



## J-1 WORK AND TRAVEL PROGRAM

# JOB OFFER AGREEMENT FORM

**Exchange Visitor ID number**

### HOST ENTITY INFORMATION

Host Entity Name: Liv Hospitality at SpringHill Suites  
Site of Activity Address: 322 Main Road, Deadwood, SD, 57732, United States

### JOB INFORMATION

**Job Title** Room Attendant  
**Start date - Earliest** 2025-05-01 **Latest** 2025-06-15  
**End date - Earliest** 2025-08-30 **Latest** 2025-09-30  
**Guaranteed salary/wage per hour before deductions** 14.00 \$ 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 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	Liv Hospitality at SpringHill Suites
Web site	www.livhotelgroup.com
Primary contact name	Rosemary Washnok
Title	Office Manager
Phone 1	605-341-0500
Email	rwashnok@livhotelgroup.com

## Section 2

### DETAILED JOB INFORMATION

Site of Activity address	322 Main Road, Deadwood, SD, 57732, United States
Job Title	Room Attendant
Special requirements	<ul style="list-style-type: none"><li>- Housing is tied to this placement. Should participant be dismissed from placement housing will be terminated immediately.</li><li>- We will train all technical aspects of the job.</li><li>- Able to work in confined spaces.</li><li>- Able to tolerate exposure to dust and cleaning chemicals.</li></ul>
Position details and description	<p>Housekeeping:</p> <ul style="list-style-type: none"><li>• sweep, scrub, mop and polish floors</li><li>• vacuum clean carpets, rugs and draperies</li><li>• shampoo carpets, rugs and upholstery</li><li>• dust and polish furniture and fittings</li><li>• clean metal fixtures and fittings</li><li>• empty and clean trash containers</li><li>• dispose of trash in a sanitary manner</li><li>• clean wash basins, mirrors, tubs and showers</li><li>• wipe down glass surfaces</li><li>• make up beds and change linens as required</li><li>• tidy up rooms</li><li>• wash windows as scheduled</li><li>• sort, wash, load and unload laundry</li><li>• iron and press clothing and linen</li><li>• sort, fold and put away clean laundry</li><li>• operate mechanized cleaning equipment</li><li>• maintain all cleaning equipment and materials in a safe and sanitary working condition</li><li>• monitor and report necessary domestic repairs and replacements</li><li>• clean corridors, lobbies, stairways, elevators and lounges as well as guest rooms</li><li>• organize work schedule from the room status list, arrivals and departures</li><li>• distribute linen, towels and room supplies using wheeled carts or by hand</li><li>• restock room supplies such as drinking glasses, soaps, shampoos, writing supplies, mini bar</li><li>• replace dirty linens with clean items</li><li>• inspect and turn mattresses as scheduled</li><li>• store all dirty laundry in line with company policy</li><li>• monitor guest laundry bags</li><li>• replace laundry bags and slips</li><li>• check all appliances in rooms are in working order</li><li>• realign furniture and amenities according to prescribed layout</li><li>• respond to guest queries and requests</li><li>• respond to calls for housekeeping problems such as spills, broken glasses</li><li>• deliver any requested housekeeping items to guest rooms</li><li>• remove room service items</li><li>• organize and restock cart at the end of the shift</li><li>• ensure confidentiality and security of guest rooms</li><li>• follow all company safety and security procedures</li><li>• report any maintenance issues or safety hazards</li><li>• observe and report damage of hotel property</li></ul>
Department	Housekeeping
Work schedule Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick	<i>Schedule will vary between 06:00 am and 22:00 pm</i>

time and other circumstances.	
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.	\$14.00
Is Overtime available	Yes
Overtime wage (if applicable)	Students pay will be 1 ½ times hourly wage, depending on employee needs. 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>- Good physical health</li> <li>- Ability to walk up and down stairs, kneel and bend frequently</li> <li>- Able to tolerate exposure to dust and cleaning 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>
Required experience	N/A
English level	Good
Supervisor	Rosemary Washnok

### Section 3

#### POSITION REQUIREMENTS

Grooming	
Grooming standards	<ul style="list-style-type: none"> <li>- Uniform required and provided except for black pants provided by student.</li> <li>- Students to bring along black pants.</li> <li>- Clean, well-groomed and professional.</li> </ul>
Dress code	<ul style="list-style-type: none"> <li>- Students must wear the uniform provided.</li> <li>- Students will need to bring black pants to wear with the uniform as well as non-slip black shoes.</li> <li>- Students must also be well-groomed and professional.</li> </ul> <p>** Approximate cost of pants and shoes, if purchased in the US is \$50 - \$80.</p>
Uniform provided?	Yes
Cost to Exchange Visitor	Approximately \$50 - \$80 (pants and shoes)
When is uniform fee due	Upon purchase

