

Front Desk/Lodge Assistant

Description of Position

The overseer of the front desk and lodge is responsible for maintaining the highest level of cleanliness and order throughout the store, lounge, porch, dining room and upstairs bed and breakfast rooms. As one of the first faces a guest at Clearwater Lodge will encounter this person should reflect the same level of attention to cleanliness and order in their personal appearance as is given to the lodge itself. This person will greet and offer assistance in a friendly and direct way to any person who walks through the door. They will also work closely with the kitchen manager and assist in the preparation and clean-up of meals. They will also acquire an understanding of the computer systems in place for checking out guests in the store, printing fishing licenses, and issuing Boundary Waters permits. This position will be shared.

List of Duties and Responsibilities

- Maintaining overall order and cleanliness of the front desk area/store, lounge/fireplace area, public bathroom and dining room
- Greeting and addressing the needs of any and all guests to the lodge
- Assisting the kitchen with preparation and cleaning of meals as needed
- Maintaining consistent cleanliness of the bed and breakfast rooms
- Maintaining consistent cleanliness of upstairs hallway bathroom
- Maintaining the cleanliness of the lodge porch and its furniture, the entryway, and the parking lot
- Performing inventory assessment on items in the store, refilling and documenting as needed
- Alerting management to safety issues concerning equipment, facilities, procedures or people
- Daily update of weather board
- Routine check and cleaning of sauna
- Other duties and responsibilities as assigned