



Heart Lake Program Center
1002 Adirondack Loj Road
Lake Placid, NY
518-523-3441 | jobs@adk.org

ADIRONDAK LOJ CREW

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

The Adirondack Loj Crew is responsible for housekeeping at the Adirondack Loj, Wilderness Campground, and Heart Lake Cabins, and serving guests meals at the Loj. Other duties include campground facility cleaning, assistance with food preparation, information services, and guest relations. As a part of this, Loj Crew staff play a key role in sharing the Adirondack Mountain Club's mission with guests as well as opportunities to get involved as a member, donor, and volunteer.

KEY RESPONSIBILITIES

Dining Service – 55%

- 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

Cleaning – 45%

- 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
- 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

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
- Be comfortable in a teamwork environment and with shared, coed living quarters
- Enjoys living in the mountains and recreating in the outdoors

Preferred:

- Previous experience working in hospitality & customer service
- Excellent communication, interpersonal skills, motivated, enthusiastic, and pays attention to details

BENEFITS AND COMPENSATION

Reports to: Hospitality Director, Kitchen Supervisor

Supervises: N/A

Classification: Full-time, Seasonal, Non-exempt

Dates: Mid-May to Labor Day; option to stay through Indigenous Peoples' Day

Salary/Wage: \$14.25/hour

Benefits: Paid sick time; tips

Perks: Free ADK membership; option for Leave No Trace Trainer workshop; 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.

APPLICATION QUESTIONS

The following questions appear in our [online job application form](#):

- Why would you like to work at the Adirondack Mountain Club? Specifically, what attracted you to this position and what skills are you hoping to gain?
- Describe any employment experiences that demonstrate your commitment to customer service.
- What skills, interest and experiences do you feel qualify you for a hospitality position with the Adirondack Mountain Club?
- What experiences do you have, work or otherwise, in a fast-paced environment?
- The Adirondack Mountain Club is a collaborative organization that relies on teamwork. Many of our staff also live in shared communal housing. What positive qualities would you bring to our team?

- What are we missing? This is an opportunity for you to add your personal story or perspective. Take a moment to explain any additional experiences, attributes, or abilities you feel add to your qualifications.

ORGANIZATIONAL STATEMENT

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.