

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 important constituent of the support system for Tiffany, Birch and the rest of our team.

Housekeeper/Server
6 days/week 8 hrs/day

First Term: May 20-July 30, Second Term: July 30-September 25

The Housekeeper/Server's primary responsibilities are housekeeping and meal serving. Below is a detailed write up of this positions responsibilities; it is our hope we may fully communicate what we expect of our team members, and what we may offer you.

This is a split shift position, with intense service focused shifts, and long afternoons of free time.

The morning shift starts at 6:15am and includes:

- Making coffee for lodge and boats, prep coffee area in lodge with cream, sugar, etc.
- Brief overview of lodge cleanliness/any left over glasses/dishes from prior evening cleared etc
- Monitoring laundry/washing machines and dryers*
- Breakfast table setting, including condiments, etc

Lodge opens at 7:00am, and guests usually arrive around that time, with breakfast served at 7:30am.

- Help Lodge Cook plate meals
- Serve meals at 7:30am
- Monitor guests at table, offering water/juice with breakfast
- Buss tables at meal's end and helping Lodge Cook with dishes/clear dishwasher and put dishes away.

Goal is kitchen/dining rooms cleaned by 8:15am. Guests depart on daily activities; fishing, sea kayaking, hiking, and/or bear viewing around 8:30am. Take a quick break for breakfast!

- Cabin/Banya checks for dirty towels, dishes etc, replace towels, dishes with clean ones as necessary.
- Kitchen Laundry: dish towels/napkins etc.
- Completely Clean Lodge: Bathroom, Living Room, Main and Back entries, overview/ help Lodge Cook with the Kitchen.

The morning shift concludes at 11:00am, with a 15 minute breakfast break. We are truly remote; so if the wilderness is your playground, go have fun!! A few things that are regularly enjoy on Raspberry Island:

- Go for a walk! Up the mountain, along the beaches, go explore! Our guests travel here from near and far to do just this!

- Go kayaking! Grab a kayak and drift with the tide or dig in; you may find some of our guests also out kayaking!
- Take a nap! We work hard here and a rest can be luxurious!
- Relax on one of the beaches or in a Sitka Spruce Forest, read a book, paint, draw, exercise, do some yoga, breathe!
- Our White Lab Sadie Sioux, and our Berniedoodle Rambo are always ready for love. Throw a stick for Sadie or just give old Rambo some attention, they're always looking for a buddy.
- If it's rainy or you just don't feel like going outside; watch a movie, play a game, come up with your own activity. Sometimes down days can be ideal.
- Make a friend! Our team is small and we hope for a good team relationship; there are a number of games etc in the lodge, get a game of Catan going!
- We own two jet skis; if you prefer horsepower over human power, go ride! Explore, fish, or just play!
- Ultimately, do your best to separate from 'work.' Recharge, and don't forget to smell the roses. This is a beautiful place, whether you're fully immersed outside, or inside looking out!

The Housekeeper/Server's afternoon shift starts at 5:15pm and includes similar duties to the morning shift:

- Monitor laundry
- Overview lodge cleanliness
- Wine/beer station preparation, including wines paired to meal by Lodge Cook, beer growlers filled, etc.

Boats/activities and guests typically return around 5:30pm.

- Collect boat lunch dishes at beach and clean
- Set dining room tables
- Serve/offer appetizers, wine, beer in the lodge as necessary.
- Helping Lodge Cook plate the dinner meal.
- Serve dinner at 7:30pm
- Monitor tables, offer water, beer, wine, etc as necessary.

This is a very busy time, with dinner, desserts, kitchen clean up, etc. Grab a meal as you find time; or peck away at it as you move through the evening's events. It's hard to define a specific sit down time as the Lodge Cook and whole dinner atmosphere will depend on your availability and presence.

- Clear plates as guests finish their meals
- Serve desserts when every guest has finished their meal
- Clear dining room and clean if guests vacate
- Help Lodge Cook finish cleaning up kitchen and dishes

Goal here is to have the 'kitchen closed,' cleaned up and ready for the following day, and team done working by 9:00pm! This shift includes a 15 minute dinner break.

Turnover Days:

We offer our guests two arrival times; one is an AM arrival, where they arrive around 8:30am, and a PM arrival, where guests typically show up at the lodge around 5:30-6:30pm. In both cases, guests depart around 8:30am on their departure day. These dates are notated in the lodge calendars and made easily available to our entire team from within the lodge.

On these specific turnover days, the Housekeeper/Server, along with the Fish Processor and Guide/Floater (depending on his/her other responsibilities that day) will also be in charge of completely detailing our guest cabins on turnover days. This will involve cleaning the bathrooms, check windows, vacuuming, changing bedding, laundry, etc; completely preparing the cabin(s) for our next group's arrival. On these specific days we ask the Housekeeper/Server to maintain his/her typical responsibilities listed above, but add three additional hours of overtime to the day, concluding the morning shift at 2:30pm, with a 30 minute lunch break. Turnover days are LONG days, and also include new guest luggage, new guest orientation, and supply deliveries, including grocery delivery.

Day off:

Our days off are precious; we hope for good weather and the energy to go out and enjoy this area we call home! It is, after all, what our guests are paying us to do! We invite our team to utilize all of our above 'time off' ideas, in addition to also going fishing on the lodge boats, or even participating in a fly out bear view. Please understand that these options can only be offered on an availability basis; the boats can only take up to 6 passengers, and the planes are limited as well, you can look at the Lodge Calendar to see if there may be an option to do either on your day off! Let us know in advance if you'd like to go and we'll do our best to make it happen.

The above is a generalization of the Housekeeper/Server's responsibilities, but 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

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

Special clothing/gear required before arrival to Raspberry Island:

- Comfortable indoor working shoes recommended: We ask that guests and team remove their shoes before entering the lodge, so for our indoor helpers it's nice to have comfortable indoor footwear!
- A way to keep time; phone, watch, etc.

Housekeeper/Server Compensation:

Compensation for this position is about \$2,900 per month and is based on a 6 day work week 8 hours per day, plus 11 hours per day on turnover days. 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 complete your tasks within the timeframe allocated, and 'clock out' early, ***you will still be paid for 8 hours of work that day, or 11 hours of work on Turnover Days***. If you work more than your allocation of hours per day, you will be paid \$18/hr overtime. You will be paid within ten days of the end of each month or within ten days 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, per the Employee Handbook, 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 \$1,000 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. Please note that \$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. Further, tardiness is unacceptable in this position; \$100 per day you are late for work is deducted from your bonus, and if you're late for work 2 times you will unfortunately be released from employment the second time you are late. Finally, a portion of your end of season bonus AND hourly compensation may be withheld if our belongings are damaged or lost while you use them during your off time.

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 about \$600).

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.

Please thoroughly review our **Employee Handbook** for a lot more detail outlining this position, what we expect of our team, and what you can expect in return.

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.

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.raspberryisland.com
Vacation@raspberryisland.com