

**J-1 WORK AND TRAVEL PROGRAM  
JOB OFFER AGREEMENT FORM**

**Exchange Visitor ID number**

**HOST ENTITY INFORMATION**

Host Entity Name: North Coast Inns - Hampton Inn and Suites Sandusky-Milan  
Site of Activity Address: 11608 US Highway 250 N, Milan, OH, 44846, United States

**JOB INFORMATION**

**Job Title** Room Attendant  
**Start date - Earliest** 2025-05-05 **Latest** 2025-05-25  
**End date - Earliest** 2025-08-05 **Latest** 2025-09-01  
**Guaranteed salary/wage per hour before deductions** 13.00 \$ per hour  
**Estimated tips** N/A  
**Average hours per week** 32  
**Required Interviews** Sponsor 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 Alliance Abroad 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 Alliance Abroad, or if I violate other Alliance Abroad rules or J-1 program regulations, Alliance Abroad 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	North Coast Inns - Hampton Inn and Suites Sandusky-Milan
Description	History, entertainment, and convenience in Milan Find us off I-80 and I-90 in Milan, 20 minutes from Sandusky. Kalahari Resorts and the Thomas Edison Birthplace Museum are less than 10 minutes' drive away, while Cedar Point Amusement Park and Summit Motorsports Park are within 12 miles of our door. Fire up the grill on our outdoor deck or unwind by the pool. Every stay includes free WiFi and daily free hot breakfast.

Web site	<a href="https://www.hilton.com/en/hotels/skymihx-hampton-suites-sandusky-milan/">https://www.hilton.com/en/hotels/skymihx-hampton-suites-sandusky-milan/</a>
Primary contact name	Natalie Schaeffer
Title	Vice President
Phone 1	419 499 8000
Email	natalie.schaeffer@hilton.com

## Section 2

### DETAILED JOB INFORMATION

Site of Activity address	11608 US Highway 250 N, Milan, OH, 44846, United States
Job Title	Room Attendant
Special requirements	<ul style="list-style-type: none"> <li>- Work with chemicals</li> <li>- Lift up to 25lbs/11kg</li> </ul> <p>Housing is tied into this offer. If you are fired or let go from this placement you will need to vacate the housing as well.</p>
Position details and description	<p>The Guest Room Attendant is responsible for keeping guest rooms in a hotel, motel, lodge or inn clean, safe, stocked and maintained.</p> <p>Housekeeping tasks expected but not limited to include: making beds, dusting, sweeping, bathrooms.</p> <ul style="list-style-type: none"> <li>- Clean guest rooms and common areas to company and brand standards.)</li> <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> </ul>
Department	Housekeeping
Work schedule Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick time and other circumstances.	<i>Varies - can be scheduled between 6:00am - 11:00pm</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.	\$13.00
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"> <li>- Good physical health</li> <li>- Ability to walk up and down stairs, kneel and bend frequently</li> <li>- Work with chemicals</li> <li>- Lift up to 25lbs/11kg</li> <li>- Strong attention to detail and efficiency</li> <li>- Maintain grooming standards</li> <li>- Positive attitude</li> </ul>
English level	Good
Supervisor	Natalie Schaeffer

### Section 3

#### POSITION REQUIREMENTS

Grooming	
Grooming standards	Neat, clean and professional appearance
Dress code	Host entity will provide Uniform. Participant will need to purchase or bring along, black pants and black close toed, non slip shoes.
Uniform provided?	Yes
Cost to Exchange Visitor	Avg cost of items 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	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	weekly
Allowances, bonuses, and/or incentives	N/A
Estimated tips	N/A
Description	N/A
Training / Orientation	
Host Entity provides training/orientation	Yes
Description	General Orientation - On the job Training.
Will Exchange Visitors be paid during training/orientation	Yes
Length of training/orientation	3 - 5 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	Female
Housing type	Dormitory
Housing name	North Coast Inns Housing
Contact name	Natalie Schaeffer

Address	6511 Milan Road, Sandusky, OH, 44870
E-mail	natalie.schaeffer@hilton.com
Phone	419 202 1891
Web Address	N/A
Housing cost	100.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	No
Housing deposit	150.0
Is housing deposit payroll deducted?	No
Housing fees - additional comments	N/A
Is deposit refundable	Yes
Deposit refund policy	Yes
Can housing be co-ed	No
Is renters insurance required	No
Housing amenities	Basic Utilities
Distance between work site and housing	4.9 miles
Description	Shared Accommodations - - includes full kitchen - fully furnished -9 bedrooms
Number of beds per room	4-6
Number of bedrooms	9
Exchange Visitors per property	24-30
Exchange Visitors per room	4-6
Bathrooms per property	4
Bedding and towels	Yes
Bedding and towel payment due	N/A
Kitchen facilities	Yes - includes Refrigerator, Stove & oven
Additional items must bring	personal Items
Additional comments	N/A

Included in cost	Basic utilities
Administration fee due	N/A
Housing deposit due	Due before move in
Housing deposit refundable	Yes
Further information on housing refund policy	Fully refundable deposit, provided the room is returned in the original clean and undamaged condition it was received in.
Lease required	Yes
Length of lease	4 Months
Further information on length of lease	Full duration of the program
Fees additional comments	N/A

## Section 5

### ARRIVAL INSTRUCTIONS

Alliance Abroad 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	Erie-Ottawa International Airport
Nearest airport to site of activity	Erie-Ottawa International Airport
Airport/bus/train pickup provided	No
General arrival instructions	<p>Participant's must upload their Visa Results &amp; Flight Arrival Info directly into their AAG portal.</p> <p>Participants will need to send their arrival plans BEFORE arrival onto Natalie Schaeffer at <a href="mailto:natalie.schaeffer@hilton.com">natalie.schaeffer@hilton.com</a> failure to do, so may result in your housing not being ready.</p> <p>For those arriving outside the preferred arrival times, please see the taxi &amp; hotel info for overnight accommodation.</p> <p>Taxi: Sandusky Taxi +14193667918</p> <p>Hotel: Sleep Inn &amp; Suites 947 OH-53, Port Clinton, OH 43452, United States +14197327707 Avg Cost - \$55 per night - up to 2 persons sharing.*</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	Host Company Provided Housing - Natalie Schaeffer
Phone number	419-499-8000
Preferred arrival days	Monday - Friday (1 - 2 days Prior to DS start date)
Preferred arrival times	9am - 4pm

**Section 6**

**ADDITIONAL INFORMATION**

Social Security Information	
Address of the nearest social security office	252 Wayne St, Sandusky, OH 44870, United States
Distance of SSO from SOA	10.3 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	No
Other Social Security assistance provided	N/A

**Section 7**

**POTENTIAL CULTURAL ACTIVITIES**

Cultural activities will be provided
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