

## ADIRONDACK MOUNTAIN CLUB

The Adirondack Mountain Club is a diverse organization with a threefold program of conservation, education, and recreation. As the organization is diverse so are the job responsibilities of its staff and volunteers. This partnership between staff and volunteers is based on trust, respect, and a mutual understanding of these responsibilities. The individual employee goals and responsibilities are outlined in the following job description:

**JOB TITLE:** ADK Head Loj Crew

**LOCATION:** Adirondack Loj & Heart Lake Program Center, Lake Placid, NY

**RESPONSIBLE TO/ EVALUATED BY:** Loj Manager

**TEAM COORDINATION WITH:** Chefs, Loj Crew, Housekeeping Supervisor, HPIC Personnel, JBL Crew, and Front Desk Staff

**JOB DESCRIPTION:** The Loj Crew forms the backbone of the Heart Lake property staff. The Head Loj Crew is responsible for overseeing responsibilities of Loj Crew members as well as the performing the day-to-day duties of Loj Crew including housekeeping and serving guests meals. Other duties include campground facility cleaning, assistance with food preparation, information services, and guest relations.

### RESPONSIBILITIES:

#### A. KITCHEN

- Set up the dining area for the service of all meals & serve meals and beverages to guests
- Make morning & evening announcements to guests
- Assure cleanliness of dining and kitchen areas, schedule & rotate deep cleaning projects
- Assist in the preparation of food as necessary
- Monitor the staff refrigerator to ensure a sufficient food supply, remove outdated or unlabeled food, clean, and communicate with chefs on needs for food.
- Assist and take a leadership role in special events

#### B. LOJ & CAMPGROUND

- Assure cleanliness and daily upkeep of all guest & staff areas
- Change bed sheets and make beds
- Clean bathrooms and restock toiletries, restock linen closet
- Provide general information and encourage a friendly, welcoming atmosphere at the Heart Lake property
- Assure cleanliness and daily upkeep of the wash house and restock toiletries
- Supplemental duties/responsibilities to support other Club operations/functions as requested
- Monitor inventory of linens and cleaning supplies and communicate with department manager on needs.

#### C. STAFF TRAINING

- Train new Loj crew members & assist in quarterly trainings

- Assist Loj Manager and Housekeeping Supervisor in bi-weekly Loj crew meetings
- Assist in overseeing performance of Loj crew members, motivating team members, and creating a positive work environment.

**CANDIDATE PROFILE:**

Previous experience working in hospitality & customer service. Excellent communication, interpersonal skills, motivated, enthusiastic, and pays attention to details. Candidates must be comfortable in a teamwork environment. Enjoys living in the mountains and recreating in the outdoors.

**CLASSIFICATION AND WORK SCHEDULE:**

- Non-exempt
- Full time

**COMPENSATION:**

- \$14/hour
- LNT training
- Discounts on store merchandise, rental equipment, and ADK workshops
- ADK membership
- Housing available
- Opportunity to spend time in an incredibly beautiful place