

J-1 WORK AND TRAVEL PROGRAM
JOB OFFER AGREEMENT FORM

Exchange Visitor ID number

HOST ENTITY INFORMATION

Host Entity Name: Diverse Concepts - Timberwood Grill
Site of Activity Address: 131 The Island Drive Suite 1101, Pigeon Forge, TN, 37863, United States

JOB INFORMATION

Job Title Restaurant Attendant (Back of House)
Start date - Earliest 2025-05-24 **Latest** 2025-06-15
End date - Earliest 2025-08-20 **Latest** 2025-09-30
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	Diverse Concepts - Timberwood Grill
Primary contact name	Joie Lacourse
Title	Human Resources Manager
Phone 1	865-286-0700

Email	Jlcourse@dclfood.com
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Section 2

DETAILED JOB INFORMATION

Site of Activity address	131 The Island Drive Suite 1101, Pigeon Forge, TN, 37863, United States
Job Title	Restaurant Attendant (Back of House)
Special requirements	Housing is tied to this placement. Should participant be dismissed from placement housing will be terminated immediately.
Position details and description	<p>Dishwasher:</p> <p>Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none"> - 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. - Complete additional duties as assigned by supervisor.
Department	Dishwasher
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 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)	Overtime may be available, but not guaranteed. Any hours worked over 40 for the week are OT and paid at time and 1/2. (or, for servers time + 1/2 of min wage)
Required skills	In addition to a good command of English, this position is physically demanding and

	requires: - 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. - Ability to operate certain machinery as needed. - Positive, team player.
Required experience	N/A
English level	Good
Supervisor	Paula Perham

Section 3

POSITION REQUIREMENTS

Grooming	
Grooming standards	Clean, neat and professional appearance.
Dress code	<p>Dress Code 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 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 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. 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 • 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	N/A
Description	N/A
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	Dormitory
Housing name	International Residence Hall - Pigeon Forge, TN
Contact name	Brandon Boone
Address	2955 Veterans Blvd, Pigeon Forge, TN, 37863
E-mail	pf@irjliving.com
Phone	865-685-8657
Web Address	https://irhliving.com/irh-locations/irh-pigeon-forge-tn/
Housing cost	140.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	No
Housing deposit	200.0
Is housing deposit payroll deducted?	No
Housing fees - additional comments	Please contact Host Company for further details
Is deposit refundable	Yes

Deposit refund policy	Yes
Can housing be co-ed	No
Is renters insurance required	No
Housing amenities	Please contact Host Company for further details
Distance between work site and housing	Varies based on site of activity
Transportation details	https://cityofpigeonforge.com/trolley.aspx
Description	<p>International Residence Hall Pigeon Forge has three connected dormitory-style buildings with everything that a summer intern, J-1 student, or H2B employee short-term could need during their stay. Each room features 2 sets of bunk beds (4 beds total), 4 wardrobes, 2 sinks, bathroom, shower, microwave, fridge and table with chairs. Community amenities include large kitchen and dining areas, recreational rooms with ping pong, gaming stations, and much more.</p> <p>Rent is paid weekly and can be paid through our portal or in cash at the front desk.</p>
Number of beds per room	4
Number of bedrooms	1
Exchange Visitors per property	4
Exchange Visitors per room	4
Bathrooms per property	1
Bedding and towels	Yes
Bedding and towel payment due	N/A
Kitchen facilities	KITCHEN & DINING: Each floor features a large community kitchen and dining area for you to make your favorite dishes and visit with friends.
Additional items must bring	<ul style="list-style-type: none"> - Pots and Pans (for the community kitchens) - Toilet paper - Plates, bowls, utensils, etc. - All of your personal items
Additional comments	<p>What is provided:</p> <p>SHARED AMENITIES (Essential Linens):</p> <ul style="list-style-type: none"> - 1 Pillow and 1 Pillowcase - 1 Fitted Sheet - 1 Flat Sheet - 1 Blanket - 1 Bath Towel - 16 hangers for each wardrobe - Key fob for accessing the building and your assigned room <p>Other Amenities</p> <ul style="list-style-type: none"> - Each guest will pay a minimal, one-time fee when they move in. After that, laundry machines will be available for unlimited use 24/7 - Community Room for hanging out, watching soccer games, etc. - Gaming stations - Community kitchens for preparing your own food and dining tables to dine with friends <p>Rent: \$560 per month. Students are responsible for payment directly to the</p>

