



## J-1 WORK AND TRAVEL PROGRAM

# JOB OFFER AGREEMENT FORM

**Exchange Visitor ID number**

### HOST ENTITY INFORMATION

Host Entity Name: Diverse Concepts - Starbucks Gatlinburg  
Site of Activity Address: 903 Parkway, Gatlinburg, TN, 37738, United States

### JOB INFORMATION

**Job Title** Barista

**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** 12.00 \$ 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 - Starbucks Gatlinburg
Primary contact name	Joie Lacourse
Phone 1	(865) 584-4245
Email	JLacourse@DCLfood.com

### Section 2

DETAILED JOB INFORMATION

Site of Activity address	903 Parkway, Gatlinburg, TN, 37738, United States
Job Title	Barista
Special requirements	<ul style="list-style-type: none"> <li>• Basic math and basic reading skills</li> </ul> <p>Housing is tied to this placement. Should participant be dismissed from placement housing will be terminated immediately.</p>
Position details and description	<p>Barista</p> <p>Promotes coffee consumption by educating customers; selling coffee and coffee grinding and brewing equipment, accessories, and supplies; preparing and serving a variety of coffee drinks, along with pastries and cookies.</p> <p>Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none"> <li>• Welcomes customers by determining their coffee interests and needs.</li> <li>• Educates customers by presenting and explaining the coffee drink menu; answering questions.</li> <li>• Sells coffees and coffee grinding and brewing equipment by explaining differences in coffee beans and coffee preparation machines; demonstrating how brewing equipment operates.</li> <li>• Prepares and sells coffee drinks by following prescribed recipes and preparation techniques for coffee drinks, such as, espresso, espresso lungo, caffe latte, and cappuccino.</li> <li>• Generates revenues by attracting new customers; defining new and expanded services and products.</li> <li>• Maintains inventories by replenishing coffee bean supply; stocking coffee brewing equipment; maintaining supplies, pastries, and cookies for coffee bar.</li> <li>• Keeps equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.</li> <li>• Maintains safe and healthy work environment by following organization standards and sanitation regulations.</li> <li>• Improves quality results by studying, evaluating, and re-designing processes; implementing changes; maintaining and improving the appearance of the store and coffee bar.</li> <li>• Updates job knowledge by participating in educational opportunities; reading coffee, retail trade, and food service publications; maintaining personal networks.</li> <li>• Enhances coffee shop reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.</li> </ul>
Department	Barista
<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>Work schedule will vary between 06:00 am and 22:00 pm</i>
Average hours per week	32
<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>	\$12.00

Is Overtime available	Yes
Overtime wage (if applicable)	Overtime may be offered, but not guaranteed.
Required skills	In addition to a strong command of English, this position is physically demanding and requires: <ul style="list-style-type: none"> <li>• Effective communication skills</li> <li>• Ability to follow directions</li> <li>• Ability to work irregular hours, nights, weekends and holidays</li> <li>• Complies with all Policies and Procedures, and all health and sanitation laws and regulations.</li> <li>• Continuous standing, bending, stooping, lifting, stretching and frequent over-head lifting will be required when staging, preparing or packaging menu items and/or cleaning.</li> <li>• General knowledge and understanding of the restaurant industry or retail operations preferred, but not required.</li> </ul>
Required experience	N/A
English level	Good
Supervisor	Jessi Wyatt

### Section 3

#### POSITION REQUIREMENTS

Grooming	
Grooming standards	Clean, neat and professional appearance
Dress code	<p><b>Dress Code</b> 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. Shoes and pants must be a neutral color and shirts must cover armpits/midsection and have muted patterns.</p> <p><b>Hair/Facial Hair</b> 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><b>Tattoos and Jewelry</b> 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</p>

	<p>jewelry or tattoos may pose a conflict with the employee's job or work environment include:</p> <ul style="list-style-type: none"> <li>• Personal safety of self or others, or damage to company property.</li> <li>• Productivity or performance expectations</li> <li>• 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.</li> <li>• Corporate or societal norms.</li> <li>• Customer complaints.</li> </ul> <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>
Uniform provided?	Yes
Cost to Exchange Visitor	Approximate cost: \$50 - \$100 (pants and shoes) if purchased in the US.
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	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	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	1 week
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	Apartment
Housing name	Bishop Inn (Travel Lodge)
Contact name	Edy Dogaru
Address	221 Bishop Lane , Gatlinburg, TN, 37738
E-mail	dogaru@gmail.com
Phone	(865) 604-4918
Housing cost	135.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	No
Housing deposit	300.0
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	Fully furnished, full kitchen, some pots/pans utensils included
Distance between work site and housing	Walking distance to Gatlinburg work locations
Transportation details	<a href="https://www.gatlinburg.com/things-to-do/trolley/">https://www.gatlinburg.com/things-to-do/trolley/</a>
Description	Fully furnished, full kitchen, some pots/pans utensils included
Number of beds per room	2
Number of bedrooms	1
Exchange Visitors per property	2
Exchange Visitors per room	2
Bathrooms per property	1
Bedding and towels	Yes
Bedding and towel payment due	N/A
Kitchen facilities	Full kitchen
Additional items must bring	- Personal items
Additional comments	Rent should be paid to housing manager/office area
Included in cost	- Utilities (water, sewer, electricity) - Wi-fi
Additional items included in cost	N/A
Administration fee due	N/A
Housing deposit due	- Deposit upon check in \$300.00 - Due upon arrival
Housing deposit refundable	Yes
Further information on housing refund policy	- \$250.00 of deposit is refundable after checkout inspection. - Lease should not be broken. - 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	No
Further information on length of lease	N/A
Fees additional comments	N/A

