



## Job Offer

### J-1 Exchange Visitor Visa / Evidence of Support

To be completed by Employer and signed by Employer and Student

This job offer is for: \_\_\_\_\_  
(Name of the student)

#### EMPLOYMENT DETAILS

Company name: SHS Onsite Solutions

Worksite address: 500 North Lingle Avenue

City, state, zip: Palmyra, PA 17078 www.shsonsite.com

Mailing address: 4 Lemoyne Drive, Suite 100  
(If different from above)

Supervisor/Manager name: Reggie Eckley Tel number: 717-508-5130

E-mail: reckley@shsonsite.com Fax number: 717-508-5105

CETUSA Manager name: Agnieszka Woch Tel number: 1 (866) 238-8710

(If Applicable)  
E-mail: awoch@cetusa.org Fax number: 1 (949) 487-1625

Student job title: 2nd shift line assembler/packer Number of positions: 25

Brief description of duties: fast paced packing chocolates and Hershey food products

Job start date (mm/dd/yyyy): 06 / 15 / 11 If flexible, indicate the period: \_\_\_\_\_

Job end date (mm/dd/yyyy): 08 / 31 / 11 If flexible, indicate the period: may be able to work until visa expiration

No arrival prior to: 06/15/11 Should work at least until: 08/31/11

Minimum pay rate/hour: \$8.10 Tips available? ☐ Yes ☒ No Payment schedule: weekly

Number of hours per week: 32-40 Overtime available? ☒ Yes ☐ No Overtime rate/hour: OT not guaranteed

Is there a training period during which hours and wages may differ from those indicated above? ☐ Yes ☒ No

If YES: Training period duration: \_\_\_\_\_ Training hours per day: \_\_\_\_\_ Pay rate while training: \_\_\_\_\_

#### EMPLOYER REQUIREMENTS

Gender preference: ☒ None ☐ Yes: # of males \_\_\_\_\_ # of females \_\_\_\_\_ ☐ Pre-employment drug testing required

English level: Before marking the English level required, please keep in mind the following definitions:

- **Fluent:** Extended vocabulary, precise in speech and comprehension
- **Good:** Moderate vocabulary, communicates reasonably well but sometimes doesn't understand
- **Fair:** Basic vocabulary, limited speaking ability, understands when spoken to slowly and clearly

Speaking: ☐ Fluent ☒ Good ☐ Fair Listening Comprehension: ☐ Fluent ☒ Good ☐ Fair Reading: ☐ Fluent ☒ Good ☐ Fair

General requirements: Ability to work in a fast paced environment with lots of bending, lifting and repetitive work with hands and arms

Particular working conditions to be noted: It is helpful to have had previous experience doing repetitive work with hands and arms

Skills/Experience: Will be expected to work in diverse, multicultural facility

Physical demands: Frequent lifting of 24 kg and standing for entire 8 hour shift; working in climate controlled warehouse maintained at 15 degrees C

Prerequisites: Pre-employment drug screen will be administered at your orientation. A one time fee of \$10 will be deducted from your 1st paycheck. Drug screens can detect illegal substances in the body up to 90 days.

Uniforms, dress code, clothing items to bring: Long pants are required when working in the warehouse. It is suggested to layer clothing for warmth. No shorts, tank tops or midriff baring shirts are permitted. Absolutely no jewelry is permitted to be worn in the warehouse, including all visible piercings. See attached list for complete dress code information.

