



Heart Lake Program Center  
1002 Adirondack Loj Road  
Lake Placid, NY  
518-523-3441 | [jobs@adk.org](mailto:jobs@adk.org)

## **TRAILS FOOD COORDINATOR**

ADK (Adirondack Mountain Club) works to protect New York State wild lands and waters by promoting responsible outdoor recreation and building a statewide constituency of land stewardship advocates. Since 1922, the organization has worked to increase access to the backcountry by building trails, conserving natural areas, and developing a stewardship community that supports the ethical and safe use of New York's outdoor spaces. A member, donor, and volunteer-supported organization, ADK reaches across New York through its 27 chapters to inspire people to enjoy the outdoors ethically.

### **POSITION SUMMARY**

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The primary role of the Trails Food Coordinator is the efficient and timely provision of food for ADK's professional and volunteer trail crews. This includes ordering, receiving, and packaging food while maintaining an up-to-date inventory.

Once logistics for the trail crews are completed, the Trails Food Coordinator supports ADK's lodging and dining operations by floating between facility cleaning and food prep/serving roles. This includes taking orders from guests, preparing and cooking meals, and cleaning workplace and guest facilities.

### **KEY RESPONSIBILITIES**

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#### **Logistics – 40%**

- Support professional and volunteer trail crews by ordering, receiving, and packaging food
- Maintain a consistent inventory of food orders and usage
- Coordinate with volunteer crew leaders and professional trail crew boss to ensure that dietary restrictions and needs are met for each trip

#### **Food Service – 30%**

- Basic cooking/grilling of standard menu items at The Hungry Hiker
- Assist in the preparation of food
- Take care to assure safe and accurate cash storage and transactions
- Maintain a high level of cleanliness in all food service areas, ensuring a clean stand and food preparation that meets health code standards
- Assure cleanliness and daily upkeep of the surrounding grounds
- Assure cleanliness and daily upkeep of the adjacent wash house and restock toiletries
- Supplemental duties/responsibilities to support other operations/functions as requested

#### **Facility Cleaning – 30%**

- Assure cleanliness and daily upkeep of all guest & staff areas in and around the Adirondak Loj
- Change bed sheets and make beds
- Clean bathrooms and restock toiletries

- Launder & fold towels and sheets, restock linen closet
- 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

## **QUALIFICATIONS**

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### Basic:

- A passion for outdoor education and a commitment to the mission, values, and vision of the Adirondack Mountain Club
- Self-driven and comfortable working both independently and with a team
- Strong organizational skills and attention to detail to manage projects
- Familiar with Department of Health standards
- Must be able to stand and walk for long periods of time and lift weight in excess of 50 pounds
- Be comfortable in a teamwork environment and with shared, coed living quarters
- Enjoys living in the mountains and recreating in the outdoors

### Preferred:

- Experience ordering and managing inventory of food and supplies
- experience in a food service setting
- Experience in a hospitality setting

## **BENEFITS AND COMPENSATION**

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Reports to: Trails Manager, Loj Manager

Classification: Full-time, Seasonal, non-exempt

Dates: Early-May to mid-August

Salary/Wage: \$13.50/hour

Benefits: Paid sick time; free ADK workshops, discounts on store merchandise and rental equipment.

Housing: Shared on site housing available at Heart Lake Program Center with three meals a day for a small deduction.

## **ORGANIZATIONAL STATEMENT**

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As an organization, we appreciate a diverse set of skills and candidates eager and willing to grow and learn with our organization. As such, our job descriptions are general overviews, not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills and aptitude to succeed in this role, we want to hear from you.

ADK affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment matters are made in compliance with all federal, state and local laws and without regard to race, color, religion, gender, ethnic or national origin, age, physical or mental disability, sexual orientation, gender identity, familial status, military status or any other classification protected by federal or state law. Any discrimination in the workplace against persons protected by equal employment opportunity laws is illegal and against policy.