

Heart Lake Hospitality Crew Lead

Position Description

One of ADK's (Adirondack Mountain Club's) special roles as a nonprofit is to serve those who visit the Adirondacks through our accommodations at the Adirondack Loj, Wilderness Campground, Heart Lake Cabins, and at our High Peaks Information Center.

Careers with ADK offer opportunities for growth and advancement along all our lines of work. Positions in our hospitality department offer the chance for young professionals to build skills while being a part of the important work of meeting guests' needs, promoting education, and committing to environmental advocacy, all core to ADK's mission.

We are eager to meet with candidates who are inspired by ADK's mission and are looking for a unique career experience.

About 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

The Heart Lake Hospitality (HLH) Crew Lead is responsible for taking a lead role in the day-to-day food service and housekeeping operations at the Adirondack Loj, ensuring high-quality meal preparation and a positive guest experience, while supporting efficiency and compliancy of its operations, with the oversight of the Loj Manager.

KEY RESPONSIBILITIES

Cooking and Service – 40%

- Under the oversight of the Loj Manager, help to see out smooth and efficient day-to-day operation of the Adirondack Loj Kitchen and Housekeeping operations.
- Lead kitchen operations in the absence of the Loj Manager.
- Prepare meals for guests and staff, including for those with dietary restrictions, with use of set menu.
- Promote a positive and service-oriented attitude among all ADK North Country staff.
- Assure there is enough food for on-property staff.

Administration and Special Projects – 40%

- Coordinate with the Loj Manager to update menu as needed.
- Check meal sheets for accuracy.

- Create weekly food orders for the Loj to be approved by the Loj Manager for purchase, with the focus of cost-saving and minimizing waste.
- Perform food stock inventory during the first week of each month.
- Accurately track food waste.
- Aid the Loj Manager in ensuring that kitchen and dining facilities are health-code compliant by performing weekly checklists.
- Supplemental duties/responsibilities to support other club operations/functions as requested.

Housekeeping Operations – 20%

- Lead housekeeping operations, ensuring the standards for cleanliness and presentation set forth by the Loj Manager are met.
- Housekeeping includes changing of linens, daily cleaning of restroom facilities, sweeping, vacuuming as well as periodic deep cleaning.
- Identifying deep cleaning projects to be done periodically and discussing time needs with the Loj Manager for scheduling purposes.

QUALIFICATIONS

- A passion for Hospitality operations and service as well as a commitment to the mission, values, and vision of the Adirondack Mountain Club.
- A positive attitude through changing work conditions.
- Strong attention to detail and understanding of food quantities for preparation and ordering.
- Prior experience working with a hospitality crew or equivalent experience desired.
- 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.
- Strong preference for prior kitchen work and food ordering.

BENEFITS AND COMPENSATION

Reports to: Adirondack Loj Manager

Works with: Heart Lake Hospitality Crew, Front Desk Staff, Director of North Country Business Operations

Classification: Full-time, non-exempt

Dates: Effective Immediately

Salary/Wage: Starting at \$19.00–\$23.00, based on experience, including housing and meals on property at cost of \$125 / week.

Benefits: Training provided, paid vacation and holidays; matching contribution to 403b; no-cost health, vision, and dental; free ADK workshops, discounts on store merchandise and rental equipment.

HOW TO APPLY

Please send resume and cover letter to jobs@adk.org

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.