



## Lodge Manager

### **Awesome Snow Field Job Opportunity**

The Tasmanian Rover Ski Club is looking for joint lodge managers for the 2023 snow season at Ben Lomond. The two successful applicants will need to work closely with our Booking Officer, and the club committee. Duties include taking phone bookings & enquiries, check in & registration, room preparation, ensuring rooms have been cleaned, laundering club linen, cleaning public areas, and keeping the heating systems running efficiently.

This is a live-in position from 21 June to 11 September 2023, and includes free accommodation for the lodge managers and their immediate family. The role is ideally shared by 2 people (eg a couple or 2 friends). It does not involve catering duties.

If you are enthusiastic about ensuring people have a great time visiting the snow, then we would love to hear from you.

## About the Tasmanian Rover Ski Club

The Tasmanian Rover Ski Club is a not-for-profit incorporated association. The club operates a ski lodge in the Ben Lomond National Park which opens during the winter snow season. There are permanent members of the club who volunteer their time to run the club and maintain the facility. Affiliate members are people who pay a \$1 membership fee (plus accommodation fees) to be able to stay at the club during the snow season. All permanent and affiliate members are required to clean their room prior to departure. The ski lodge is divided into two sections, one for the use of permanent members and one for affiliate members.



## Lodge Manager Position Description

The lodge managers will be required to:

- (a) In liaison with the Booking Officer:
  - (1) Answer telephone enquiries;
  - (2) Enter telephone bookings into the online booking engine;
  - (3) Answer email enquires as delegated by the Booking Officer;
  
- (b) Fulfil management duties including:
  - (1) All dealings with affiliate members including checking in, registration, checking out, dealing with complaints, etc.;
  - (2) Preparing all rooms for affiliate member arrivals;
  - (3) Ensuring all rooms are cleaned on departure, and laundering of all club linen;
  - (4) Maintaining a clean and tidy lodge, and ensuring all public areas are clean;
  - (5) Ensure all aspects of the Covid-19 Safety Plan are carried out as scheduled;
  - (6) Ensuring efficient running of the lodge, including heating and fuel use;
  - (7) Ensuring all relevant supplies (including diesel, gas, cleaning supplies, etc) are ordered in a timely manner;
  - (8) Allocation of duties to permanent lodge members;
  - (9) To liaise with the office bearers of the club as necessary;
  
- (c) Provide:
  - (1) A suitable insured vehicle to access the lodge;
  - (2) Snow chains to suit the vehicle  
(these can be obtained once you know if your application is successful);
  - (3) A Tasmanian Parks Pass for your vehicle that covers the period of employment;
  - (4) A smart phone capable of using the Telstra network  
(required to run apps, and be a backup if other communication options fail);
  
- (d) Reside in the lodge from Wednesday 21 June 2023 to Monday 11 September 2023, unless otherwise varied by the executive committee. The manager's flat is provided for the lodge managers and their immediate family to use at no charge.

Two lodge managers will be employed on a full-time seasonal basis from 17 June to 15 September (13 weeks). It is anticipated that the salary over the 3 month employment period (including one week holiday pay) would be over \$12,000 each (plus super and accommodation).

Superannuation will be paid in accordance with superannuation guarantee requirements. With approval of the executive committee the lodge manager may delegate responsibilities to another approved person.



## Application Process

After reading the position description included, please provide resumes for both applicants and a letter of application. **Please note**, resumes without a letter of application will not be considered.

Your letter should touch on at least the following points:

- Why you believe you are suited to the job;
- What you can bring to the position;
- Your approach to handling complaints;
- How you will handle the isolation of living on Ben Lomond for almost 3 months;
- With whom you would share the role – and details on what this would look like;
- Details on your immediate family who would share the accommodation provided;
- Whether you are currently living in Tasmania;
- If you hold a current First Aid & CPR Certificate, and when you completed it;
- If you hold a current Working with Vulnerable People Card;
- The class of Drivers licence you hold, and what type of vehicle you have (2WD / 4WD);
- Whether you would be available to attend an in-person interview at the lodge on Ben Lomond on Saturday 20 or Sunday 21 May. Zoom interviews may be offered to any short-listed applicants unable to attend the in-person interviews.

Applications will be reviewed as received and should be no later than 5pm Friday 12 May.

## Manager's Accommodation

The manager's flat is in the lowest floor of the lodge, and has the following facilities:

- Main bedroom with queen bed (bedding provided), bedside table and drawers.
- Second bedroom with a bunk bed (3/4 size double on bottom, single on top – mattress only).
- Kitchen / dining area between the 2 bedrooms. This has an oven, hot plates, microwave, and fridge.
- Down the hallway is a bathroom and laundry, and separate toilet.
- There is an upright freezer located in the storage room also down the hallway.

The lodge manager is also able to use the lodge owner's communal kitchen and dining area upstairs.