



## H2B Host

We are pleased to make the following job offer to \_\_\_\_\_ under the conditions below. Employment offer is conditioned to verification of H2B permit to work in the USA. This employment offer is valid only during the dates allowed in the H2B certification and listed on the visa.

**Employer Company Name:** Boynton Canyon Management Company dba Enchantment Resort.  
**Full Address:** 525 Boynton Canyon Road, Sedona, Arizona 86336  
**HR Manager:** Nicole Rosas  
**Office Phone:** 928-204-6042      **Office Fax:** 928-204-6382  
**Arrival Date:** October 1<sup>st</sup>, 2007      **Expected End Date:** July 1<sup>st</sup>, 2008

**Job dates:** Must arrive one day prior to the date stated above.  
**Expected Arrival date to city of employment:** Must arrive one day prior to the date stated above.  
**Transportation:** ALL TRANSPORT TO EMPLOYEE HOUSING MUST BE COORDINATED THROUGH RSI TO INSURE CORRECT ARRIVAL DATE AT THE EMPLOYER'S WORK PLACE.

**\$/hr. minimum amount per hour:** \$8.50. Taxes deducted: Estimated to be approximately 20%. Information on how to prepare your tax documents is provided upon arrival. We can also refer you to a tax preparing professional.  
**Estimate Hr./ Total Program:** 40 hours weekly. However, this is seasonal work and the exact number of hours worked will vary throughout the season.

**Work Schedules:** AM and PM shifts Monday - Sunday. (Must work weekends and holidays)  
**Workmen's compensation:** Provided  
**Weather and work schedule:** Most tasks are performed regardless of weather conditions. However, weather can affect the number of hours worked in a given week.

**Position Title and expected tasks:** **HOST**-Answer phone calls, take reservations, seat guests etc. (See attached description). (See attached description).

**Overtime opportunities:** LIMITED/OCCASIONAL overtime after 40 hours paid at 1.5 times the hourly wage.  
**English level required to retain position:** **Good.** Must have the ability to understand instructions, give directions, and communicate effectively with coworkers, supervisors and customers. In addition, must have the ability to communicate effectively in English under pressure and/or during emergency situations.

**Orientation:** Job site orientation attendance is mandatory.  
**Training required:** On-the-job and other training provided by Enchantment Resort.  
**Lodging conditions:** Lodging has been arranged by Enchantment Resort. The employees will move in on the night of arrival and stay for the duration of their work experience. There is no housing deposit. **Bi-weekly rent: \$140.00.** All-inclusive price includes all amenities and utilities. All housing will include beds and all other furnishings including eating utensils. Participant must abide by terms and conditions of the lease. Lease laws vary according to state. For additional information, please consult the housing sheet drafted by RSI and provided by your recruiter.

**Meal conditions:** One free meal on work days all other meals are the responsibility of the employees.  
**Payroll:** Bi-weekly. Pay period is Monday through Sunday and paychecks are issued the following Friday.  
**Vacation:** N/A  
**Sick days:** Participant must call in; otherwise they may jeopardize their employment. No paid sick days. Late without a phone call three times may result in early termination. Not showing up for work is grounds for termination

**Dress code/appearance policy** Uniforms supplied by Enchantment Resort. You need a couple pairs of black dress slacks and a comfortable pair of dress shoes. Uniform shirts will be provided.

I will accept the above named international worker as a winter employee for the dates listed above. I understand that this person is only eligible to work during the dates listed on the I-797B work authorization form issued by the USCIS. I verify that this person will receive compensation commensurate with that offered to his/her American counterparts. I agree to cooperate with RESOURCE STAFFING INTERNATIONAL, INC. their partners in all efforts to monitor this international worker's status and well-being. I verify that this job offer is valid and I agree to the conditions described above.

EMPLOYMENT OFFER

Enchantment Resort is offering this position to \_\_\_\_\_ under the above conditions.  
(PRINT NAME IN BLOCK LETTERS)

\_\_\_\_\_  
Nicole Rosas  
Human Resources Manager

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Participant's signature

\_\_\_\_\_  
Date Signed

**STATEMENT OF ACCEPTANCE:**

I have read this job offer and I accept the position with all the conditions offered herein. I fully understand that **this job offer and the memorandum of understanding are the only conditions under which I am being employed**. I have not signed any other contractual document that states any other conditions or contradicts what is stated above. I state that I can communicate effectively in English and I will be able to handle any job that requires me to communicate with the public. I understand that I may be laid off if my language skills are not sufficient to handle the responsibilities of the job I am accepting.

I agree to not work beyond the ending program date. I understand that the employer can terminate the employment agreement at any time without prior notice and for reasons not prohibited by law; that, upon agreement with me, my position, duties and responsibilities may vary during the period of employment to be able to satisfy the needs of the employer. **I understand that job hours may vary and I may work fewer hrs than stated on the job offer.** I further understand that I am employed at a seasonal business and that I may be laid off if business levels drop and prevent the employer from supplying me with an adequate number of hours. I agree to not change jobs or job sites unless requested and agreed to by my employer and my sponsor organization. I understand that if I choose to not arrive to work on the dates above, I might not have a position available at a later date. I will keep a copy of this job offer together with the Memorandum of Understanding that I signed, together with all program papers while residing in the United States. These papers will be kept on or near my person at all times.

Participant name: \_\_\_\_\_  
(PRINT FULL NAME)

Date \_\_\_\_\_

Participant's signature \_\_\_\_\_



## HOST

### BASIC FUNCTION

To greet and seat guests in the dining room. To answer the telephone, take reservations and take room service orders in an expedient, professional and courteous manner.

### CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Arrive at scheduled start time in appropriate uniform and ready for work.
- Uniform must be neat and pressed.
- Make floor plans.
- Collect keys and complete all opening and closing side work duties.
- Take orders for room service in a complete and timely fashion.
- Seat guests in the dining room.
- Make reservations for guests.
- Keep work station clean.
- Read all memos
- Answer telephones properly.
- Must be able to operate RIO (will train)
- Maintain a positive and professional attitude towards guests and co-workers.
- Report to Food and Beverage Manager before ending work shift.
- Acts as an Ambassador of Enchantment Resort by speaking positively of the resort at all times.
- Foster a work environment of teamwork and mutual service by assisting coworkers and other departments as necessary to exceed our guest's expectations.
- All other projects as assigned by management.

**Supervision Exercised: None**

**Supervision Received: Food and Beverage Managers**

### Responsibility and Authority:

- Work efficiently as part of a team.
- Knowledge of resort layout.
- Observe all safety procedures during the execution of assigned duties.
- Properly handle all equipment and supplies (i.e. china, crystal and silver)

### Minimum Requirements:

High school diploma or equivalent. Must work well with or without direct supervision. Must be neat and well groomed at all times. Needs to be flexible, self motivated, positive and have a professional attitude towards guests, co-workers and management. Must also be able to perform all related duties as assigned and must have current Yavapai count Food Handlers Certificate (Enchantment will help you with the certification process).

By signing below you are acknowledging your understanding of this document and your willingness to perform the above described duties and tasks.

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(Print your name above)

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(Sign your name above)

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Date (mm/dd/yyyy)