic or other characteristics or attributes of a sensitive or legally protected nature. • Corporate or societal norms. • Customer complaints. <p>If the Director of Operations determines an employee's jewelry or tattoos may present such a conflict, the employee will be encouraged to identify appropriate options, such as removal of excess or offensive jewelry, covering of tattoos, transfer to an alternative position or other reasonable means to resolve the conflict.</p> <p>All clothing must be clean/unwrinkled. Hair must be clean and neatly styled. Hair shoulder length or longer must be pulled back while in food service areas.</p> <p>Uniform shirt \$15.00 Bib Apron \$5.00</p> <p>Deducted from first paycheck. Any additional shirts or aprons can be purchased and paid for through paycheck deductions or with cash. Shoes, pants, under shirts, belt and socks are purchased separately on your own.</p> <p>Uniform shirt tucked in with white under shirt, black slacks/pants without pockets, black belt, apron, black socks, black non slip shoes, name tag.</p>
Uniform provided?	Yes
Cost to Exchange Visitor	Uniform shirt \$15.00 Bib Apron \$5.00
When is uniform fee due	Deducted from first 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	N/A
Estimated tips	Host Company will monitor and adjust any shortfall, for a tipped employee that falls below minimum wage and will pay the amount needed to bring to employee to minimum wage.
Description	<ul style="list-style-type: none"> - Guaranteed wage: \$2.13 per hour + tips. - Host Company will monitor and adjust any shortfall, for a tipped employee that falls below minimum wage and will pay the amount needed to bring to employee to minimum wage.
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 - 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.

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	Park Tower Inn
Contact name	Larry Ryan
Address	201 Sharon Dr, Pigeon Forge, TN, 37863
E-mail	larry@legacyhotelsmanagement.com
Phone	865 453 8605
Web Address	www.parktowerinnpigeonforge.com
Housing cost	135.0
Is weekly cost/rent payroll deducted?	No

Housing deposit	335.0
Is housing deposit payroll deducted?	No
Is deposit refundable	Yes
Can housing be co-ed	No
Distance between work site and housing	Will vary based on Site of Activity
Description	<p>The Park Tower Inn is a quaint hotel located in downtown Pigeon Forge, TN. It is just a short drive to all the area attractions. Let the rolling mountains be the perfect backdrop for your next quiet vacation or peaceful getaway.</p> <p>The Park Tower Inn is located right in downtown Pigeon Forge, within walking distance of 70 premiere attractions and spectacular entertainment.</p>
Number of beds per room	4
Number of bedrooms	1
Exchange Visitors per property	4
Bathrooms per property	1
Bedding and towels	Yes
Kitchen facilities	<ul style="list-style-type: none"> - Refrigerator and microwave included. - Property also has a on-site kitchen.
Additional comments	<ul style="list-style-type: none"> - Type of Beds: Twin Bunk Beds - Quiet Hours: Unless noted differently by housing provider, generally quiet hours are 22:00 pm to 8:00 am Sunday - Saturday. Smoking, hosting parties and events and pets are NOT allowed, and violations may include a fee or fine from the management of the property. Possible eviction and forfeiture/return of the security/housing deposit are at the property's discretion. All violations will be documented. - Visitor Policy: Review your housing agreement to confirm if guests are or not allowed in your housing. No overnight guests.
Included in cost	<p>Amenities provided by property: Bed, linens, Cable TV, Table and chairs, refrigerator and microwave. There is also a community swimming pool.</p> <p>Utilities provided by property: Electricity, Water, Sewer, Cable and Wi-Fi.</p>
Additional items included in cost	First week rent amount (\$135) is due upon arrival + \$200 refundable housing deposit.
Housing deposit due	<ul style="list-style-type: none"> - Weekly Rent Amount: \$135 (1st week due upon arrival) - Security Deposit: \$200 due upon arrival (refundable after departure inspection and if lease is not broken).
Housing deposit refundable	Yes
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	Knoxville McGhee Tyson Airport
Nearest airport to site of activity	Knoxville McGhee Tyson Airport
Airport/bus/train pickup provided	No
General arrival instructions	<p>Please email the details of your flight arrival information to Marty Armbruster at Marmbrester@dclfood.com at least two (2) weeks prior to your arrival.</p> <p>Please input the details of your visa appointment/outcome and flight arrival information in the Participant Portal.</p> <p>Should you arrive in the US outside of the preferred arrival times, please see the below for the closest hotel for an overnight stay.</p> <p>McGhee Tyson Airport Closest Hotel: La Quinta Inn & Suites by Wyndham Knoxville Airport 126 Cusick Rd, Alcoa, TN 37701 From \$95 per night</p> <p>Cost of Transport - Approximately \$10 - \$15 per ride (four people sharing) Service provider: Uber/Lyft</p> <p>** prices are subject to change</p>
Should Exchange Visitors contact Host Entity before arrival	Yes
Upon arrival, Exchange Visitors should report	Host Company/Housing
Phone number	865-286-0700
Preferred arrival days	Monday-Friday
Preferred arrival times	8:00am -6:00pm

Section 6

ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	Social Security Administration, 9031 Cross Park Dr, Knoxville, TN 37923, United States
Distance of SSO from SOA	42.9 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	Yes
Other Social Security assistance provided	<ul style="list-style-type: none"> - 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

Speedzone Fun Center, TopJump Trampoline Park, Moonshine Mountain Coaster, 7D Dark Ride Adventure, Rocky Top Mountain Coaster.