Newport Ski Club
Description of Duties

Lodge Manager (LM)

Has responsibility and full authority over the entire operation of the Lodge for the weekend/week. This includes:

1. Enforcing the policies of the Club.
2. Maintaining a safe, and congenial atmosphere for members and their guests.
3. Assuring through the ALM that there is sufficient food for the established menu.
4. Working with the Reservationist in finalizing reservations.
5. Assigning WEEP Sheet duties among members and guests.
6. Assure the collection and accounting of all fees paid, and timely submission of respective reports and monies to Treasurer.
7. Attending to problems inherent to property ownership and communal living.
8. The Lodge Manager is responsible for assuring all weep sheet duties have been completed and leaving the Lodge in good condition for the next group.
9. The Lodge Manager should be the last person to leave on Sunday and is responsible for the proper closing and locking of the lodge.

Assistant Lodge Manager (ALM)

Responsible for the ordering, purchase, delivery or pick-up of food and supplies according to the established menu and information provided by the prior ALM. This includes

1. Communication with the LM and Reservationist on the number and mix of the final list of reservations.
2. Determining menu number for their weekend from NSC Menu Schedule.
3. Review of menu and identify items needed and quantity required based on number and mix of reservations for the weekend. Compare required amount from Food Buyer's Guide to amount on hand from the previous ALM report and place food order according to current ALM buying procedure. Make provisions for the pick-up/delivery of the food and supplies to the Lodge.
4. Adjusting menus and making purchases of food and supplies as the situation dictates.
5. Conducting an inventory of weekly and bulk supplies according to current procedure and providing this information to the next weekend/week's ALM.

Reservationist

Responsible for monitoring the reservations of members and applicants and their guests for their assigned period. This includes:

1. Monitoring the reservation emails and on-line reservation system.
2. Using the reservation system to create a bunk sheet for the Lodge Manager.
3. Creating a meal head-count for the Assistant Lodge Manager.
4. Negotiating among members regarding bunk assignments.
5. Helping people to make, change or cancel their reservation

Collector of Fees

Responsible for the collection of fees for weekend (or other designated time period) for lodging, meals and other fees from members and their guests. This includes:

1. Recording the names of each person and their status who are in attendance for the weekend/week, determining the amount owed including any miscellaneous items for each person,
2. Totaling the Roster's columns to balances across and down,
3. Furnishing the Lodge Manager with completed Roster Sheets and fees collected.

Garbage Can Emptier

When emptying trash cans, combine them to minimize the total number of bags to be placed outside. Whenever a can is full, tie it up (do not use twist ties) and place in garbage shed outside kitchen door. This includes the can for recyclables, which should be put in the appropriate bin. After placing a trash bag outside, put a new trash bag of appropriate size in trashcan.

Fireplace Attendant

Responsible for preparing, starting, and maintaining the fire in the fireplace as needed. This includes:

1. Carefully removing ashes from the prior weekend. They must be cold coals!!!!

   PLEASE!! Do not remove warm or hot ashes from the fireplace at any time!!
2. Maintaining a supply of wood from the woodshed.
3. Assuring that the fireplace flu is open.
4. Use common sense and do not build a fire when it is known that the lodge will be unoccupied for any length of time, for example, in the morning if everyone will

be leaving the lodge either to ski or return home later that day.

5. Remove all unused logs from the Lodge before leaving on Sunday or when closing up Lodge!
6. Do not empty ashes or coals from fireplace on Sunday or any day when the lodge will stand empty. The safest place for warm coals to cool down is in the fireplace.

Scribe/Historian

Responsible for recording in the Newport Ski Club Log Book the events and happenings of the weekend and summing up the weekend and/or problems encountered. The book should be located on the coffee table in the living room area.

This is an important task as it provides the resource for event happenings during the ski season that may need to be further acknowledged at the end of the year. Also provides great reminiscing in the years ahead!

Children and Young Adults are requested **not to write or doodle in this book** but are encouraged to do so in their own respective log book.

Applicant Sponsor

Responsible for mentoring any and all applicants at the lodge for the weekend. Responsibility also includes filling out Applicant Reports on all applicants present and presenting them to the Lodge Manager to be forwarded to the Membership Chairman. The Applicant Sponsor should be a knowledgeable and seasoned member of the club that can explain rules, history and objectives of club membership. This is an important responsibility because it's part of the applicant vetting process to ensure we have appropriate, dedicated and compatible members to carry our club into the future.