Screening	
Host Entity will require a drug test	No
Host Entity will provide the drug test	Yes
Description of drug screening policy	None for hire but we will test if we have any reasonable suspicion there will be a drug test that is administered.
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	LIV Hospitality offers bonuses based on housekeeping name cards being turned in for exceptionally clean rooms.
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	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	Other
Housing name	LIV Hospitality Deadwood Housing I
Contact name	Rosemary Washnok
Address	764 Main St., Deadwood, SD, 57732
E-mail	rwashnok@livhotelgroup.com
Phone	6053410500
Housing cost	75.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	Yes
Housing deposit	100.0
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 amenities provided
Distance between work site and housing	1.1 miles
Transportation details	<a href="https://www.deadwood.com/business/parking/deadwood-trolley/">https://www.deadwood.com/business/parking/deadwood-trolley/</a>
Description	<ul style="list-style-type: none"><li>- The Deadwood housing will include bed, kitchen table, Living room furniture, TV, dressers, kitchen utensils, pots / pans, glasses, linens, towels.</li><li>- There will be 4 to 8 participants per housing unit and 2 to 4 participants per room.</li><li>- You are to arrive 2 days prior to arrival, and may stay 2 days after end of contract, no earlier, no longer stays are allowed.</li></ul>
Number of beds per room	4
Number of bedrooms	2
Exchange Visitors per property	8

Exchange Visitors per room	4
Bathrooms per property	1
Bedding and towels	Yes
Bedding and towel payment due	N/A
Kitchen facilities	The kitchen will be furnished with a kitchen table, pots, pans, and cooking utensils.
Additional items must bring	Personal items
Additional comments	<ul style="list-style-type: none"> <li>- Airport pick up will be provided by LIV Hospitality. LIV Hospitality will make reservation and pay for an airport shuttle to pick you up and transport you to your housing.</li> <li>- Please send LIV Hospitality your arrival information as soon as you purchase your flight tickets.</li> <li>- No Alcohol is permitted on premises.</li> <li>- Smoking is only permitted outside the building.</li> <li>- You are to arrive 2 days prior to arrival, and may stay 2 days after end of contract, no earlier, no longer stays are allowed.</li> </ul>
Included in cost	Bed, Kitchen Table, Living room furniture, TV, dressers, kitchen utensils, pots / pans, glasses, linens, towels.
Additional items included in cost	N/A
Administration fee due	N/A
Housing deposit due	The housing deposit will be deducted from your first pay check.
Housing deposit refundable	Yes
Further information on housing refund policy	<ul style="list-style-type: none"> <li>- The Housing Deposit will be returned to the Exchange Visitor if the house is clean and in good condition upon check out.</li> <li>- The Housing should be as clean as when the Exchange Visitor moved in.</li> <li>- You are to arrive 2 days prior to arrival, and may stay 2 days after end of contract, no earlier, no longer stays are allowed.</li> <li>- Deposit will be withheld if participant leaves early.</li> <li>- Employee must be in good standing.</li> <li>- Employee must work until the end date of their DS-2019 form.</li> <li>- Must provide Host Company with Social Security information.</li> <li>- Copy of DS 2019 Form must be submitted to your Host Company.</li> </ul>
Lease required	No
Length of lease	0 Month
Further information on length of lease	The lease will be the duration of the Exchange Visitor's program.
Fees additional comments	N/A

### *Housing Lead 2*

Housing model	Host company provided
Gender requirement	Any

Housing type	Other
Housing name	LIV Hospitality Deadwood Housing II
Contact name	Rosemary Washnok
Address	6 Calamity Lane, Deadwood, SD, 57732
E-mail	rwashnok@livhotelgroup.com
Phone	6053410500
Housing cost	75.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	Yes
Housing deposit	100.0
Is housing deposit payroll deducted?	Yes
Is deposit refundable	Yes
Deposit refund policy	Yes
Can housing be co-ed	No
Is renters insurance required	No
Housing amenities	Basic amenities provided
Distance between work site and housing	1.9 miles
Transportation details	<a href="https://www.deadwood.com/business/parking/deadwood-trolley/">https://www.deadwood.com/business/parking/deadwood-trolley/</a>
Description	<ul style="list-style-type: none"> <li>- The Deadwood housing will include bed, kitchen table, Living room furniture, TV, dressers, kitchen utensils, pots / pans, glasses, linens, towels.</li> <li>- There will be 4 to 8 participants per housing unit and 2 to 4 participants per room.</li> <li>- You are to arrive 2 days prior to arrival, and may stay 2 days after end of contract, no earlier, no longer stays are allowed.</li> </ul>
Number of beds per room	4
Number of bedrooms	2
Exchange Visitors per property	8
Exchange Visitors per room	4
Bathrooms per property	1
Bedding and towels	Yes
Bedding and towel payment due	N/A

