

J-1 WORK AND TRAVEL PROGRAM
JOB OFFER AGREEMENT FORM

Exchange Visitor ID number

HOST ENTITY INFORMATION

Host Entity Name: Captain George's Seafood Restaurant - OBX
Site of Activity Address: 705 S Croatan HWY, Kill Devil Hills, NC, 27948, United States

JOB INFORMATION

Job Title Banquet Attendant
Start date - Earliest 2025-05-01 **Latest** 2025-06-10
End date - Earliest 2025-08-15 **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	Captain George's Seafood Restaurant - OBX
Description	The Outer Banks Captain George's is our newest location. Opened in 2009 in Kill Devil Hills, Captain George's became an instant hit with locals and visitors alike.
Web site	https://captaingeorges.com/

Primary contact name	Samantha Haynie
Title	General Manager
Phone 1	252-480-6677
Email	sam.haynie@captaingeorges.com

Section 2

DETAILED JOB INFORMATION

Site of Activity address	705 S Croatan HWY, Kill Devil Hills, NC, 27948, United States
Job Title	Banquet 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>BANQUET ATTENDANT</p> <p>Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none"> - Confer with guests/clients to determine their specific requirements for setting up banquet rooms. - Ensure that all details are recorded so that an estimate for services and supplies can be produced. - Coordinate efforts of decorators, caterers, and serving staff to help set up banquet rooms and halls. - Assist in transporting heavy materials such as staging, tables, and chairs to the banquet hall and provide instructions on how to place them. - Check and appropriately adjust room temperature and lights and ensure that electric hook-ups are in working order. - Receive materials and supplies from vendors and supplies and ensure that they are properly secured. - Provide audio-visual services such as setting up equipment and instructing guests on the appropriate use. - Ensure that food services are properly managed by testing dishes to ensure that they conform to taste and quality standards. - Set supplies such as pens, pads, and information packs on each table, in accordance with instructions provided by the client. - Ensure the cleanliness and maintenance of the banquet areas during and after each event. - Greet guests as they arrive at the event and assist them in finding appropriate seats. - Replenish beverages and food items as necessary and respond to any special requests from guests. - Complete additional duties as assigned by supervisor.
Department	Banquet Attendant
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 may vary between 06:00 am and 22:00 pm</i>
Average hours per week	32
Guaranteed salary/wage per hour before deductions Employers must lawfully abide by their state and local minimum	\$15.00

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.	
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 good command of English, this position is physically demanding and requires: <ul style="list-style-type: none"> - Team player and friendly attitude - Ability to safely lift, bend and carry up to 25 lbs./11 kgs - Work in a standing position for long periods of time (up to 8 hours) - Customer service oriented and friendly attitude
Required experience	N/A
English level	Good
Supervisor	Brittany Jao

Section 3

POSITION REQUIREMENTS

Grooming	
Grooming standards	Neat, clean, 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	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	N/A
Description	N/A
Training / Orientation	
Host Entity provides training/orientation	Yes
Description	On 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	House
Housing name	Memorial House
Contact name	Samantha Haynie

Address	1209 S Memorial Drive, Kill Devil Hills, NC, 27948
E-mail	sam.haynie@captaingeorges.com
Phone	2524806677
Housing cost	125.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	Yes
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	Yes
Housing amenities	Basic housing amenities
Distance between work site and housing	0.7 miles
Transportation details	- Walking distance - The Host Company will also provide bikes at \$100 for the season (\$50 deposit fee will be returned once they turn in the bike the other \$50 goes towards purchasing the bike)
Description	- The rent is \$125 per week deducted from the paychecks biweekly. - Participants should bring along their own towels. Bedding is provided.
Number of beds per room	4
Number of bedrooms	4
Exchange Visitors per property	16
Exchange Visitors per room	4
Bathrooms per property	4
Bedding and towels	No
Bedding and towel payment due	N/A
Kitchen facilities	Basic kitchen facilities
Additional items must bring	- Personal items - Participants should bring along their own towels.
Additional comments	- The rent is \$125 per week deducted from the paychecks biweekly.

	- Participants should bring along their own towels.
Included in cost	N/A
Additional items included in cost	N/A
Housing deposit due	On arrival
Housing deposit refundable	Yes
Further information on housing refund policy	<ul style="list-style-type: none"> - The security deposit will be \$150 (\$100 refundable if there is no damage and the house is cleaned and \$50 nonrefundable). - 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

