

# *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.

**Indoor Camp Hand Position  
6 days/week 8 hrs/day**

**July 24-September 16**

The Indoor Camp Hand's primary responsibilities are housekeeping, kitchen support, and meal serving. The Indoor Camp Hand will also be prepared and available for 'other duties as assigned,' as needed.

This is a split shift position. The morning shift starts at 6:15am and includes dishes (table setting and clearing, loading and unloading dishwasher as well as washing dishes in a sink), laundry, lodge and daily cabin cleaning (vacuuming, bed making, bathroom and toilet cleaning, window washing, dusting, etc), and concludes at 11:15am.

The Indoor Camp Hand's afternoon shift starts at 5:00pm and includes similar duties to the Indoor Camp Hand's morning shift; cleaning, serving, and preparing for the coming day. This shift concludes at 9:00pm.

Both shifts will include serving different dishes during meals, topping off ice waters, monitoring condiments and quantities, clearing dishes when guests are finished eating, dessert serving, and general dining room and meal flow.

The above is a generalization of the Indoor Camp Hand's routine, however, the Camp Hand positions work with Tiffany and/or Lodge Cook, and can adjust according to their goals, responsibilities, and direction for the day.

Along with the above, both the Indoor and Outdoor Camp Hands will also be in charge of detailing our guest cabins when our guests depart at the conclusion of their stay. This will involve cleaning the bathrooms, windows, vacuuming, changing bedding, etc; completely preparing the cabin(s) for our next group's arrival.

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, weeding, and so on. *You may be asked to pursue these duties over your standard duties if necessary.*

The Indoor Camp Hand will also 'cover' some of the basic Outdoor Camp Hand's responsibilities, once a week, on that person's day off, integrating those responsibilities into his or her existing responsibilities.

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 before arrival to Raspberry Island:**

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

TAP (Training for Alcohol Professionals) card preferred: [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).

**Special clothing/gear required before arrival to Raspberry Island:**

Knee high rubber boots, rain gear (pants and jacket). Waterproof watch. Please request a copy of our Employee Equipment List for a list of other recommended items.

**Indoor Camp Hand Compensation:**

Compensation for this position is about \$1,727.14 per month and is based on a 6 day work week 8 hours per day. This is a split shift position, with the morning shift typically starting at 6:15am and finishing at 11:15am, and the afternoon shift starting at 5:00pm and finishing at 9:00pm, with a half hour unpaid breakfast and dinner break during each respective shift. You will be provided with a time sheet and required by the Department of Labor to keep track of your hours worked per week. If you work more than 48 hours per week, you will be paid \$11.63 per extra hour. 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/text 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; prior to your work shift or afterwards.

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.

It is important to us that you are aware of how this position’s compensatory package relates to other job opportunities you may have. Please review the chart below to compare the benefits of working here to a ‘regular’ job and associated expenses. The entries regarding the ‘comparable job,’ may or may not be accurate to your lifestyle and current budget, but was our best, conservative guess and we invite you to adjust the entries accordingly. According to the chart below, a comparable job would roughly need to pay \$15.08 per hour to result in the same disposable income; a formula that *hasn’t added* tips you may accumulate throughout the summer, or the end of season bonus.

hrly wage	\$	7.75	40	hours		
over time	\$	11.63	8	hours		
room/board/day	\$	0.00	0			
work shifts:	AM hrs	PM hrs	hrs/day	Days/wk	Total hrs/wk	
	4	4	8	6	48	
weekly income	\$	403.00				
monthly income	\$	1,727.14				
Summer income	\$	3,454.29	2	months		
Tips (approximate)	\$	50.00	/week			
end of term bonus	\$	500.00				
<b>Total:</b>	\$	4,354.29				



## 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, chatting on-line, 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  
[www.raspberrylsland.com](http://www.raspberrylsland.com)  
[Vacation@raspberrylsland.com](mailto:Vacation@raspberrylsland.com)