

## HEART LAKE HOSPITALITY CREW

The Adirondack Mountain Club (ADK) 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 chapters to inspire people to enjoy the outdoors ethically.

### POSITION SUMMARY

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The Heart Lake Hospitality Crew is responsible for housekeeping and food service at the Heart Lake Program Center's overnight accommodations. Staff rotate between the Adirondack Loj and The Hungry Hiker throughout the week and fulfill a range of duties.

At The Hungry Hiker, staff engage in meal prep, cooking, order taking, and transaction management. At the Adirondack Loj, duties include food service and preparation, facility cleaning, information services, and guest relations.

Between both areas, 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

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#### Food Service – 55%

- Daily set up and professional presentation of the food stand and menu items.
- Set up and serve meals and beverages to guests.
- Assist in the preparation of meals including food prep, as well as basic cooking.
- Take orders accurately, collect money and tender change.
- Make morning and evening announcements to guests.
- Wash and return plates, dishes, and eating utensils to storage areas.
- Maintain a high level of cleanliness in all food service areas, ensuring a clean stand and food preparation that meets health code standards.
- Work and communicate with the Kitchen Coordinator with food orders and weekly and monthly inventory.

#### Cleaning/Housekeeping – 45%

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

- Clean cabins—bathrooms, bedrooms, living areas.
- Assure cleanliness and daily upkeep of The Hungry Hiker and surrounding grounds.
- Provide general information and encourage a friendly, welcoming atmosphere at the Heart Lake Program Center.

## **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.
- Be comfortable in a teamwork environment and with shared, coed living quarters.
- Enjoy living in the mountains and recreating in the outdoors.

### Preferred:

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

## **BENEFITS AND COMPENSATION**

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Reports to: Loj Manager

Supervises: N/A

Classification: Full-time, Seasonal, Non-exempt

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

Salary/Wage: \$16.00/hour

Benefits: Paid sick time; tips

Perks: Free ADK membership; option for Leave No Trace Level 1 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.

## **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.