

Warrugang Lodge Management Opportunity – Call for Expressions of Interest for Winter 2023

Warrugang Ski Club is seeking a management team of 2 with ski lodge experience – a manager and either a co-manager or at least a part-time employee – to manage the smooth running of its lodge 7 days a week during winter season 2023, with a view to yearly winter engagement thereafter.

The lodge sleeps up to 22 guests in 10 rooms, each with an ensuite, and only accepts reservations from club members together with their guests and a small number of prospective members.

The responsibilities of the position includes—

- Providing a welcoming atmosphere, including a lodge greeting at dinner after each changeover day, outlining expectations, general rules and boundaries for guests.
- Provision of breakfast and dinner for up to 22 guests during the winter season (an average of 18 each day in season 2022), including a dinner for a 2 to 12 year old children at 6pm and an adult's high quality dinner at 7 pm as well as providing food for a guests "help yourself" lunch, based on numbers posted by guests each morning by 9 am.
- Daily cleaning of all common areas (vacuum/mop & wipe down and garbage removal).
- Keeping the guest's beverage bar stocked with tea, coffee, milk and biscuits.
- Daily run on the Warrugang supplied skidoo and trailer (or manager's vehicle once Wheatley Road has been cleared of snow) to the White Spider bar to deliver après boots and collect skis and boots at 4.30 pm – to make our guests walk back to the lodge easier.
- Procurement of supplies for the lodge kitchen and ongoing services.
- Arranging for, including delivery and collection, washing of linen by external contractor.
- Procurement and collection of supplies for the kitchen and all ongoing services for the smooth running of the lodge, e.g. linen & towels (washed externally) and toiletries.
- Room cleaning, and linen & towel changes for all changeovers. Currently bookings are only accepted for 2, 5 and 7 days. Changeovers only occur on Fridays and Sundays unless by agreement between the lodge manager and the booking officer.
- Assist with the continued satisfactory operation of services; e.g., reporting problems with gas, electricity & water. Primarily done by the Warrugang maintenance directors.
- Ensuring that the wood receptacle for the fire is replenished.
- Represent Warrugang in relation to lodge interactions with National Parks, such as accommodation register checks and Food Safety Assessments.
- Hold a NSW Food Safety Supervisor Certificate, comply with OHS and hold Public Liability Insurance.

Guests assist by—

- Setting and managing the fire in the lounge.
- Setting tables, serving of breakfast and dinner from the servery & the return of plates, cutlery, glasses and cups to the servery.
- Stripping bed linen and collecting towels into piles in their room on their departure.

There is no expectation for the lodge manager to—

- Meet and greet guests on arrival, transfer guests at any time or assist with luggage.
- Provide a stocked bar (Warrugang does not have a liquor licence).
- Allow guests to use the kitchen for their own food preparation – guests are prohibited from entering the kitchen as it is a commercial kitchen.
- Be involved in bookings – we have a booking officer to refer guests to.

Lodge management occupies, free-of-charge, a 45 m² flat with 2 bedrooms (one large – suitable for 2 – and one small) together with an ensuite bathroom and lounge.

Warrugang is open to either a contract arrangement, whereby food and other supplies are provided by management, or, a salaried arrangement whereby Warrugang pays for the food and supplies.

For further details as to how Warrugang lodge operates, see <http://www.warrugang.com>.

Contact: Tim Doubleday (0411 800 214) or Tony Wilson (0422 394 412) or warrugang@gmail.com.