



J-1 WORK AND TRAVEL PROGRAM

JOB OFFER AGREEMENT FORM

Exchange Visitor ID number

HOST ENTITY INFORMATION

Host Entity Name: Diverse Concepts - Margaritaville Resort
Site of Activity Address: 539 Parkway, Gatlinburg, TN, 37738, United States

JOB INFORMATION

Job Title Room Attendant
Start date - Earliest 2025-05-24 **Latest** 2025-06-15
End date - Earliest 2025-08-20 **Latest** 2025-09-07
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	Diverse Concepts - Margaritaville Resort
Primary contact name	Joie Lacourse
Phone 1	(865) 584-4245
Email	JLacourse@DCLfood.com

Section 2

DETAILED JOB INFORMATION

Site of Activity address	539 Parkway, Gatlinburg, TN, 37738, United States
Job Title	Room Attendant
Special requirements	Housing is tied to this placement. Should participant be dismissed from placement housing will be terminated immediately.
Position details and description	<p>Room Attendant</p> <p>Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none"> - Safe handling of cleaning products and chemicals and proper operation of cleaning equipment. - Clean a specified number of rooms within a designated amount of time. - Clean restrooms, furniture, hallways, lobbies, lounges, elevators, stairways, locker rooms, and other work areas so that health standards are met. - Change bed linens and make the beds. - Replenish towels, linens, toilet tissue, toiletries and complimentary supplies. - Empty wastebaskets, clean ashtrays, and transport other trash and waste to disposal areas. - Keep storage areas and carts well-stocked and clean. - Dust and polish furniture and equipment. - Sweep, scrub, wax, and/or polish floors, using brooms, mops, and/or powered scrubbing and waxing machines. - Clean rugs, carpets, upholstered furniture, and/or draperies, using vacuum cleaners and/or shampooers, hang draperies and dust window blinds. - Wash windows, walls, ceilings, and woodwork as necessary to meet company standards. - Carry heavy items and use a wheeled cart to transport supplies. - Attention to detail, customer assistance and service is a critical part of this position. - Complete additional duties assigned by the supervisor.
Department	Room Attendant
Work schedule Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick time and other circumstances.	6:00AM-10:00PM
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.	\$16.00
Is Overtime available	Yes
Overtime wage (if applicable)	Overtime is offered but not guarantee. Any hours worked over 40 for the week are OT and paid at time and 1/2.
Required skills	<p>In addition to a strong command of English, this position is physically demanding and requires:</p> <ul style="list-style-type: none"> - Good physical health

	<ul style="list-style-type: none"> - Ability to walk up and down stairs, kneel and bend frequently - Able to work in confined spaces. - Able to tolerate exposure to dust and cleaning chemicals. - Lift up to 25lbs/11kg - Strong attention to detail and efficiency - Maintain grooming standards - Positive attitude
Required experience	N/A
English level	Good
Supervisor	Darlene Suter

Section 3

POSITION REQUIREMENTS

Grooming	
Grooming standards	Clean, neat and professional appearance.
Dress code	<ul style="list-style-type: none"> - Uniform shirts are provided. - Participants must provide their own black pants and black, closed-toed nonslip shoes.
Uniform provided?	Yes
Cost to Exchange Visitor	Approximate cost: \$50 - \$100 (pants and shoes) if purchased in the US.
When is uniform fee due	Depends on what student brings and what they need to purchase when they arrive.
Screening	
Host Entity will require a drug test	Yes
Host Entity will provide the drug test	N/A
Description of drug screening policy	N/A
Will Exchange Visitors incur a cost for screening	Yes
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 - 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	Any
Housing type	Apartment
Housing name	Bishop Inn
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	0.4 miles (10 minute walk)
Transportation details	https://www.gatlinburg.com/things-to-do/trolley/
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	<ul style="list-style-type: none"> - \$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.

Best Arrival Airport	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>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>Please see below for late arrival information:</p> <p>McGhee Tyson Airport:</p> <p>Taxi - 1-N-Only Airport Taxi services http://www.1nonlytaxi.com/ +18657408026</p> <p>Hotel - La Quinta Inn & Suites by Wyndham Knoxville Airport 126 Cusick Rd, Alcoa, TN 37701, United States Cost: from \$167.00 per night (2 people sharing) +18655186365</p> <p>*All costs are subject to change without notice. Participants must call or visit website for most recent rates.</p>
Should Exchange Visitors contact Host Entity before arrival	Yes
Upon arrival, Exchange Visitors should report	Marty Armbruster/Host Company
Phone number	(865) 584-4245

Preferred arrival days	Monday - Friday
Preferred arrival times	9am - 5pm

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	42.8 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	- 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