**BENEFITS**☐ Meals: Must supply own food☐ End of season bonus: \_\_\_\_\_**Housing:**☐ Provided ☐ Not provided ☒ Arranged by CETUSA

If provided:

☒ Student must stay at housing provided☐ Student may choose alternative housingHousing fee: \$395 ☒ Per month ☐ Per weekDue date: 2 weeks prior to arrival Utilities included? ☒ Yes ☐ NoSecurity deposit amount: Approx. \$395Due date: 2 weeks prior to arrivalRefundable amount: Approx. \$330Refund policy\*: Will receive security deposit refund upon move out if no back charges apply (obligatory \$35 admin. fee and approx. \$30 carpet cleaning cost)Distance from housing to work: Details in arrival info.Transportation to/from work: Bus pass approx. \$60People per bedroom: 2Number of bathrooms: 1-2☐ Unfurnished ☒ Furnished: \_\_\_\_\_Housing address, telephone: Will be provided in arrival info. Arrival info/sub-lease agreement will be sent approx. 30 days before job start date.**ADDITIONAL INFORMATION**Days and shifts expected to work: Monday-Friday, 3 PM to 11 PM\*Additional information such as company policies, expectations, housing policy, etc attached? ☒ Yes ☐ No**TRAVEL INFO AND ARRIVAL INSTRUCTIONS**Can employer arrange pick-up upon arrival? ☐ Yes ☒ No Nearest major airport(s): Harrisburg Int. Airport (HIA)

If YES, please describe the arrangements and costs, etc.

N/A

If NO, please describe the best way for the student to get to the worksite, housing facility, etc:

Arrival to CETUSA Welcome Center. More details will be provided in arrival information.

Address, hours and person to report to upon arrival:

Agnieszka Woch: awoch@cetusa.org; Phone: 1 (866) 238-8710; Address: 145 Strawberry Square, Harrisburg, PA 17101. Hours of operation: 9 AM - 5 PM, Monday - Friday.

By signing, it is agreed that the information provided on this job offer form is accurate. The Student will receive compensation equal to that offered to his/her American counterpart. The wage offered meets or exceeds federal and state minimum wage guidelines.

**Reggie Eckley**

Company Representative completing this form

**Director of Onsite Operations**

Position Title

Company Representative's Signature

01 / 05 / 2011

mm dd yyyy

**STUDENT'S STATEMENT OF ACCEPTANCE**

I have thoroughly read this employment offer, understand and meet the qualifications, and accept the position with all the conditions offered herein. I fully understand that, by signing this employment offer, I am making a commitment to the employer in acceptance of the terms and conditions stated. I have not signed any other agreement or document that states different conditions or contradicts what is stated above. I confirm that I can communicate effectively in English and that my English level is sufficient for this position.

I understand and agree to the following: I am only eligible to work during the dates on my DS-2019 Form; the employer can terminate the employment offer at any time without prior notice and for reasons not prohibited by law; my position, duties and responsibilities may vary during the period of employment to be able to satisfy the needs of the employer; I am not allowed to change jobs or job sites without prior, written consent of CETUSA; were I to choose or be unable to arrive to work on the dates above, I might not have a position available at a later date. The employer is requested by CETUSA to report if I do not show up at work, if I leave early, or if I am terminated from employment. I will keep a copy of this job offer, together with the CETUSA J-1 Work and Travel Program Conditions and the form DS-2019, with me during my visit in the United States.

Student's name: \_\_\_\_\_

Student's signature: \_\_\_\_\_

Date (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

Please return to:

**Council for Educational Travel USA**

32122 Camino Capistrano Suite 100, San Juan Capistrano CA 92675

Tel: 1 (866) 238-8710 Fax: 1 (949) 487-1625

E-mail: awoch@cetusa.org

Mission Statement: ...reaching out to encourage a lifelong journey of global peace and understanding

## **JOB DESCRIPTION - LINE ASSEMBLY ASSOCIATES**

**Position Title:** Line Assembly Associate, Co-Pack, EDC III

*This title is made up of all the following positions: Line Supplier, Packer, Tray Former, Stacker / Taper / Wrapper / Pallet Capper / Bander, and Line Cleaner.*

### **Responsibility:**

- Packing and unpacking food products.
- Maintain a clean work environment.
- Assemble and palletize modules for customer's orders.
- Lifting, bending, stooping, standing while opening cases of product and packing product.
- Using a carton opener (knife) in a responsible and safe manner.
- Working in a team environment to produce a quality product.
- Knowledge and practice of all safety, evacuation, sanitation and quality rules.
- Participate in exercise programs.