Kitchen facilities	The kitchen will be furnished with a kitchen table, pots, pans, and cooking utensils.
Additional items must bring	Personal items
Additional comments	<ul style="list-style-type: none"> <li>- Airport pick up will be provided by LIV Hospitality. LIV Hospitality will make reservation and pay for an airport shuttle to pick you up and transport you to your housing.</li> <li>- Please send LIV Hospitality your arrival information as soon as you purchase your flight tickets.</li> <li>- No Alcohol is permitted on premises.</li> <li>- Smoking is only permitted outside the building.</li> <li>- You are to arrive 2 days prior to arrival, and may stay 2 days after end of contract, no earlier, no longer stays are allowed.</li> </ul>
Included in cost	Bed, Kitchen Table, Living room furniture, TV, dressers, kitchen utensils, pots / pans, glasses, linens, towels.
Additional items included in cost	N/A
Administration fee due	N/A
Housing deposit due	The housing deposit will be deducted from your first pay check.
Housing deposit refundable	Yes
Further information on housing refund policy	<ul style="list-style-type: none"> <li>- The Housing Deposit will be returned to the Exchange Visitor if the house is clean and in good condition upon check out.</li> <li>- The Housing should be as clean as when the Exchange Visitor moved in.</li> <li>- You are to arrive 2 days prior to arrival, and may stay 2 days after end of contract, no earlier, no longer stays are allowed.</li> <li>- Deposit will be withheld if participant leaves early.</li> <li>- Employee must be in good standing.</li> <li>- Employee must work until the end date of their DS-2019 form.</li> <li>- Must provide Host Company with Social Security information.</li> <li>- Copy of DS 2019 Form must be submitted to your Host Company.</li> </ul>
Lease required	No
Further information on length of lease	The lease will be the duration of the Exchange Visitor's program.

## 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	Rapid City Regional Airport, South Dakota
Airport/bus/train pickup provided	Yes
General arrival instructions	<p>*Your employer prefers for you to arrive in groups and before 10:00 PM- please factor this in prior to booking your ticket!*</p> <p>Please add the details of your visa appointment/outcome and flight arrival information in the Participant Portal.</p> <p>Please email the details of your flight arrival information to Rosemary Washnok at <a href="mailto:rwashnok@livhotelgroup.com">rwashnok@livhotelgroup.com</a> at least two (2) weeks prior to your arrival in the United States.</p>



	<p>Proceed to the Baggage Claim area down the escalator. After you claim your luggage, please call Rosemary Washnok (<a href="mailto:rwashnok@livhotelgroup.com">rwashnok@livhotelgroup.com</a>) to let her know that you have arrived at the Airport if she or a Liv Hospitality representative is not there to greet you.</p> <p>If a representative is not there to greet you, please take Airport Shuttle Express (desk is located directly behind the baggage claim area) and have them drop you off here:</p> <p>4030 Jackson Blvd Rapid City, SD 57702</p> <p>Be sure to give GeoVisions your check-in information by:</p> <p>Phone: 603-363-4187 Fax: 603-363-8446 Email: <a href="mailto:support@geovisions.com">support@geovisions.com</a> Website: <a href="http://www.geovisions.com">www.geovisions.com</a></p> <p>For those arriving outside the preferred arrival times, please reach out to Clover for assistance in overnight accommodations: <a href="mailto:cvanausdell@livhotelgroup.com">cvanausdell@livhotelgroup.com</a></p> <p>CITY CAB <a href="http://www.rapidcitytaxicab.com/">http://www.rapidcitytaxicab.com/</a> +16058631111</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	Manager (introduced to on Welcome Email); any questions upon arrival please email Clover <a href="mailto:cvanausdell@livhotelgroup.com">cvanausdell@livhotelgroup.com</a>
Phone number	(605) 341-0500
Preferred arrival days	Monday to Friday
Preferred arrival times	8:00am - 6:00pm

## Section 6

### ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	U.S. Social Security Administration, 2200 N Maple Ave #301, Rapid City, SD 57701, USA
Distance of SSO from SOA	40.3 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"> <li>- Assistance will be provided where necessary.</li> <li>- 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</li> </ul>

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

Mt. Rushmore sight seeing provided by LIV Hospitality
Badlands National Park / Custer State Park (Suggestion - Not a provided trip by LIV Hospitality)
Free weekly concerts in Rapid City (Suggestion - Not a provided trip by LIV Hospitality)
Reptile World and Bear Country Amusements (Suggestion - Not a provided trip by LIV Hospitality)