

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: Adirondack Loj Crew

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

RESPONSIBLE TO/ EVALUATED BY: Loj Manager, Head Loj Crew

TEAM COORDINATION WITH: Chefs, Front Desk Staff, HPIC staff

JOB DESCRIPTION: The Loj Crew forms the backbone of the Heart Lake property staff. Loj crew members are responsible for 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
- Wash and return plates, dishes, & eating utensils to storage areas
- Assure cleanliness of dining and kitchen areas
- Assist in the preparation of food as necessary

B. LOJ

- Assure cleanliness and daily upkeep of all guest & staff areas
- Change bed sheets and make beds
- Clean bathrooms and restock toiletries
- Launder & fold towels and sheets, restock linen closet

C. CAMPGROUND

- Clean wash houses and restock toiletries
- Clean cabins – bathrooms, bedrooms, living areas.
- Provide general information and encourage a friendly, welcoming atmosphere at the Heart Lake property

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 and with shared, coed living quarters. Enjoys living in the mountains and recreating in the outdoors.

POSITION DATES: August – October, flexibility with start/end dates with the potential to be extended through the winter.

CLASSIFICATION AND WORK SCHEDULE:

- 5 days on (including weekends and holidays), 2 days off
- Non-exempt
- Seasonal

COMPENSATION: \$12.50 per hour plus tips; on-site housing with board available for a small deduction, discounts on store merchandise, rental equipment, and ADK workshops; and the opportunity to spend time in an incredibly beautiful place.