	International Residence Hall.
Included in cost	<p>IN-UNIT BATHROOM & SHOWER: Each unit has a shower and bathroom with separate doors for your convenience.</p> <p>SECURE LOCKERS: Secure your personal belongings in your own personal large locker located in your room.</p> <p>IN-UNIT AC AND HEAT: Temperature control in each unit to keep guests at a comfortable temperature all year round.</p> <p>COMMUNITY AREA: Each floor has a gathering space for residents to hang out and watch tv.</p> <p>LAUNDRY INCLUDED: Same floor washers & dryers for easy access.</p>
Additional items included in cost	Please contact Host Company for further details
Administration fee	100.0
Administration fee due	Time of arrival
Housing deposit due	<p>Due at time of arrival to International Residence Hall:</p> <ul style="list-style-type: none"> - \$50 laundry fee - \$100 admin fee - \$140 first week of rent - \$200 Security Deposit
Housing deposit refundable	Yes
Further information on housing refund policy	<ul style="list-style-type: none"> - \$200 Security deposit is refundable. - Housing should be left in a good condition and clean. - Lease agreement will provide further details on refund policy. - Housing deposit will be refunded if housing is left undamaged and in the same condition upon arrival. Must pass housing inspection. - Employee must be in good standing. - Employee must work until the end date of their DS-2019 form. - Must provide Host Company with Social Security information. - Copy of DS 2019 Form must be submitted to your Host Company.
Lease required	Yes
Length of lease	4 Months
Further information on length of lease	Leases are created to accommodate your length of stay.
Fees additional comments	Please contact Host Company for further details

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	Nashville International Airport
Nearest airport to site of activity	TYS - 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 Marmbruster@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>Contact World Harvest Ministries to see if pickup is available</p> <p>Check in to housing, check in with sponsor, attend orientation, go to job location for schedule, go to bank to obtain bank account more detailed instructions provided after job offer acceptance.</p> <p>For those arriving outside the preferred arrival times, please see the below for transport information and overnight accommodation.</p> <p>Nashville International Airport: Country Inn & Suites by Radisson Nashville Airport TN (Average at \$95 Per/night) https://www.choicehotels.com/tennessee/nashville/country-inn-suites-hotels/tn292?mc=llgoxxpx Contact: +16152295020</p> <p>Taxi Cab: GO LIVERY Black Car Airport Transportation Service https://www.golivery.com/ Contact: +16152008079</p> <p>TYS - McGhee Tyson Airport: Quality Inn Alcoa Knoxville (Average at \$95 Per/Night) https://www.choicehotels.com/tennessee/alcoa/quality-inn-hotels/tn663?mc=llgoxxpx Contact: +18652382682</p> <p>Taxi Cab: 1-N-Only Airport Taxi services https://1nonlytaxi.com/ Contact: +18657408026</p> <p>*Prices are subjected to change, please contact hotels and Taxi cab to to confirm cost.</p>
Should Exchange Visitors contact Host Entity before arrival	Yes
Upon arrival, Exchange Visitors should report	Check in at Housing before checking in with Marty Armbruster
Phone number	865-286-0700
Preferred arrival days	Monday - Friday
Preferred arrival times	Housing prefers check in by 16:00

Section 6

ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	9031 Cross Park Dr, Knoxville, TN 37923
Distance of SSO from SOA	36.7 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"> - 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

Dollywood, hiking, titanic museum, roller coasters, shows



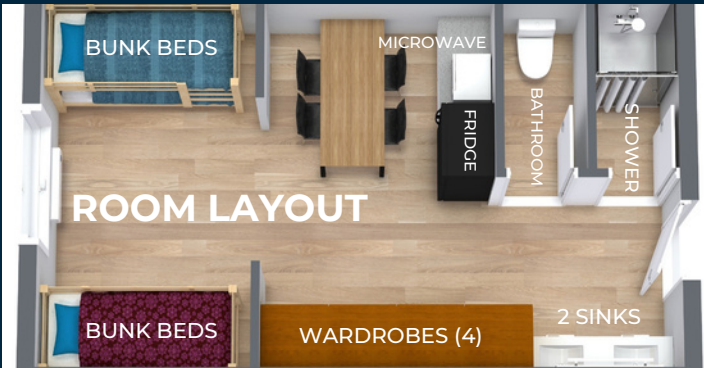
INTERNATIONAL
RESIDENCE HALL

PIGEON FORGE TENNESSEE



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- \$ 100 ONE-TIME ADMIN FEE
- \$ 140 FIRST WEEK OF RENT

\$490 DUE UPON ARRIVAL

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