



BUILDING/LODGE ATTENDANT:

Our Lodges Attendants are responsible for the day-to-day upkeep and maintenance of our lodges as well as assisting with the set-up and smooth efficient operation of in-house social/special events. Must be flexible to accommodate early mornings and occasional evening special events Thursdays through Sundays. Weekend availability is a must.

The major job responsibilities include but are not limited to the following:

- Interact and converse with members, guests, and other employees in a friendly, courteous, and co-operative manner. Maintain a positive and helpful attitude towards members, guests, and other employees.
- Assist with the clean-up and maintenance of the Lodge.
- Responsible for collecting garbage and recycling materials in Club lodges and disposing in appropriate bins.
- Maintain fires in woodstoves and fireplaces and re-stock woodpiles in lodges. Fires to be monitored throughout the day and put out at the end of the day.
- Assist with set up/take down of special events in Club lodges, e.g. placement of tables/chairs, signage, etc.
- Comfortable in supervising various sections of the lodge to ensure compliance and address any behavior concerns among younger members while effectively communicating with (their Parent or Manager?)
- Support the sound system, microphones, television, and remotes at all times.
- Collect lost and found items from both inside and outside the lodge at end of day.
- Other duties and responsibilities as determined by your Supervisor/Manager.