



H2B Retail Associate

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 1st, 2007 **Expected End Date:** July 1st, 2008

Job dates: Must arrive one day prior to the date stated above.
Expected Arrival date to city of employment: ALL TRANSPORT TO EMPLOYEE HOUSING MUST BE COORDINATED THROUGH RSI TO INSURE CORRECT ARRIVAL DATE AT THE EMPLOYER'S WORK PLACE.
Transportation: \$9.00 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.
\$/hr. minimum amount per hour: 40 hours weekly. However, this is seasonal work and the exact number of hours worked will vary throughout the season.
Estimate Hr./ Total Program: AM and PM shifts Monday - Sunday. (Must work weekends and holidays)
Work Schedules: Provided
Workmen's compensation: Most tasks are performed regardless of weather conditions. However, weather can affect the number of hours worked in a given week.
Weather and work schedule: **RETAIL ASSOCIATE**-Sell retail products and gifts. (See attached description).
Position Title and expected tasks: LIMITED/OCCASIONAL overtime after 40 hours paid at 1.5 times the hourly wage.
Overtime opportunities: **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.
English level required to retain position: Job site orientation attendance is mandatory.
Orientation: On-the-job and other training provided by Enchantment Resort.
Training required: 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.
Lodging conditions: One free meal on work days all other meals are the responsibility of the employees.
Meal conditions: Bi-weekly. Pay period is Monday through Sunday and paychecks are issued the following Friday.
Payroll: N/A
Vacation: Participant must call in; otherwise they may jeopardize their employment. No paid sick days.
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 _____



RETAIL ASSOCIATE

BASIC FUNCTION

The Retail Sales Clerk is responsible for selling products and gifts in the spa retail shop and providing courteous and efficient guest service. He or she must also be very knowledgeable in regards to all products available at the facility and in the surrounding area and the Spa itself. He or she is also responsible for maintaining a cashier's bank, closing retail sales, preparing mail orders, giving spa tours, taking cash and check payments and making change. He or she may also check Spa appointments as needed. The following is the listing of the primary functions of a Sales Clerk.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Arrive at scheduled start time in appropriate uniform and ready for work.
- Uniform must be neat and pressed.
- Sell retail products to guests and maintain clean and neat, fully stocked display area.
- Provide clear and pleasant communication in English using proper grammar. Understand guest inquiries and provide immediate and appropriate responses.
- Perform monthly inventory and daily stocking and cleaning.
- Read communications boards, logs, memos and e-mil messages prior to beginning shift.
- Utilize spa computers with skill and proficiency by inputting and accessing information accurately.
- Answer all phone calls within three rings and use guest name at least once.
- Acknowledge and greet everyone who passes. Use guest name at every opportunity. Maintain eye contact when addressing someone (guest, visitor, co-worker or manager).
- Explain/describe in detail Spa treatments, services and facilities available. Promote the Spa, all treatments, services, packages, programs and retail.
- Attend all training sessions and all retail meetings.
- Other responsibilities as assigned by management and assist in all areas of Spa operation.

Supervision Exercised: None

Supervision Received: Retail Sales Manager

Responsibility and Authority:

- Provide clear and pleasant communication in English using proper grammar. Understand guest inquiries and provide immediate and appropriate responses.
- Properly open and close the Spa retail area each day according to the standard operating procedure.
- Accurately maintain a cashier's bank.
- Take responsibility for guest inquiries/problems. Handle concerns courteously, offer solutions and follow through on all requests by guests until there is a satisfactory conclusion.
- Knowledge at all times of: All facility and Spa features/services, hours of operations etc.
Complete knowledge of all products available at spa retail shop. General treatment availability and wait list status.
Current promotions and/or discounts available. Current Groups "in-house" and their billing for spa fees.
- Maintain a safe, fully stocked, clean and neat work area. Perform monthly inventory and daily stocking and cleaning.

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

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

(Print your name above)

(Sign your name above)

Date (mm/dd/yyyy)

