

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.

Lunch Maker/Fish Processor
6 days/week 8 hrs/day

First Term: May 20-July 30, Second Term: July 26-September 25

The Lunch Maker/Fish Processor's primary daily responsibilities include field lunch preparation, outdoor property/yard maintenance, and daily catch vacuum sealing and care.

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 morning and evening shifts, and long afternoons of free time.

The morning shift starts at 6:30am and typically involves:

- Preparing guests' sandwich orders for the day, based on prior nights custom orders. It is imperative that the sandwich each guest ordered is delivered to the boat or alternate activity (kayak/hike or bear view) that guest is going on. We average 12-14 guests per day, and have lunch order forms to help with names, orders, and activities. The Lunch Maker must be aware of who is going where that day, and deliver the sandwich accordingly. More on this later....
- Be aware of any specific lunch requests on top of custom sandwiches; specific soda pop, decaf coffee, hot water for tea, etc. Anything we're aware of before guests arrive will be in the Lodge Calendar, available to the whole team within the lodge
- Lunch additions collected; cookies (typically 3 cookies per guest, made by Lodge Cook), coffee (made at lodge by Housekeeper/Server), soda pop, etc.
- Grab any cleaned beer mugs at the lodge to return to Kegerator!

Once lunches are assembled, move on to the Fish House area and departure beach.

- Restock Kegerator with clean beer mugs, dump ice on kegs.
- Prepare iced water thermoses for boats, iced water bottles for river fishing trips, etc.
- Overview general cleanliness of beach furniture, clean if needed (Magpie poop on chairs etc), sweep beach steps.
- Assist guests and/or Guide/Floater if they are outfitting with rain gear, waders, etc.
- Assist boat captains if they need boat lunch supplies; paper cups, paper towels, etc.

Boats and other activities depart at 8:30am.

- Help offload/load Bear View Planes if we have any that morning

Grab a quick breakfast!

- Lunch Maker/Fish processor is in charge of our garbage! We have three different garbage receptacles; a “Dump Bucket” of biodegradable food scraps, “Burnables” including paper and light plastics, and “Kodiak Trash,” or heavy Plastics, metal cans, and glass. At this time, please clear each from lodge, boxing and hauling Kodiak Trash for storage, and do a ‘dump’ and ‘burn’ with the Dump Bucket and Burnables. Return clean receptacles to the lodge kitchen.
- Check Hot Tub temperature and chemical levels, add chemicals if necessary. Clean filters. Record.
- Check are various refrigerator and freezer temperatures, and record.
- Prepare Kodiak Garbage IF we have a bear view plane returning to Kodiak empty and have ready to load.

Return to Sandwich Shop

- Lunch supplies prepped for the following day (ie defrost lunch meat if you run out, daily inventory on lunch supplies and add to grocery order if needed, slice cheese/pickles/sandwich toppings). Be aware of any special requests for the following day, as well, available in the Lodge Calendar; defrost Gluten Free bread? etc.
- Sandwich shop cleaned, including fridges, floor, counter tops, dishes, etc.

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 afternoon shift starts at 4:30pm and involves:

- As mentioned in the morning shift, the Lunch Maker/Fish Processor is asked to know what each guest is doing the following day. Bear viewing, fishing (on which boat) or kayaking/hiking? Perhaps leaving? This information is available in the Lodge Calendars, at the lodge, and should be updated each day on the Lunch Maker's Sandwich order forms. Please update and prep Lunch Order forms for the following day.
- Check Lodge garbages. Dispose of if necessary
- Lawn Maintenance; mowing, weed eating, brush trimming, etc.
- Overview/clean outdoor decks and furniture; especially Magpie Poop :(
- Overview yard for dog poop or other debris.
- Overview fish house and equipment cleanliness and preparation, and general area cleanliness (Magpie poop on furniture/fillet tables/railing, sweep steps, etc)
- Box guests frozen fish from the day before, ensuring each guest/group's fish is individually separated.
- Sharpen fillet knives.
- Ensure fillet totes are clean and sanitized
- Prepare/label vacuum seal bags for the day's catch

Boats and other activities typically return home by 5:30pm.

- Prepare crab cooker and boil water if fishermen harvested crab.
- Meet boats with fish totes.
- Greet guests as they depart boats, kayaking/hiking trips, and/or bear views. Request following day's sandwich order, and let them know what activity they will be participating in.
- Monitor cooking crab, rinse when it's done cooking, and offer to guests
- Vacuum seal, Label and Freeze pre-filleted fish, ensuring each individual guest/group receives his/her own fish.
- Overview Fish House and beach cleanliness and preparedness for the next day.

Grab a bite to eat!

- Dispose of Lodge Garbage; store Kodiak Trash and burnables, and dump Dump Bucket. Return clean receptacles to Lodge.
- Check in with kitchen for any help with clean up to wrap up the day!

The Lunch Maker/Fish Processor's PM shift concludes at 8:30pm, with 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. We typically have one or two turnover days per week.

On these specific turnover days, the Lunch Maker/Fish Processor's split shift will adjust to a start time of 6:00AM, allocating time to box our departing guest's frozen fish into our custom waxed 50lb fish boxes. In addition to the Lunch Maker/Fish Processor's responsibilities above, the Lunch Maker/Fish Processor, Housekeeper/Server, and Guide/Floater (depending on his/her other responsibilities that day) will also be in charge of detailing our guest cabins on turnover days. This will involve cleaning the bathrooms, windows, vacuuming, changing bedding, laundry, etc; completely preparing the cabin(s) for our next group's arrival. The morning shift adds three hours of overtime to the day, and concludes at 2:30pm with a thirty minute lunch break. Turnover days are LONG days, and also include new guest luggage, new guest orientation, and supply deliveries, including grocery delivery.

On turnover days, the Lunch Maker/Fish Processor's afternoon shift starts at 4:30pm as usual, but concludes at 8:00pm, with a fifteen minute lunch break as normal. Responsibilities at this time will include processing the day's catch if guests arriving in the AM fished that day, OR greeting guests and helping off load boats if the guests arrive in the evening.

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.

This is a physical position, you must also be able to help load and unload supplies, heavy luggage, 50lb fish boxes and the like from the boat and trailer, and hiking up the mountain trail to clear water line intakes. We welcome ANY questions to help decide if this is the job for you.

The above is a generalization of the Lunch Maker/Fish Processor's position, 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. Further, given the unique dynamic of our working environment, the position may include other duties as assigned.

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

First Aid and CPR cards are preferred: www.redcross.org.

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

- Knee high rubber boots, rain gear (pants and jacket), leather work gloves.
- A way to keep time; phone, watch, etc.
- You will be working in the rain some days doing dirty jobs, so bring gear you don't mind getting dirty or stained. Please request a copy of our Employee Equipment List for a list of other recommended items.

Lunch Maker/Fish Processor 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***. 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@raspberrylisland.com