Housing Lead 2

Housing model	Host company provided
Gender requirement	Any
Housing type	House
Housing name	Baum Street House
Contact name	Samantha Haynie
Address	206 Baum Street, Kill Devil Hills, NC, 27948
E-mail	sam.haynie@captaingeorges.com
Phone	252-480-6677
Housing cost	125.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	Yes
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	Yes
Housing amenities	Basic housing amenities provided
Distance between work site and housing	0.3 miles
Transportation details	<ul style="list-style-type: none"> - Walking distance - The Host Company will also provide bikes at \$100 for the season (\$50 deposit fee will be returned once they turn in the bike the other \$50 goes towards purchasing the bike)
Description	<ul style="list-style-type: none"> - The rent is \$125 per week deducted from the paychecks biweekly. - Participants should bring their own towels. Bedding is provided.
Number of beds per room	1
Number of bedrooms	3
Exchange Visitors per property	3
Exchange Visitors per room	1
Bathrooms per property	2
Bedding and towels	No
Bedding and towel payment due	N/A
Kitchen facilities	Basic kitchen facilities
Additional items must bring	<ul style="list-style-type: none"> - Personal items - Participants should bring along their towels. Bedding is provided.
Additional comments	<ul style="list-style-type: none"> - The rent is \$125 per week deducted from the paychecks biweekly. - Participants should bring along their own towels. Bedding is provided.
Included in cost	N/A
Additional items included in cost	N/A
Housing deposit due	On arrival
Housing deposit refundable	Yes
Further information on housing refund policy	<ul style="list-style-type: none"> - The security deposit will be \$150 (\$100 refundable if there is no damage and the house is cleaned and \$50 nonrefundable). - 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

Housing Lead 3

Housing model	Host company provided
Gender requirement	Any
Housing type	House
Housing name	Gunas Drive
Contact name	Samantha Haynie/Kobe Davis
Address	215 Gunas Drive, Kill Devil Hills, NC, 27948
E-mail	sam.haynie@captaingeorges.com/kobe.davis@captaingeoges.com
Phone	252-480-6677
Housing cost	125.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	Yes
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	Yes
Is renters insurance required	No
Housing amenities	Washer and Dryer, Stove, Oven, Microwave, TV, couches and dining room table, internet
Distance between work site and housing	1 mile
Transportation details	- Walking distance - The Host Company will also provide bikes at \$100 for the season (\$50 deposit fee will be returned once they turn in the bike the other \$50 goes towards purchasing the bike)
Description	- Two story light cream house; housing on both top and bottom of the house. Deck on top. -The rent is \$125 per week deducted from the paychecks biweekly.

	- Participants should bring along their own towels. Bedding is provided.
Number of beds per room	3 - 4
Number of bedrooms	3
Exchange Visitors per property	14
Exchange Visitors per room	3 - 4
Bathrooms per property	3
Bedding and towels	Yes
Bedding and towel payment due	N/A
Kitchen facilities	Stove, Microwave, Fridge
Additional items must bring	- Personal items - Participants should bring along their own towels. Bedding is provided.
Additional comments	- The rent is \$125 per week deducted from the paychecks biweekly. - Participants should bring along their own towels. Bedding is provided.
Included in cost	Internet and Electricity
Additional items included in cost	N/A
Housing deposit due	Upon arrival to the house. Must be paid in cash
Housing deposit refundable	Yes
Further information on housing refund policy	- \$50 non-refundable cleaning fee but the \$100 is fully refundable if there are no damages and the house is clean - Must follow all house rules and leave no damages and refund will be given up departure (Manager will check out the students) - 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	Lease will be signed upon arrival
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	Norfolk International Airport (ORF)
Airport/bus/train pickup provided	No
General arrival instructions	<p>Please email the details of your flight arrival information to sam.haynie@captaingeorges.com at least two (2) weeks prior to your arrival in the US.</p> <p>Please add the details of your visa appointment/outcome and flight arrival information in the Participant Portal.</p> <p>If you arrive outside the preferred arrival days and time, you will be responsible for seeking accommodation with a hotel stay until you can arrange your own transportation to the housing.</p> <p>Please see the below overnight accommodation and transport information suggestions.</p> <p>SUGGESTED TRANSPORTATION:</p> <p>1. Contact Alan Bauman on Facebook to arrange a \$30 ride from the airport. He is a reputable member of the Outer Banks community who runs a shuttle service for Exchange Visitors:</p> <p>https://bit.ly/2WXpksf</p> <p>2. Alternatively, you can click this link to find other ways to get from Norfolk to the Outer Banks:</p> <p>https://airportparkingreservations.com/shuttles/norfolk_airport_orf/l_kill-devil-hills</p> <p>Accommodation close to Norfolk International Airport (ORF): Econo Lodge At Military Circle 865 N. Military Highway, US 13, Norfolk, VA, 23502 (757) 461-4865 Cost: from \$80 per night</p> <p>UberX/Lyft: from \$17 per ride</p>
Should Exchange Visitors contact Host Entity before arrival	Yes
Upon arrival, Exchange Visitors should report	Housing
Phone number	252-480-6677
Preferred arrival days	Monday - Friday
Preferred arrival times	8am - 6pm

Section 6

ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	1865 W City Dr, Elizabeth City, NC 27909
Distance of SSO from SOA	54.9 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

ISOP Activities
Company Events
Historical Attractions/Sites
Interaction and events with co-workers