



## J-1 WORK AND TRAVEL PROGRAM

# JOB OFFER AGREEMENT FORM

**Exchange Visitor ID number**

### HOST ENTITY INFORMATION

Host Entity Name: Adirondack Pub and Brewery

Site of Activity Address: 33 CANADA ST, LAKE GEORGE, NY, 12845, United States

### JOB INFORMATION

**Job Title** Line Cook

**Start date - Earliest** 2025-05-15 **Latest** 2025-07-15

**End date - Earliest** 2025-08-30 **Latest** 2025-10-01

**Guaranteed salary/wage per hour before deductions** 15.00 \$ per hour

**Estimated tips** N/A

**Average hours per week** 32 - 40

**Required Interviews** Sponsor Interview, Host Interview

### HOUSING INFORMATION

**Housing Model** Participant arranged

### 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	Adirondack Pub and Brewery
Description	A brewpub in the heart of Lake George Village
Web site	<a href="https://adkbrewery.com/">https://adkbrewery.com/</a>
Primary contact name	James McReynolds
Title	General Manager
Department	N/A

Phone 1	518-668-0002
Fax	N/A
Email	jjmcreynolds10@gmail.com

## Section 2

### DETAILED JOB INFORMATION

Site of Activity address	33 CANADA ST, LAKE GEORGE, NY, 12845, United States
Job Title	Line Cook
Position details and description	<p>Cook:</p> <p>Specific duties may include but are not limited to any combination of the following:</p> <ul style="list-style-type: none"> <li>- Accurately and efficiently cook meats, fish, vegetables, soups and other hot food products.</li> <li>- Complies consistently with company standards on portion sizes, cooking methods, quality standards and kitchen rules, recipes, policies and procedures.</li> <li>- Prepares and portions food products prior to cooking.</li> <li>- Handle raw meats and maintain health and safety standards</li> <li>- Ensures quality of products served.</li> <li>- Follows proper plate presentation and garnish set up for all dishes.</li> <li>- Utilizes a wide range of kitchen tools and utensils, including but not limited to knives, grinders, broilers, ovens, grills, and fryers according the health and safety standards.</li> <li>- Performs kitchen maintenance tasks such as emptying the trash and washing dishes.</li> <li>- Promptly reports equipment and food quality or shortage problems to Kitchen Manager.</li> <li>- Maintains a clean workstation and assists with the cleaning, sanitation, and organization of kitchen and all storage areas.</li> <li>- Monitors inventory levels to ensure product availability.</li> <li>- Graciously and quickly fulfills any guest request possible.</li> <li>- Completes opening and closing checklists.</li> <li>- Stocks and maintains sufficient levels of food products at line stations to assure a smooth service period.</li> <li>- Completes additional duties as assigned by supervisor</li> </ul>
Department	Back of House
<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>	<p>- <i>Shifts may vary; Hours may be reduced depending on business needs, weather, economic situations, your performance, sick time and other circumstances.</i></p> <p><i>***Please note that students may not work in positions requiring work hours that fall predominantly between the hours of 10:00 p.m. and 6:00 a.m.</i></p>
Average hours per week	32 - 40
<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</p>	\$15.00

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)	\$21.30 per hour. Overtime may be offered, but not guaranteed.
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"> <li>- Ability to receive direction and perform responsibilities in a fast-paced environment.</li> <li>- Ability to accept constructive criticism, especially when under pressure.</li> <li>- Must be able to read and follow a recipe unsupervised.</li> <li>- Standing and constant moving for long periods of time (up to 8 hours per shift).</li> <li>- Frequent bending and stooping.</li> <li>- Lifting up to 40lbs/11 kg.</li> <li>- Must possess a positive attitude and work well with other team members.</li> </ul>
Required experience	- Experience preferred but not required.
English level	Good
Supervisor	James McReynolds

### Section 3

#### POSITION REQUIREMENTS

Grooming	
Grooming standards	<ul style="list-style-type: none"> <li>- All clothing must be appropriate and clean.</li> <li>- If your hair is more than 1 inch long you are required to wear a hat while in the kitchen.</li> <li>- We understand that all cultures have different standards of hygiene, but we ask that you keep your body clean and free of certain body odors for sanitation purposes.</li> </ul>
Dress code	<ul style="list-style-type: none"> <li>- Basic kitchen clothing.</li> <li>- Students are required to have Non-slip shoes for in the kitchen and brewery, as well as the proper outdoor cloths to protect them from the elements.</li> <li>- You will be provided with 2 shirts.</li> </ul>
Uniform provided?	Yes
Cost to Exchange Visitor	Approximately \$50 (shoes)
When is uniform fee due	Upon purchase
Screening	
Host Entity will require a drug test	No
Host Entity will provide the drug test	No
Description of drug screening policy	No drug tests, however drugs and alcohol will not be permitted and if caught, will be terminated. Zero tolerance policy.
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	<ul style="list-style-type: none"> <li>- Employee appreciation party and boat ride.</li> <li>- Pay increases are available with above average work performance and manager approval.</li> </ul>
Estimated tips	N/A
Description	<ul style="list-style-type: none"> <li>- May have second job if it does not interfere with first job hours and tasks. Second job must be approved by management and GeoVisions FIRST.</li> <li>- Overtime policy: Yes, with management approval and the right work ethic and attitude. We are required by law to pay you overtime, however if there are not enough hours, you may pick up additional shifts in our other establishments with manager approval.</li> </ul>
Training / Orientation	
Host Entity provides training/orientation	Yes
Description	There is mandatory training and orientation for all new hires.
Will Exchange Visitors be paid during training/orientation	Yes
Length of training/orientation	2 weeks
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	Participant arranged
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Gender requirement	Any
Housing type	Hotel
Housing name	33 Canada St
Contact name	James McReynolds
Address	327 Canada Street, Lake George , NY, 12845
E-mail	jjmcreynolds10@gmail.com
Phone	518-668-0002
Web Address	N/A
Housing cost	135.0
How often is rent due?	Per week
Is weekly cost/rent payroll deducted?	No
Housing deposit	100.0
Is housing deposit payroll deducted?	No
Is deposit refundable	Yes
Can housing be co-ed	No
Housing amenities	Basic amenities provided
Distance between work site and housing	50 feet
Description	Apartment- coed
Number of beds per room	2 - 4
Number of bedrooms	2
Exchange Visitors per property	4 - 8
Exchange Visitors per room	2 - 4
Bathrooms per property	2
Bedding and towels	Yes
Kitchen facilities	Yes
Additional items must bring	All basic utilities are included - internet included. All kitchen, and basic living furniture. No computer at the property
Additional comments	Housing is not provided by employer-it's a private landlord. Pricing is subject to change.