### **Essential Duties:**

- Reports to Shift Supervisor & Lead Trainer.
- Assists in all quality control measures and ensure they are maintained.
- Performs other duties as assigned.
- Open cases, packing product, disposal of cardboard.
- Provide a positive desire and attitude that will foster a productive work environment.
- Practice GMP's at all times.
- Seeks ways to improve productivity and efficiencies.
- Follow all SOP's (Standard Operating Procedures).
- Clean designated plant areas, mop, scrub, operate vacuum sweeper, sweep and empty trash.
- Perform all related work functions in a safe manner and keeping quality in mind.
- Knowledge of department and plant operating policies and procedures.

### **Minimum Qualifications:**

- Knowledge of basic mathematics
- Ability to exemplify Good Manufacturing Practices (GMP's) and facility safety practices.

### **Conditions of Employment:**

- Spends 100% of the shift standing, walking, stooping, bending or lifting.
- Spends 100% of the shift involved in repetitive motion work.
- Must be able to lift up to 27 kg throughout the shift.
- Works shift-work and must be willing to work overtime, alternate shifts and weekends to meet order requirements.
- Must be able to function effectively in a 15° C temperature-controlled environment.
- Must wear safety equipment and hairnets as prescribed when performing functions outside the office environment.
- Must follow all company work, safety and quality rules

## **DRESS CODE**

*The warehouse is an environmentally controlled facility and kept at 15° C. Dress in layers!*

Item	Required	Permitted	Not Allowed
Baggy / Loose Clothes			X
Jeans / Casual Pants / Sweats		X	
Full Legged Pants	X		
T-Shirts		X	
Jewelry			X
Longsleeved Shirts		X	
Tank Tops / Muscle Shirts			X
Shorts / Clamdiggers / Capri Pants			X
Dresses / Skirts			X
Clothing adorned with Fringes or sequins			X
Closed-Toe / Closed-Heel Shoes	X		
Open-Toe / Open-Heel Shoes			X
Safety Shoes		X	
False Nails			X
Nail Polish with Gloves		X	

## **DRUG-FREE WORKPLACE**

SHS Staffing Solutions abides by the Drug-Free Workplace Act. We believe that a drug-free environment is vital to the safety and well-being of our employees and customers. Drug screens can detect illegal substances in the body up to 90 days.

## **BENEFITS**

-Production bonus paid when facility exceeds production expectations for the fiscal calendar month. Employees must work 80 hours month prior to bonus being paid to be eligible for bonus and bonus paid the 3<sup>rd</sup> Friday of month. Bonuses in past have been in a good month upwards of \$70.

-Close to many Major cities on East Coast that you can visit on your days off all are easily by car, train or bus: Gettysburg, Philadelphia, New York City, Washington DC, Boston, Atlantic City, Ocean City, Virginia Beach, Williamsburg, Niagra Falls to name a few.

-Direct deposit can be set up so you have to worry about making arrangements for someone to pick up your pay check. Money will go directly into your account and you can access funds with your Visa Check card that you will get with account set up. SHS can refer you to local banks and any promotions that banks have currently running to assist with bank account set up. Bank Representatives present at most orientations to assist you with setting up bank account if you are interested.

-SHS makes arrangements for the Social Security office to process your applications Onsite. This is arranged once majority of students have arrived late arrivals will have to do applications on their own at local field office.

-Public transportation arranged to get to and from work. Bus passes will be distributed at job site so you do not have to worry about obtaining on your own. Cost of pass is approximately \$60 and will be an automatic deduction from your paycheck. Bus pass may be used for non-work related travel in the Harrisburg Area no need for a separate pass and no additional charges except for travel outside of zone area.

-Set schedule. This enables you to obtain 2<sup>nd</sup> job if you were interested in doing so.

-Student Pizza Party

-Overtime paid for hours worked over 40 at 1 ½ times base pay rate.