



J-1 WORK AND TRAVEL PROGRAM

JOB OFFER AGREEMENT FORM

Exchange Visitor ID number

HOST ENTITY INFORMATION

Host Entity Name: Diverse Concepts - Paula Deen - Branson
Site of Activity Address: 545 Branson Landing Blvd, Branson, MO, 65616, United States

JOB INFORMATION

Job Title Cook
Start date - Earliest 2025-05-15 **Latest** 2025-06-15
End date - Earliest 2025-08-20 **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	Diverse Concepts - Paula Deen - Branson
Primary contact name	Joie Lacourse
Title	Human Resources Manager
Phone 1	(865) 809-1619
Email	JLacourse@dclfood.com

Section 2

DETAILED JOB INFORMATION

Site of Activity address	545 Branson Landing Blvd, Branson, MO, 65616, United States
Job Title	Cook
Position details and description	<p>Line Cook: Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none">- Accurately and efficiently cook meats, fish, vegetables, soups and other hot food products.- Complies consistently with company standards on portion sizes, cooking methods, quality standards and kitchen rules, recipes, policies and procedures.- Prepares and portions food products prior to cooking.- Handle raw meats and maintain health and safety standards- Ensures quality of products served.- Follows proper plate presentation and garnish set up for all dishes.- Utilizes a wide range of kitchen tools and utensils, including but not limited to knives, grinders, broilers, ovens, grills, and fryers according to the health and safety standards.- Performs kitchen maintenance tasks such as emptying the trash and washing dishes.- Promptly reports equipment and food quality or shortage problems to Kitchen Manager.- Maintains a clean workstation and assists with the cleaning, sanitation, and organization of kitchen and all storage areas.- Monitors inventory levels to ensure product availability.- Graciously and quickly fulfills any guest request possible.- Completes opening and closing checklists.- Stocks and maintains sufficient levels of food products at line stations to assure a smooth service period.- Completes additional duties as assigned by supervisor
Department	Line Cook
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 will vary between 06:00am to 22:00pm</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.	\$15.00
Is Overtime available	Yes
Overtime wage (if applicable)	Any hours worked over 40 for the week are OT and paid at time and 1/2. (or, for servers time + ½ of min wage)
Required skills	<p>In addition to a strong command of English, this position is physically demanding and may require:</p> <ul style="list-style-type: none">- Ability to receive direction and perform responsibilities in a fast-paced environment.- Ability to accept constructive criticism, especially when under pressure.

	<ul style="list-style-type: none"> - Must be able to read and follow a recipe unsupervised. - Standing and constant moving for long periods of time (up to 8 hours per shift). - Frequent bending and stooping. - Lifting up to 40lbs/18 kg. - Must possess a positive attitude and work well with other team members. - Experience preferred but not required.
Required experience	Experience preferred but not required.
English level	Excellent
Supervisor	Denice Meza

Section 3

POSITION REQUIREMENTS

Grooming	
Grooming standards	Clean, neat and professional appearance
Dress code	<p>Dress Code 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.</p> <p>Hair/Facial Hair 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>Tattoos and Jewelry 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 jewelry or tattoos may pose a conflict with the employee's job or work environment include:</p> <ul style="list-style-type: none"> • Personal safety of self or others, or damage to company property. • Productivity or performance expectations • 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. • Corporate or societal norms. • Customer complaints. <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</p>

	<p>as removal of excess or offensive jewelry, covering of tattoos, transfer to an alternative position or other reasonable means to resolve the conflict.</p> <p>All clothing must be clean/unwrinkled. Hair must be clean and neatly styled. Hair shoulder length or longer must be pulled back while in food service areas.</p> <p>Uniform shirt \$15.00 Bib Apron \$5.00</p> <p>Deducted from first paycheck. Any additional shirts or aprons can be purchased and paid for through paycheck deductions or with cash. Shoes, pants, under shirts, belt and socks are purchased separately on your own.</p> <p>Uniform shirt tucked in with white under shirt, black slacks/pants without pockets, black belt, apron, black socks, black non slip shoes, name tag.</p>
Uniform provided?	Yes
Cost to Exchange Visitor	Uniform shirt \$15.00 Bib Apron \$5.00
When is uniform fee due	Deducted from first paycheck
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 the job training
Will Exchange Visitors be paid during training/orientation	Yes
Length of training/orientation	One 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	King's Quarters - Enclave
Contact name	Michelle Payton
Address	226 Expressway Lane, Branson, MO, 65616
E-mail	bransonkingsquarters@gmail.com
Phone	417-334-5464
Web Address	https://www.explorebranson.com/profile/kings-quarters-hotel/683
Housing cost	125.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	No
Housing deposit	200.0
Is housing deposit payroll deducted?	No
Is deposit refundable	Yes
Deposit refund policy	Yes
Can housing be co-ed	No

Is renters insurance required	No
Housing amenities	Please refer to website
Distance between work site and housing	3.5 miles
Transportation details	https://www.ridesparky.com/
Description	King's Quarters offers 1 and 2 bedroom kitchenettes as well as highly affordable efficiency units with minimal of 1 month leases. All utilities are inclusive to rent and come with cable and wifi. All tenants will have the luxury of interior corridors, secured entrances, gym access, business center use, on-site laundry and seasonal exterior pool.
Number of beds per room	3
Number of bedrooms	Varies
Exchange Visitors per property	3
Exchange Visitors per room	3
Bathrooms per property	1
Bedding and towels	Yes
Bedding and towel payment due	N/A
Kitchen facilities	Community Kitchen
Additional items must bring	Personal items
Included in cost	<ul style="list-style-type: none"> - Free WiFi - Cable TV Service Included - LCD TV in all the rooms - Refrigerators in all Units - Free Access to Gym - On-Site Laundry - Mail Service - Business Center
Housing deposit due	- Deposit includes \$100 security deposit and first week rent
Housing deposit refundable	Yes
Further information on housing refund policy	Please refer to Housing Manager
Lease required	Yes
Length of lease	5 Months
Further information on length of lease	Please refer to Housing Manager

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	Springfield Airport (SGF)
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>Should you arrive in the US outside of the preferred arrival times, please see the below for the closest hotel for an overnight stay.</p> <p>St. Louis Lambert International Airport Closest Hotel: Comfort Suites, St.Louis - 3654 S Lindbergh Blvd, Saint Louis, MO 63127. From \$120 per night</p> <p>Cost of Transport - Approximately \$45-\$50 per ride (four people sharing). Service provider: Uber/Lyft</p> <p>Springfield Airport (SGF) Closest Hotel: Holiday Inn & Suites Springfield - I-44 - 2720 North Glenstone Ave, Springfield, MO 65803. From \$110 per night.</p> <p>Cost of Transport - Approximately \$36 - \$50 per ride (four people sharing) Service provider: Uber/Lyft</p>
Should Exchange Visitors contact Host Entity before arrival	Yes
Upon arrival, Exchange Visitors should report	Host Company/Housing
Phone number	865-286-0700
Preferred arrival days	Monday - Friday
Preferred arrival times	8:00am to 18:00pm

Section 6

ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	1570 W Battlefield Rd STE 100, Springfield, MO 65807
Distance of SSO from SOA	39
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

Branson Landing Fountain Shows, Ballparks Of America, Free Downtown Trolley, Titanic Museum Attraction in Branson, Hollywood Wax Museum, Butterfly Palace & Rainforest Adventure