



Job Description Document (JDD) – Atlantic Ice Cream Inc. - "Dairy Queen"

POSITION/ JOB TITLE	NUMBER OF JOBS	ARRIVAL DATE RANGE Month/Day/Year	DEPARTURE DATE RANGE Month/Day/Year
Cashier		05/20/2012 – 06/15/2012	08/25/2012 - 09/20/2012

POSITION OPPORTUNITY INFORMATION			
Worksite Address:	6758 Maddox Blvd, Unit 1, Chincoteague	State: VA	Zip Code: 23336
English Level Required:	<input type="checkbox"/> Conversational <input checked="" type="checkbox"/> Advanced <input type="checkbox"/> Any		
Job Description:	Receive payment by cash, checks, credit cards, vouchers, count money in cash drawers.		
Required Skills:	Good communication skills; being polite with the customers.		
Job requirements:	Skill in handling and counting cash.		
Gender Preference:	<input type="checkbox"/> Male Only <input type="checkbox"/> Female Only <input type="checkbox"/> Mix: #M ____; #F ____; <input checked="" type="checkbox"/> Any (more females preferred)		
Pay Rate per hour:	7.25 -7.50	Min Hours/Week: 35-40	Expected Tips: from 10 USD <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Occasionally per week. <input type="checkbox"/> No
Overtime available:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Based on needs		Possible 2 nd Job in the area: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
End of Season Bonus:	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes / details: 0.25 USD every two weeks for every worked hour. As well the employer takes students for sightseeing tour and covers all expenses.		
Meal discounts: If Yes, please describe	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes A free sandwich during working shift		
Additional application:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Drug Screening Policy: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Uniforms / Dress code: If Yes, please describe	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Company shirt is provided by the employer. Please bring comfortable shoes and khaki color shorts or pans.		
Additional information:			

ACKNOWLEDGEMENT

I certify that as an employer, I will abide by the regulations governing the Exchange Visitor Program (22 CFR Part 62) as administered by the Department of State, will observe all applicable local, state and federal labor laws including ensuring that the Participants recruited and placed by ZIP Travel receive pay and benefits same as those offered to their American counterparts. I am authorized by my company to extend job offer to international students and will provide employment consistent with the employment terms outlined in this document, and will immediately submit to ZIP Travel any proposed changes that will affect the job, but no later than 30 days before earliest job start date. Such changes include, but are not limited to, the location, pay, position, and length of employment. Participants are authorized work only during their pre-determined DS 2019 dates.

Name of person completing this form: Sammy Alzik	Title: HR Manager
Signature:	Date (dd/mm/yyyy):