Chief Cook/Server

Responsible for the preparation and serving of the meal assigned according to the menu posted by the Assistant Lodge Manager. This includes:

1. Assembling and tasking the team assigned to prepare, cook and serve the meal,
2. Assuring that the tables to be properly set-up for dinner meals. See Table Setters description of duties.
3. Maintaining the kitchen in a neat and orderly manner to facilitate easier kitchen clean-up,
4. Assuring that meals are prepared in a timely and orderly manner.

Assistant Cooks/Servers

Individuals assigned to the team are responsible for preparing, cooking and serving the meal. The chief cook will provide tasking and guidance. This includes:

1. Assuring that you are available to assist for the meal,
2. Assisting in preparing, cooking and serving the meal
3. Assisting in maintaining an orderly kitchen to facilitate clean up.

Kitchen Clean Up

The individuals assigned this duty are responsible for the kitchen clean up after the meal. Responsibilities include, but are not limited to:

1. Prepare the rolling cart/plastic tubs by filling with 1/2 to 3/4 full of sudsy hot water to allow dishes and silverware to pre-soak before putting them through the dishwasher's cycle. ***(This is especially important for a breakfast meal where eggs or any syrup is served).***
2. Put away any uneaten and usable leftover food, carefully wrapping to prevent spoilage.
3. Move rolling cart to kitchen and start to load dishwasher racks. When operating the dishwasher, take care to allow steam to release and escape before removing clean dishes from the dishwasher after cycle is complete. Allow dishes to cool a bit before handling, as they will be hot! Although only one rack of dishes can be placed in dishwasher, multiple racks can be prepared ahead to speed up this process. Is recommended to load racks from the plastic tubs over one side of sink to prevent unnecessary water on counters and floors.
4. Wash, dry and put away the pots, pans, grills, and utensils used to prepare and serve the meal.
5. Clean the stove/oven/hood as required.
6. Clean the breakfast bar area. Wash down breakfast bar, refurbish cup supply, sugar, artificial sweeteners, stirrers, salt & pepper shakers, etc. from bulk supply in basement storage area. Empty and clean coffee pots (these may be cycled through dish washer) and wipe down coffee machine.
7. Clean microwave oven.
8. Wipe down dining room tables and/or tablecloths when used, put away candles/candle holders, salt and pepper shakers, etc.
9. Sweep and if necessary, wash kitchen floor.
10. The team is responsible for leaving the kitchen in a clean and sanitary condition for the next meal.

Lunch Set-Up/Put Away

Assigned for both Saturday and Sunday and assures that lunch makings are put out for members and their guest to make their own sandwiches, etc. This includes:

1. Bags, wraps and utensils, marking pen, etc.
2. Bread,
3. Peanut butter & jelly
4. Lunch meats,
5. Sliced Cheese
6. Lettuce, tomatoes,
7. Chips,
8. Cookies,
9. Fruit,
10. Condiments (Mayo, mustard, ketchup, etc)
11. Any appropriate leftovers designated by LM or ALM.

Please use table covers and cutting boards on a table in the dining area. Set-up by 7:30 a.m. and clean up at 8:00 a.m.

Mulled Cider Maker

Responsible for making hot "mulled cider" to be served with Hors d'oeuvres after skiing on Saturday or other designated weekday. May prepare from scratch using appropriate recipe or using the mix (purchased in bulk).

Hors d'oeuvres Maker

Prepare and serve tasty snacks and cheeses to go along with the mulled cider. (Usually served at 4:30 p.m. Saturday after skiing or any other time designated by Lodge Manager). Check with Assistant Lodge Manger as there may also be specially purchased food to put out. Otherwise, chips, salsa, cheese, crackers, popcorn, cut up fruit, cut up vegetables and sour cream dips are well appreciated.

Table Setters

Assures that the tables are properly set with napkins, silverware, salt & pepper (filling where needed) and butter. Check with Lodge Manager or Chief Cook to see if tablecloths and/or candles will be used at dinner. Place wine glasses and wine at each table or on the breakfast bar.

