

# *Kodiak Raspberry Island Remote Lodge*

## *Job Description*



### *Employment with Kodiak Raspberry Island Remote Lodge*

As with any position at Kodiak Raspberry Island Remote Lodge, this position represents an integral member of a tightly woven team living on a remote island far from the conveniences of normal, modern civilization, whose primary goal is to present our international visitors with a safe, comfortable, and enriching experience in Alaska's Wild. We seek personable, responsible, and respectable men and women who welcome our direction yet are confident in approaching the task at hand autonomously. Your persona will not only be part of our visitor's experience to Kodiak Raspberry Island Remote Lodge; you will also be an influence to our two young children and an important constituent of the support system for Tiffany, Birch and the rest of our team.

**Lodge Cook Position**  
**6 days/week 10 hrs/day**  
**October 19-December 6, 2015**

This position embraces one of the most important responsibilities here on Raspberry Island. The Lodge Cook is expected to manage the kitchen, meal preparation, dining room and meal serving, as well as food storage and ordering. This is a split shift position, and the cook starts at 6:00am and finishes at 9:00pm, with time off in the afternoon.

We typically have a core staff of 1-2 people, plus our family of 4, and average about 6 guests, up to 14 guests max. So you may be feeding up to 20 people, averaging 12 people per day. Our kitchen is small and open, yet well appointed, with Wolf Range, Larkin Hood, dishwasher, ice machine, etc.

*Cooking and meal serving:* The Cook will follow Tiffany's printed cook book and prepare pre-planned meals/menus each day. Each meal is made from scratch. We do not offer our guests a menu each night, but serve one pre-planned meal at each meal time, served family style.\* We try to serve the same six meals (six breakfasts and six dinners) over and over, each week, thereby exposing each weekly group to our best/favorite recipes.

The Cook's day starts at 6:00am, preparing coffee and the breakfast meal, while pre-planning the day's evening meal (ie defrosting meat/fish etc). Field lunches will be made by the Outdoor Camp Hand. The Cook will be responsible for kitchen cleanliness, including dish washing, etc, as the day progresses. Upon guests' departure for the day's activities the cook will finalize the breakfast/dining room clean up and begin dinner preparations, which will include baking desserts, cookies for the next day's lunch, hors d'oeuvres, and dinner prep.

Guests typically return to the lodge around 5:30pm and the Cook is expected to have the hors d'oeuvre and wine ready to serve and the final preparations in place for dinner, to be served at 7:30pm. Dinner is served, then kitchen clean up to completion, and the next day's preparations in place, i.e. coffee pots ready to go, breakfast meats defrosting, dishwasher loaded, etc, which typically concludes around 9:00pm.

\* In some cases guests are allergic to or dislike certain foods, in which case we will prepare a parallel dish to compliment the existing meal. For example, "Yoshida's Salmon Night" will be made up of rice, braided dill bread, salad with mandarin orange dressing, steamed vegetable, and grilled salmon--if a certain guest doesn't like fish we can prepare a pork steak on the already heated grill, that will "go" with the existing support dishes.

*Food Storage and Ordering:* It is imperative that the Cook monitor our food storage and ordering; both for our guests' and staff safety as well as having the ingredients on hand for our next meal: we are remote and each grocery order must be

made a week in advance. Food must be stored appropriately and at the right temperatures.

*Support:* Tiffany has handled this position up to this point and has defined it thus far. She will be on hand and likely able to help with advice in any event where the Cook needs it. While we do embrace new recipes, our lodge cook book is tried and true and long appreciated by our guests from around the world. Cook is directly responsible for keeping our small, open kitchen immaculate throughout the day, maintaining dishes, etc.

It is imperative that the Cook is attentive to detail and cleanliness, is forward thinking, organized, takes pride in his or her work, is able to positively manage help, and will strive to prepare excellent meals each day. We encourage Cook's input and autonomous approach to managing the kitchen.

It is important to note that this position also includes *other duties as assigned*. These may involve construction, painting, ditch-digging, sanding, engine maintenance and repair, trail brushing, and so on.

Please approach this position and lifestyle with flexibility as change, due to weather, specific guests' requirements, equipment problems, and so on, can interrupt day to day routine.

**Special licenses required:**

Alaska Food Handlers Card Required: [www.akfoodhandlers.com](http://www.akfoodhandlers.com)

Serv Safe Food Protection Manager preferred: [www.servsafe.com](http://www.servsafe.com)

TAP (Training for Alcohol Professionals) card: [www.alaskacharr.com/tap.html](http://www.alaskacharr.com/tap.html)

First Aid and CPR cards are preferred. [www.redcross.org](http://www.redcross.org).

**Lodge Cook Compensation:**

Compensation for this position is about \$3,225/month and is based on a 6 day work week 10 hours per day. This is a split shift position, with the morning shift typically starting at 6:00am and finishing at 11:30am, and the afternoon shift starting at 3:30pm and finishing at 9:00pm, with a half hour unpaid breakfast and dinner break during each respective shift. This is an hourly rate job, as mandated by the Department of Labor. You are paid \$10.75 per hour for 8 hours per day, 40 hours per week. You are paid overtime wages, or \$16.13 per hour, for all work over 8 hours per day or 40 hours per week. If you complete your tasks within the timeframe allocated, and 'clock out' early, *you will still be paid the weekly rate*. You will be paid at the end of each month and within two weeks of your final day of employment.

