



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

## Heart Lake Hospitality Team Member (HLH 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

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The Heart Lake Hospitality Team is the backbone of the hospitality department at Heart Lake. Team members will share essentially all the duties required to run the historic Adirondack Loj and Wilderness Campground. This includes leading dinner shifts and cooking under the guidance of the Kitchen Coordinator, housekeeping tasks, assisting guests with their needs, possible cross-training with front office responsibilities, and opportunities to help at our backcountry lodge.

### KEY RESPONSIBILITIES

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#### Food Preparation – 45%

- Prepare meals for guests and staff, including for those with dietary restrictions under the guidance of the Kitchen Coordinator
- Prepare baked goods as needed, including for those with dietary restrictions under the guidance of the Kitchen Coordinator
- Set up and clean up for meals, including putting away leftover food properly, washing and putting away all dishes, and cleaning the kitchen completely

#### Housekeeping – 45%

- Sweeping, mopping, dusting, and vacuuming the Loj and cabins
- Cleaning the bathrooms and washhouses
- Stripping and making beds
- Other duties as assigned

#### Guest Services – 10%

- Maintain a friendly and welcoming dining atmosphere at the Loj
- Interact with dining guests in a positive manner
- Promote ADK membership as part of a larger effort to support the goals and objectives of the Adirondack Mountain Club
- Supplemental duties/responsibilities to support other club operations/functions as requested

## **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
- Lifting and carrying heavy loads sometimes exceeding 50 pounds
- Willingness to work long hours, split shifts, and in hot conditions
- Capable of maneuvering up and down stairs and through narrow hallways
- A positive attitude

### Preferred:

- Cooking experience
- Housekeeping experience

## **BENEFITS AND COMPENSATION**

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Reports to: Kitchen Coordinator, Housekeeping Coordinator

Works with: Front Office Staff /Johns Brook Lodge Staff

Salary/Wage: \$15.00/hr

Benefits: Free ADK membership; 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.