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WWCE SWT PROGRAM –Room Attendant - PLACEMENT INFO

EMPLOYMENT

Company:	Nationwide Hotel Management Company
Placement Location:	Woodsprings Suites Jacksonville I-95 North; 10520 Balmoral Cir W., Jacksonville, FL 32218
Company Description:	Nationwide Hotel Management Company has extensive management experience in offering staff to hotels with exceptional talent. Nationwide's success depends on their ability and willingness to get details perfect. With care and precision, Nation wide invests in the skill-set and dedication of each teammember. Some core values for Nationwide include, People First, Operational Excellence, Integrity, Collaboration, and Transparency.
Website:	https://nationwidehmc.com/
Arrival Date:	<p>per DS 2019. The participant must arrive on the specified date. The housing reservation and/or hotel accommodation has been made for this date. The participant will not have accommodations if s/he arrives early. The arrival process includes a bank appointment and a Social Security Office appointment, as well as a meeting with the employer; the participant may lose the placement if the arrival procedure is not followed. The participant can expect to begin paid training 1 to 1 ½ weeks following the arrival date.</p> <p>The participant must ensure s/he has enough US currency to pay for housing, food, transportation and any other living expenses while s/he is waiting to start working. The participant is not expected to start work on the arrival date. The WWCE orientation and the employer orientation will be set up within the first week of arrival, and the participant will begin working approximately one week after the orientation and/or drug testing is done if required.</p>
Start Date:	per DS 2019.

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End Date: per DS2019 - Only a participant able to stay through the end of the program should apply for this position. Unauthorized early departures are not permitted and will result in program termination and the loss of all fees / deposits paid.

Apartment Move-out Date: Move out date will be set once you arrive.

Placement Title: Room Attendant

This is intended as a brief explanation of the position. Full position details will be given directly by the employer. The participant must make sure to ask all questions regarding the position during the recruitment process and BEFORE signing the placement offer.

Room Attendant:

Under the direct supervision of Director of Housekeeping/Housekeeping Manager/Housekeeping Supervisor participants will be required to:

Maintains the hotel and hotel rooms in a guest ready state. Works closely with the General Manager (GM) to perform a wide variety of cleaning tasks to ensure each room and hotel public spaces adhere to brand standards ensuring guest readiness.

- Receives a list of rooms at the start of shift to identify rooms and public spaces to be cleaned during shift.
- Maintains an orderly cart utilizing company and brand standards. The cart contains clean linens, towels, toiletry items, cleaning and disinfecting supplies, broom, dustpan and mop. Carts should be stocked and ready to go at the beginning and end of the room attendant's shift.
- Cleans rooms, hallways, lobbies, restrooms, corridors, elevators, stairways so that health standards are met, and the property is clean to company standards.
- Cleans doors, door frames, vents, windows, cabinets, walls, outlets, packaged terminal air conditioner (PTAC) and windows.
- Cleans and inspects fire prevention devices (smoke alarms and sprinklers).
- Inspects rooms and public areas to accepted health and safety standards for pest control. Notifies GM if a pest control concern is observed at the hotel.
- Replaces soiled linen and towels, disinfects bathroom surfaces, dusts or wipes down all surfaces, sweeps and mops all floors.

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- Replenish room supplies, toilet paper, soap, trash liners, etc.
- Empties wastebaskets and transports other trash and waste to disposal areas.
- Observes precautions required to protect hotel and guests, immediately reports any damage to a room, as well as any contents that should not be in a room (drugs, weapons, animals, etc.) to the GM.
- Notifies GM of any maintenance issues.
- Notifies GM of leftover guest belongings and bags and tags the items.
- Keep storage areas and carts well-stocked, clean, and organized.
- Washes and folds laundry.
- From time to time, employees in this position may be asked to cover at another hotel in their area during critical staffing needs.
- Essential functions are not all inclusive; other duties may be assigned.
- Job Knowledge: Demonstrates understanding of the job and applies that knowledge effectively, satisfactorily performs essential job functions and demonstrates required knowledge and skills.
- Quality of work: Performs at a high level of accuracy and thoroughness.
- Reliability: Can be depended upon to complete work properly and on time, trustworthy, and follows work rules and policies.
- Team work: Good team member, works well with others.
- Attendance: Consistency in coming to work on time, completing shifts, and demonstrates good attendance by working scheduled shifts.
- Communication/Professionalism: interacts with guests, team members, vendors, and others both orally and written in a professional manner.
- Productivity: Produces high levels of outputs in a timely manner under normal and high pressure conditions while following company procedures.
- Core values: Committed to following company core values of people first, integrity, transparency, operational excellence and collaboration.

Placement Requirements: The participant is expected to bathe every day and wear deodorant. No excessive make up or jewelry is allowed. Tattoos must be covered at all times and facial piercing jewelry must be removed while working. Hair must be clean and tied back. Men must be clean-shaved. Failure to comply with the grooming standards can result in dismissal from your position and program.