## 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	Gatlinburg Pigeon Forge Airport
Airport/bus/train pickup provided	No
General arrival instructions	<p>Please email the details of your flight arrival information to Marty Armbruster at <a href="mailto:Marmbrester@dclfood.com">Marmbrester@dclfood.com</a> 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>Nashville International Airport: Country Inn &amp; Suites by Radisson Nashville Airport TN Cost: from \$101 Per/Night Contact: +16152295020</p> <p>Taxi Cab: AJ Transportation Inc Contact: +16153340770</p> <p>Gatlinburg Pigeon Forge Airport Holiday Inn Express &amp; Suites Pigeon Forge 308 Henderson Chapel Rd, Pigeon Forge, TN 37863 Cost: from \$153 per night (2 people sharing)</p> <p>Taxi Cab: from Gatlinburg Pigeon Forge Airport to Holiday Inn Express &amp; Suites Pigeon Forge - Lyft XL: from \$17 per ride</p> <p>Taxi Cab: from Gatlinburg Pigeon Forge Airport to Starbucks Gatlinburg - Lyft XL: from \$31 per ride</p> <p>Taxi Cab: from Holiday Inn Express &amp; Suites Pigeon Forge to Starbucks Gatlinburg - Lyft XL: from \$24 per ride</p> <p>** Prices are subjected to change. Please contact Hotels and Taxicab 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) 584-4245
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	45 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	- Assistance will be provided as needed. - 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
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# DRESS CODE

We show up as our **authentic selves** and create genuine human connections.

We are a team of individuals who proudly **showcase** and wear the **green apron** by dressing in the approved color palette.

We positively **represent the Starbucks brand** by wearing clean, wrinkle-free and hemmed clothing in good repair.

We demonstrate our **professional commitment** to maintain customer and barista safety by adhering to food safety guidelines.

*This section applies to all components of Dress Code including Hair & Face, Apron, Tops, Bottoms and Footwear.*

## COLOR PALETTE

### TOPS

All colors permitted

### BOTTOMS, HATS, FOOTWEAR, OUTERWEAR



Black



Gray



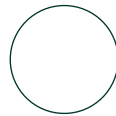
Navy



Brown



Khaki



White  
(excluding bottom  
and hats)

### YES

- Color palette
- Wrinkle-free and clean
- Practical fit for food service
- Personal hygiene
- Food service safe

### NO

- Holes, tears, see-through or too revealing
- Graphics, typography or large logos
- Gym or workout apparel
- Hooded tops
- Visible undergarments
- Perfume or fragranced grooming products
- Temporary hair color sprays or glitter
- Nail polish or artificial nail coverings\*
- Jewelry on hands or forearms, including watches and wristbands (except one plain ring without stones or etchings\*\*)\*

*\*Federal food safety guidelines prohibit this contamination hazard*

*Licensees are required to ensure associates adhere to Starbucks dress code and may implement a more stringent dress code standard*

HEAD TO TOE

HEAD TO TOE

HEAD TO TOE

HEAD TO TOE

HEAD TO TOE

HEAD TO TOE

## HAIR & FACE

- Certain personal hats can be worn, including a beanie, visor, short-brimmed hat, plain baseball or backless cap, slap (satin-lined cap), other secured head covering (such as headwrap, turban, or hijab) or headband (plain or knotted). Hats are optional unless required by law.
- Hair must be secured away from the face (facial hair trimmed)
- One facial piercing allowed; no larger than the size of a dime\*\*
- Earrings and ear gauges no larger than the size of a quarter\*\*
- Tattoos permitted except on face or throat; nothing obscene, profane, racist or sexual in nature

## APRON

- No distractions to the apron
- Clothing and accessories beneath the apron
- Starbucks-issued pins securely fastened\*\*

*\*\*Jewelry is not permitted in Quebec*

## TOPS

- All shirts must cover armpits and mid-section
- Shirts may have subdued and muted patterns; other tops in solid colors.

## BOTTOMS

- Solid color pants, jeggings, shorts and skirts
- Leggings can only be worn under skirts or dresses; jeggings can be worn on their own
- No higher than 4" above the knee and may not drag on the ground

## FOOTWEAR

- Covers the top of the foot with a closed heel and toe
- Flat heels
- Leather, faux leather, suede, rubber or similar waterproof material
- Socks or hosiery must be worn

*Have questions? Your manager is available to guide you.*