	Please verify with landlord prior to arrival and signing lease.
Included in cost	Fully furnished apartments are available to share. Utilities (heat, appliances, electricity, and wi-fi), appliances, furniture and beds and bedding (sheets and blankets) are included.
Additional items included in cost	Rent should be paid weekly at the Business Office located at 33 Canada Street Lake George.
Administration fee due	N/A
Housing deposit due	Deposit is due the 1st week of arrival. This Deposit will be refunded pending the following conditions: There is No Damage to the apartment All borrowed linens have been returned, washed and undamaged All Rent has been paid up to date
Housing deposit refundable	Yes
Further information on housing refund policy	Yes Upon arrival and it will be returned if housing is left in the same condition as when they arrived.
Lease required	Yes

## 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	John F. Kennedy International Airport
Nearest airport to site of activity	John F. Kennedy International Airport
Airport/bus/train pickup provided	No
General arrival instructions	<p>Please email the details of your flight itinerary to James McReynolds at <a href="mailto:jjmcreynolds10@gmail.com">jjmcreynolds10@gmail.com</a> 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>Proceed through customs and security checkpoints. Once through you will claim your baggage at your airline's terminal building. Follow the signs to the Ground Transportation Desk near the Baggage Claim area.</p> <p>Ask an agent to arrange for SuperShuttle service to Port Authority Station, or, you can call SuperShuttle direct from the courtesy phone next to the Ground Transportation Desk.</p> <p>Once you arrive at Port Authority Station, take a bus to Lake George, NY. You should check the bus website <a href="http://www.adirondackrailways.com">www.adirondackrailways.com</a> prior to your departure to verify the scheduled times being used.</p> <p>The trip will cost approximately \$50 one-way and will take approximately five hours. Be sure to call your employer before leaving JFK so they can arrange to meet you when you reach Lake George. They will also want to know which bus you will be taking.</p> <p>Please see the below accommodation information for arrival outside of preferred days and times:</p>

	<p>Accommodation: Quality Inn JFK Airport Rockaway Blvd</p> <p>Address: 153-95 Rockaway Blvd, Jamaica, NY, 11434</p> <p>Contact: (718) 723-6700</p> <p>Cost: from \$115 per night</p> <p>UberX/Lyft: from \$25 per ride</p> <p>Costs are subject to change. Participants are encouraged to call or visit websites for most recent rates.</p>
Arrival pick-up cost	50.0
Should Exchange Visitors contact Host Entity before arrival	Yes
Upon arrival, Exchange Visitors should report	James McReynolds
Phone number	518-321-1306, jjmcreynolds10@gmail.com
Preferred arrival days	In the airport, follow the signs to the Ground Transportation Desk near the Baggage Claim area. Book SuperShuttle service through your agency or the courtesy phone next to the Ground Transportation Desk.
Preferred arrival times	At Port Authority Station, take a bus to Lake George(check scheduled time at <a href="http://www.adirondackrailways.com">www.adirondackrailways.com</a> ) It will take about 5 hours. Call your employer and tell the bus you take before leaving JFK so they can arrange to meet you at Lake George.

## Section 6

### ADDITIONAL INFORMATION

Social Security Information	
Address of the nearest social security office	SUITE 1 17 CRONIN RD QUEENSBURY, NY 12804
Distance of SSO from SOA	8.6 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	<p>- Assistance will be provided where necessary.</p> <p>- 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 <a href="mailto:support@geovisions.com">support@geovisions.com</a> with any questions.</p>

## Section 7

### POTENTIAL CULTURAL ACTIVITIES

Moderate staff hike up local mountain for a breathtaking view of Lake George
Easy staff hike to a beautiful waterfall and a swim and picnic in Lake George
One free admission ticket to Six Flags Great Escape & Splashwater Kingdom to enjoy with co-workers
Staff boat ride on Lake George and appreciation party the Tuesday after Labor Day