Uniform: Uniforms will be provided by the employer at no cost. Non-slip shoes are required to be purchased by the participant.

Skills: English speaking Intermediate/Advanced level required. An outgoing and friendly personality is a must. Must be able to work quickly and efficiently.

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Pay Rate: Pay rate is \$10.86 per hour based on experience and location. Please be aware that it may take 2 to 3 weeks to receive the first paycheck.

Work Hours: The participant will have at least 1 day off each week and will have a flexible schedule that may change each week based on the employer's needs. The participant is expected to work weekends and holidays, since this is the busiest time for the host employer. The participant will have a minimum of 32 work hours per week and will work 3-6 days per week, 4-8 hours per day. Due to uncontrollable circumstances, weather conditions or other factors beyond the control of the Host Employer and/or WWCE, some placements have uncertain start dates and hours of work and the participant may not receive the minimum 32 hours. The participant must be able to support all of their expenses in the U.S. until he/she gets his/her first paycheck, throughout the entire duration of the program and in the event of reduced working hours and must have at least \$1,000 with themselves upon arrival in the U.S. as well as access to a credit card that can be used for uncontrollable circumstances.

Second Placement: A second placement may be possible, however the participant must have the employer fill out the WWCE placement offer, as well as submit all the necessary vetting documents and send it to our office for approval BEFORE STARTING WORKING. **Only after written approval of the placement by WWCE can a participant work in a second placement.** Due to the flexible nature of the first placement schedule, the participant may find it difficult to find a second placement. The participant can find a second placement on his/her own provided the work schedule of the second placement doesn't conflict in any way with the placement provided through the program. A participant's first commitment is the placement provided through the program, and the participant's J-1 status and DS 2019 is tied directly to the program placement.

Meals: Meals are not provided.

Drug Testing: The participant may be required to undergo a physical examination and drug test upon arrival or during their program. The participant must remember to bring a doctor's note for any regular medication that could be revealed by the drug test. A participant will be dismissed from the program and/or placement if test reveals illegal substance use. Medical Marijuana cards and other such temporary documentation are not accepted by WWCE to override this requirement.

HOUSING

Self-Housing: The participant is given the opportunity to find and secure his/her own housing arrangements. **The participant must ensure that s/he has made the selection for Self-Housing or Program Housing on the Program Application.** All details of the self-housing should be given to World Wide Cultural Exchange no later than March 1, 2021.

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WWCE will make every attempt to verify the information provided; however, the participant must assume full responsibility for the selection of housing that s/he makes.

The participant should be cautious of housing scams. The participant should not finalize any housing until receiving WWCE approval, although this does not guarantee legitimacy of any housing.

Tips for avoiding rental scams:

Do

- Learn the basics of how rental listing scams work.
- Get the terms of your rental, including fees, rent, and maintenance in writing.
- Get a copy of the lease, signed by both you and the property owner/manager.
- Do a search on the owner, real estate management company, and listing. If you find the same ad listed under a different name, that's a clue it may be a scam.

Don't

- Don't wire money as a deposit or payment of first and last month's rent. Wiring money is the same as giving cash; you can't get a refund, even if you find out the offer was a fraud.
- Don't give in to high-pressure sales tactics.
- Don't pay a security deposit, fee, or first month's rent before you've signed a lease.
- Don't rent a property that you are haven't seen in photos or in person.
- Don't give your personal information or Social Security number to a property owner, without verifying their identity.

The websites below may help the participant consider some options. WWCE does not support any of the websites below, and they are provided for the participant's reference. Many apartment complexes will charge a deposit with the first month's rent. The leasing agent will be able to give the participant all the information of pricing. The participant will also have to secure his/her own furniture rental for the time s/he will be leasing the apartment, as well as pay for utilities such as gas, electricity, water, trash and sewer, as well as other utilities as provided by the apartment community.

www.apartments.com / www.craigslist.org/ www.roommates.com /
www.okroommate.com/usa / www.proroommate.com/usa /
www.apartmentsusa.com

To rent furniture, search the following websites:

www.rentacenter.com / www.cort.com / www.brookfurniture.com

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If the participant is not able to secure self-housing by this date, the participant has the option to request Program Housing OR cancel the program based on the cancelation rules in the application. If the participant selects the Program Housing, the \$165 Non-Refundable Housing Registration and Placement fee will then be due 60 days prior to the arrival.

IF THE PARTICIPANT DECIDES TO USE THE PROGRAM HOUSING, S/HE MUST READ THROUGH THE HOUSING SECTION BELOW VERY CAREFULLY BEFORE MAKING A SELECTION. THE PARTICIPANT MUST MAKE SURE THAT S/HE CLEARLY UNDERSTANDS THE DETAILS LISTED BELOW. THE PARTICIPANT MAY EMAIL US AT SWT@WWCEUSA.COM WITH ALL QUESTIONS S/HE MAY HAVE PRIOR TO MAKING A SELECTION SO THAT THE WWCE TEAM MAY ASSIST WITH THOSE QUESTIONS, NOT YOUR HOME COUNTRY AGENCY.