Please know that the amount of time we have listed is a conservative representation of what we feel is needed to complete your responsibilities and *extra overtime is discouraged*. In the event you require more time than we allocate in the Job Description, we will do our best to work with you in training and redirection to ensure you're handling your various tasks efficiently.

Room and board is furnished, as well as an equal share in lodge tips, and 100% of tips directly presented to you by the guest. Appropriate taxes will be deducted from your monthly pay, and you will be covered by Workman's Comp Insurance during your working hours. Sick and Leave days are unpaid.

**Bonus:** There is a \$500 end of term bonus associated with this position. If you work with us through conclusion of our employment contract, you will receive the end of term bonus. \$250 of your bonus is considered a security deposit and may be withheld in the event our staff cabin is left a mess or our belongings damaged.

Round trip transportation to the lodge from Kodiak City is also included, as long as you arrive on dates we recommend (days we already have travel planned into 'town'). Please note your point of hire is Raspberry Island; if you quit or are fired you will be charged the standard fare on the next available boat or plane back into Kodiak (currently \$420).

Room and Board: Staff stays in a 5 bed, 2 bedroom co-ed staff cabin here on the property. It is heated, and has an indoor bathroom with flush toilet and shower (nice for the wilderness), 24 hour electricity, and limited internet use (we have a bandwidth cap so e-mails etc are fine, however, video skyping, FaceTime, uploading/downloading/streaming pictures, video, etc kills it for all of us). Telephone service is very limited and cell phone service is not available. Staff are encouraged to dine with guests on your days off, and meals are superb, featuring fresh Alaskan Seafood, prime steaks, fresh made bread and desserts---everything we feed our guests. Applicants with special dietary concerns are required to purchase and prepare their own food if it is different from what we typically serve our guests and staff. Staff members not enjoying their day off may be required to eat separate meals and/or at separate times from the guests.

You are on your own for lunch during both your "on" time and "off" time. Cook does not provide lunches for the rest of the staff; please help yourself to sandwich supplies, make your own hot lunch, or heat up left overs. It is imperative that you clean up after yourself when through with lunch; it is not the rest of the staff's job to clean up after you.

Please do not ask us for a raise during the season. This is a short season and the above compensation is what we are offering. We may consider a new compensatory package if you are a candidate for employment with us next year.

Alaska is an "at will state," meaning you may quit or can be let go at any time.

### **Activities available during your time off**

Staff days off are typically rotated to ensure the maximum available number of staff are 'on' at any one time, in other words, you will likely be on your own during your days off. That being said, staff enjoying their days off are welcome to use our kayaks and/or hiking trails around the lodge, relax, sleep in, enjoy our extensive video library, and so on.

It is important to note that we are remote, and do not have a town easily accessible nearby.

Our family lives upstairs in the lodge, thereby we 'close' the lodge from 1:00pm to 4:00pm. Staff and guests are asked to enjoy their time off outside of the lodge during that time.

### **Other Expectations**

Our team on Raspberry Island is expected to dress, act, and express themselves in a professional, respectful, and friendly manner. Each of our guests is an appraiser of the experience that we, as a team, present to them. How we perform our job responsibilities and how we interact with our guests will affect that experience.

We require good personal hygiene and tidy living quarters. Drunkenness and smoking is strongly discouraged, smoking is prohibited inside, and use of recreational drugs is absolutely not tolerated.

Our dress code is casual. Standard attire in the morning and evening (when guests are around the lodge) is typically a clean pair of jeans and shirt/sweatshirt/sweater, with freedom to dress more formally if the individual prefers. We discourage facial piercings and ask that our male staff please keep facial hair trimmed.

Please remember you are "on" when clocked in, and we ask that checking Facebook, reading your book, etc is reserved for your time off. "Soaking the clock" is not tolerated, and punctuality is expected; for example, if you need to get a cup of coffee into your system before you feel efficient, please show up before your shift begins to enjoy that cup so you're a productive member of our team when the shift starts.

Birch and Tiffany are always available for any thoughts and concerns regarding this position and your time on Raspberry Island.

This is an amazing, beautiful place, and opportunities abound. You will meet people from around the world, who in many cases may be able to offer you constructive input and professional connection. Your office will be in the middle of the remote Alaskan wilderness on the edge of the Pacific Ocean. Your apartment is one of the top lodges on Kodiak and in Alaska, and your restaurant is appreciated by travelers from the world over. Among these the true opportunity of this job lies; it is up to you to make the most of it.

Thank you again for considering this position. We encourage you to communicate with us further about this opportunity if you are interested.

Sincerely,

Birch and Tiffany Robbins  
Kodiak Raspberry Island Remote Lodge  
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[Vacation@raspberrylisland.com](mailto:Vacation@raspberrylisland.com)