



DATE: August 18, 2021
POSITION: Yurt Keeper
REPORTS TO: Yurt Coordinator & ALORA Operations Manager

Position Overview: The Yurt Keeper will work directly with the Yurt Coordinator and ALORA Operations Manager to coordinate the overnight guest schedule, requests, and maintenance and cleaning. It will be the primary responsibility of this position to make sure that all overnight accommodations are thoroughly cleaned regularly and well maintained. This position facilitates a positive guest experience, through guest interaction and catering to a variety of custom options. Anthony Lakes winter lodging options are much more than a hotel. This position requires a high level of customer service and attention to detail, along with a friendly, flexible, positive attitude.

Main Functions:

- Cleanliness of all lodging options is a primary focus
 - Adhering to ALMR cleaning protocol
 - Daily cleaning between guests
 - Bi monthly deep clean day
 - This will be built into the schedule so that all accommodations are deep cleaned twice a month
- Yurt Keeping / Outfitting
 - Customer service is paramount
 - You are the face of the lodging operation
 - Communicates ALMR lodging policies to each guest
 - Dog policy
 - Guest cleaning responsibilities
 - Demonstrates the functions of the accommodations
 - Woodstove
 - Propane protocol and lighting options
 - Dishwashing
 - Garbage disposal and human waste protocols
 - Positive and kind attitude
 - Knowledge of the area
 - All accommodations will be well supplied with sundries and custom options needed for a comfortable stay
 - Keep inventory of sundry supply and replenish as needed
 - Stock firewood, water and propane
 - Deliver food and beer when requested
- Shuttle service
 - ALMR offers the option to transport guests and their gear via side by side
 - Due to remote location of ALMR flexibility is key

- We will stick to check in/check out times as best as possible, but will not always be the case.
- Coordinate with ALMR Management
 - Works with ALMR management to keep track of lodging schedule
 - Communicates any needed repairs and assists in fixing them
 - Coordinates any special requests from guests

Other Qualifications:

- Full time seasonal, approximately November 1st through April 15th (snow dependent)
- Expected to be at ski area for all normal operating days 8 am-5 pm and potentially on off days to tend to lodging facilities
- Expected to be punctual, meticulous, and reliable
- Must possess a driver's license and have an acceptable driving record to meet all insurance requirements
- Must be able to lift and carry 50lbs repeatedly
- Must be able to walk, crawl, climb, twist, and bend repeatedly