Employer Housing:

The Housing Agreement from this application package does not need to be completed for this placement, as housing is arranged by the employer, not WWCE.

Employer housing will be provided at no charge.

IN AN EFFORT TO ENSURE ALL STUDENTS HAVE PRE-ARRANGED HOUSING, FAILURE TO PAY THE REQUIRED FEE BY THE SPECIFIED TIME MAY RESULT IN PROGRAM CANCELLATION IN ACCORDANCE WITH THE WWCE CANCELLATION POLICY.

Transportation:

The participant is responsible to make it in time for work. Please remember that the participant will be responsible for providing their own transportation to and from work.

Please note: The participant must purchase a round trip airline ticket with an open end so that the return can be changed without a charge should there be a need.

LOCATION

Arrival:

Please fly into Jacksonville International Airport (JAX). Clear arrival instructions will be given in the arrival guide.

Area Description:

Jacksonville is the ideal Florida destination to explore the outdoors, enjoy active eco-adventures and be surrounded by nature! Come experience a different side of Florida, combining both relaxation and family adventures. Enjoy our 22 miles of beaches, extensive park system, world-class fishing, historic neighborhoods, eclectic museums, vibrant street arts scene, creative coastal cuisine, delicious craft beer and so much more! Jax, as locals call it, is perfectly located in Northeast Florida, just a quick trip away from most of the Southeast and on the intersection 28097 SMYTH DRIVE SUITE B | VALENCIA, CA 91355

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of I-95 and I-10. Take an unforgettable road trip this summer to our affordable and exciting waterfront destination. Our commitment to keeping all visitors safe can be seen across our hospitality industry with enhanced cleanliness and occupancy standards in restaurants, attractions and shops. So, let Jacksonville lift the weight off your shoulders and replace it with the vacation memories you crave – smiles, laughter, fun and sun. Jax. It's Easier Here!

Websites:

The participant is required to go online and get familiar with the area s/he is going to, including transportation availability and things to do while s/he is in the USA. While performing research, the participant should make sure s/he chooses an area that s/he feels comfortable with. City websites will give the participant more information on the area where s/he will be living and working. <https://www.visitjacksonville.com/>

Average Temperature:

The temperature in Jacksonville, FL during the summer ranges between a low of 72°F (22°C) to a high of 90°F (32°C). The participant can check a weather website for the daily weather info. <https://weather.com>

Safety Tips:

General Safety Tips for the United States

- Become familiar with the area around your housing, to and from work, and shopping areas.
- Ask US residents (your friends, co-workers, employer, landlord, etc.) about areas you should avoid, especially at night.
- Make sure you know the numbers to call in case of an emergency "911" is the general emergency number in the US, and your particular region may have numbers to call for non-emergencies.
- Locate the police station that serves your neighborhood.
- Identify the hospital emergency room nearest to your home and know what to do in case of an accident.
- When using public transportation and when you are in the city remain aware of yourself and your belongings to avoid being the "target" of a pickpocket. Do not leave any of your bags unattended or display any objects of value.
- Try to travel in pairs.
- Know your address and telephone number along with the Emergency Line number- (888) 992-3872.
- Do NOT carry your passport or social security card with you.
- Keep large amounts of cash in a bank account. Try to only carry small amounts with you (\$20-\$40).
- If you are riding a bicycle, ALWAYS wear a helmet, light colored clothing, and cross ONLY at cross walks. Reflective lights are required at nights.
- Keep a prepaid cell phone with you while traveling if possible.
- Remember that the legal drinking age in the US is 21. You cannot

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consume alcohol if you are less than 21 years old. If you are over 21, it is illegal to sell to or purchase alcohol for someone younger than 21 years of age. For tobacco, the legal age is 18, and the same rules apply.

- WWCE does not accept medical marijuana cards or any other temporary documentation that permits illegal substance abuse.
- Please refer to this website for further detailed safety precautions www.travel.state.gov/travel/tips/safety/safety_1747.html

CULTURAL

Cell Phone: Participants are required to have a working US cell phone while they are in the program. If the participant would like to have a working SIM card immediately upon arrival in USA, s/he may order one to his/her home address at: <https://j1simcards.com/order/wwceusa>

Cultural Activities: While participant's employment is a benefit of the J1 program, the purpose of the program is to experience American culture. Therefore, participant will be required to participate in cultural activities throughout their program. WWCE will arrange events and encourages participants to live their program to the fullest.

ACKNOWLEDGEMENT

I have read and fully understood all of the above. I understand the deadlines associated with self-housing and program housing. I understand that once I accept a position, I cannot change to another position within the company or to another employer. I understand I may be placed in any of the sub-positions of the position.

Participant's full name: _____

Participant's signature: _____

Date (MM/DD/YY): _____