Late Clean-up

Responsible for neatening-up the lodge late in the evening, preferably after majority of people has gone to bed. Gather any glasses and coffee cups left around lodge (dining room tables, coffee table, lodge manager's area, kitchen sink, basement, etc.) and run through the dishwasher so that morning cooks do not have to deal with a sink full of dirty glasses and dishes. Remove any trash from coffee table or dining room tables.

Straighten & Vacuum Living Area

Clean off ledge surrounding fireplace, wash down if necessary. Dust fireplace hood, clean large table and stack magazines. Dust where necessary. Straighten, if necessary, the shelf beside fireplace where games, etc. are kept. Vacuum from and including area around fireplace forward to front windows. Wash floor area in front of fireplace and in front of large front windows. Clean couches of any spills, food, crumbs, or popcorn, etc.

Straighten & Vacuum Mud Room

Vacuum stairs leading up to main floor and stairs leading down to basement area. May have to use vacuum from basement to do stairs going down to basement. If necessary, replace vacuum bags in the central vacuum units located in the basement!!

Straighten & Sweep Basement

- Collect any glasses, coffee cups, etc. and remove to the kitchen for cleaning.
- Remove the dirt, mud or sand from shelves where boots and other items are kept (sweep, vacuum and wash shelves if necessary).
- Either vacuum or sweep basement floor (this includes under any furniture), wet mopping/washing any spills that may have occurred.
- Put couches and chairs in proper places.
- Wipe down any surfaces that may have spills on them.
- Clean and organize workbench tables.
- Break down any cardboard boxes and place neatly in garbage shed.

Wash Dish Towels & Aprons

Bring all dirty towels and aprons to Laundromat in downtown shopping area to wash or take home to wash & dry. Deliver to someone attending the Lodge the following weekend.

Check with Reservationist for names.

Bathrooms & Lavettes

Thoroughly clean sinks, toilets, mirrors and shower stalls and doors. Sweep and wash floors, empty waste baskets, replace trash bags and assure there are extra rolls of toilet paper, bar soap, paper towels, paper bath mats and cleaning products.

Vacuum/Damp Mop Upstairs

Vacuum and/or damp mop hallways, bedrooms, and stairs leading down to living area. This task is usually done Sunday afternoon or whenever time as may be specifically designed by Lodge Manager.

Vacuum/Wet Mop Dining Area & Mt. Road

Vacuum and wet mop from kitchen entrances, near fireplace area, under stairs and all the way forward to the front windows and over to the outside walls. Vacuum Mt. Road. If necessary, replace vacuum bags in the central vacuum units located in the basement!!

Vacuum/Wet Mop LM Area & Papoose

Vacuum and wet mop from kitchen entrances, near fireplace area, under stairs and all the way forward to the front windows and over to the outside walls. Vacuum Papoose. If necessary, replace vacuum bags in the central vacuum units located in the basement!!

Sweep & Wash Kitchen Floor

This task can only be done after lunch on Sunday and after any major food/foot traffic has subsided.

Clean & Sweep Back Basement Stairs

Vacuum or sweep kitchen stairs leading to basement.

Clean & Organize Refrigerators/Freezer

There are 3 refrigerators and one freezer to be cleaned and/or organized.

- Kitchen refrigerator
- Dining room refrigerator, under stairs near breakfast bar.

- Member's refrigerator, under stairs near phone (although this is the members fridge, please check it for any spills, and left over food containers, that could be old, etc.)
- Basement freezer (located in Food Storage Area)

Task includes the following:

1. Clean any spills and wipe down shelves.
2. Throw out anything that appears old and should not be saved or will not hold over until next weekend.
3. Check with Assistant Lodge Manger regarding bread in bread draw and freeze as directed. Check with either the LM or ALM concerning the disposition of any leftover luncheon meat (some of it may already be left over from previous weekend and should not be kept at the lodge any longer). If in doubt, check with the Lodge Manager as to what should be kept.
4. Scrutinize any produce to determine if it will hold for next weekend. If not, put out on kitchen cutting board table to be taken home or discarded by LM when he leaves.
5. Properly wrap and date any food that is placed in freezer. Be sure that any leftover items remaining in refrigerator or freezer are labeled with a date.
6. Make sure everything is properly covered and labeled.