

SHORT DESCRIPTIONS OF JOB DUTIES and RESPONSIBILITIES

AM/PM COOKS

Prep, cook, serve, and clean up breakfast and lunch and dinner
Maintain a clean environment in the kitchen and dining hall
Sweep/vacuum and mop the floors in the kitchen and dining hall
Wash tables, counters, and walls
Wash, rinse, and sanitize dishes, pots, and pans
Restock supplies
Wash and put away kitchen laundry
Assist other kitchen team members
Perform weekend housekeeping to prepare for new guests
Help issue raingear and boots to guests
Capture pictures and share them with photographer
Other duties as assigned

BAKER

Bake rolls, bread, desserts, cookies, etc.
Maintain a clean environment in the bakery
Sweep and mop the floors in the bakery
Wash tables, counters, and walls
Wash, rinse, and sanitize dishes, pots, and pans
Restock supplies
Assist other kitchen team members
Perform weekend housekeeping to prepare for new guests
Help issue raingear and boots to guests
Capture photographs and share them with photographer
Other duties as assigned

AM/PM KITCHEN

Prep, set up, maintain, and clean up the breakfast bar and the sandwich bar or the salad bar
Refill and wipe off condiments
Maintain a very clean environment in the kitchen and dining hall
Sweep/vacuum and mop the floors in the kitchen and dining hall
Wash tables and refill napkins
Wipe counters and walls
Refill and wipe off condiments
Wash, rinse, and sanitize dishes, pots, and pans
Assist with lunch prep
Assist other kitchen team members

Restock supplies
Clean and restock lunch buckets
Perform weekend housekeeping to prepare for new guests
Help issue raingear and boots to guests
Capture photographs and share them with photographer
Other duties as assigned

AM/PM DISHWASHERS

Wash, rinse, and sanitize dishes, pots, and pans
Wash tables and wipe counters down
Refill napkins
Refill and wipe off condiments
Maintain cleanliness and order in the dish room and kitchen area
Keep all dishes neat and organized in their proper location
Help with lunch buckets - scrub, sanitize, dry, restock, etc.
Assist other kitchen team members
Wash windows and sills
Perform weekend housekeeping to prepare for new guests
Help issue raingear and boots to guests
Capture photographs and share them with photographer
Other duties as assigned

AM KITCHEN/HOUSEKEEPER

Assist AM KITCHEN team members
Help wash dining tables and refill napkins
Set up and process Mid-week Towel Exchange
Perform daily housekeeping functions for the lodge
Help spearhead the weekend housekeeping to prepare the facility for new guests
Clean shop vacuum filters out regularly
Organize and maintain housekeeping supplies weekly
Deep clean laundry machines weekly
Capture pictures and share them with photographer
Other duties as assigned

STORE KEEPER

Operate and maintain an attractive, clean, and organized store
Restock shelves, water bottles, and soda machine
Account for all merchandise and keep track of inventory
Account for all money in and out of the cash register
Settle guest tabs on Friday night
Help prepare weekly deposit
Run reports and upload them

Refill distilled water jugs

Assistant to the Photographer: organize, sort, and file photographs on the computer, create weekly video, etc.

Process fishing licenses online

Other duties as assigned

DOCK STAFF

Filet, vacuum seal, and box fish

Launch, clean, restock, and fuel boats

Power wash boats, dock, and equipment

Teach guests how to fish and how to use the boats and equipment

Lift and haul cargo, luggage, and supplies (must be able to lift 50 lbs. safely and repeatedly)

Wash, dry, and put away boat rags

Assist mechanics with oil changes and basic boat maintenance

Work on projects as needed

Capture photographs and share them with photographer

Clean and organize raingear and boots weekly

Perform weekend housekeeping to prepare for new guests

Operate heavy equipment as trained and authorized

Assist other staff

Other duties as assigned

AM/PM MAINTENANCE

Perform lodge facility repair and maintenance

Maintain water system and logs

Perform projects and work orders

Perform weekend housekeeping to prepare for new guests

Help clean, organize, and issue raingear and boots weekly

Operate heavy equipment as trained and authorized

Assist other staff as needed

Other duties as assigned

AM/PM MECHANICS

Fix, repair, and install boat equipment

Perform preventive inspections and maintenance regularly

Perform proper and regular maintenance on all boats, generators, forklifts, and equipment (keep a written log of all maintenance done)

Clean and organize boat house, equipment, and tools

Complete mechanic work orders and projects

Assist other staff

Operate heavy equipment as trained and authorized

Other duties as assigned

PHOTOGRAPHERS

Safety boat and capture photos/videos of guests, wildlife, and scenery on land and on sea (close ups, individual, groups, fishing, eating, etc.)

Create weekly videos of our guests and add to it each day

Categorize photographs by boat number each week with guests' names, maintain files on hard drive

Put photos and video on thumb drives for guests on Friday nights

Take staff photographs for staff ID board

Perform weekend housekeeping to prepare for new guests

Help clean and organize raingear and boots

Assist other staff as needed

Other duties as assigned