



Job Descriptions

PLEASE NOTE:

***Most of our positions are VOLUNTEER. Room and board (shared cabin accommodations) are provided in exchange for your volunteer time and efforts!*

***The work day may be anywhere from 8 to 12 hours long. Crew should expect to be asked to do or assist with tasks in the evenings such as feeding dogs, attending to the boiler or generator, serving guests (dinner or evening check ins), etc.*

Kennel/Yard:

- Feed and water all of the dogs
- Scoop poop all over the kennel
- Take dogs on walks or transfer them to/from the exercise pens
- Brush dogs
- Prepare food for dogs (both dry and wet), including cutting raw meat and operating a meat saw
- Assist guides during tours
- Assist with dog care: cleaning teeth, clipping nails
- Assist with any medications to be administered to dogs
- Assist with capture, restraint, and veterinary procedures
- Assist with record keeping, observing and monitoring of dogs (e.g. females in heat)
- Assist with dog training (puppies in particular)
- Perform doghouse and pen maintenance: repairs, painting, etc
- Fill in holes in the dog yard
- Add or change the straw in the doghouses
- Clean the dog work room (garage)
- Occasionally assist maintenance crew

Cook:

- Prepare lunch and dinner for crew and guests
- Prepare Taste of Yukon lunch and dinner for guests
- Prepare weekly menu and coordinate with grocery requirements
- Bake treats for guests and crew
- Maintain inventory of food supply in kitchen, pantry and freezers
- Maintain cleanliness of kitchen and dining area
- Assist with meal service for guests
- Ensure crew are properly cleaning in the evenings

Client services and office work:

- Provide customer service to tour and accommodation guests
- Accept payments from customers (cash, credit card, debit)
- Use computer reservation system to check availability, enter bookings and payments
- Answer phone and email inquiries
- Assist with the paperwork related to daily money deposits
- Assist with small jobs in the office (posters, laminating, typing correspondence, updating forms, etc.)
- Update bookings/reservations calendar on Excel
- Assist with meal service for lunch and supper

Housekeeping:

- Maintain cleanliness of main lodge: front entry, living room, dining area, washrooms, crew areas, upstairs client lounge
- Clean B&B accommodation – 3 cabins and 2 guest rooms: linen and towels, general guest room/cabin cleanliness, washroom/outhouses, kitchenettes, ensure water, kitchenette and woodstove supplies are stocked (kindling, newspaper and wood), check kerosene and propane supply for lamps and stoves, etc.
- Complete larger tasks on occasion: windows and windowsills in entire lodge, deck/porch, stairwell, walls and ceilings, clean pantry, assist cook with larger cleaning jobs
- Maintain inventory of sheets, blankets and towels
- Burn “burnables” from washrooms and kitchen
- Provide linen and towels for new crew; launder linen and towels from departing crew
- Coordinate with General Manager re check-ins, check-outs and crew arrivals and departures
- Operate an ATV (all-terrain vehicle) to bring supplies to cabins
- Assist the cook for the Taste of Yukon meals, including meal service
- In collaboration with the cook, ensure that refreshments are always ready for crew and guests (coffee station clean and stocked, cold water jugs are full with fresh water and out on tables)
- Assist with customer service, particularly in the mornings before office staff arrives

Greenhouse:

- Water plants and flowers and organize schedule for this
- Fertilize flowers and vegetables
- Transplant flowers, herbs, and vegetables
- Regulate greenhouse temperature
- Manage the compost
- Oversee the garden: potatoes, vegetables, flowers, shrubs
- Some evening work time required either watering or bringing flowers back inside to the greenhouse
- Keep the greenhouse, tools, and garden area tidy and organized
- Go to the Fireweed Market in town on Thursdays to sell herbs
- Operate vehicle to go to market

Maintenance:

- Perform general maintenance and repair on cabins, main lodge and other buildings
- Perform general maintenance duties such as painting, carpentry, chopping wood, mowing lawns, cleaning areas outside cabins, etc.
- Ensure cabins are well stocked with wood and kindling
- Start/stop generator as needed
- Clean boiler once a week
- Maintain or light fire in boiler in order to keep water temperature between 40-60° C
- Operate vehicles, ATV (all-terrain vehicle), snowmobiles, lawnmower, weed wacker, chainsaw, etc.
- Change oil and perform minor maintenance on ATVs and snowmobiles
- Complete various duties on occasion: dig new outhouse holes or graves for the dogs, build new dog enclosures, take garbage and recycling to town, etc.
- Meet and/or assist contractors from town: electrical, mechanical, heating, plumbing
- Occasionally assist kennel/yard crew

All crew can expect to:

- Be assigned supper dish duty and clean-up 1-2 per week
- Assist with emergencies in the dog yard
- Assist with transportation or errands
- Assist with feeding Jessie the cat
- Assist guests/customers, both tour and accommodation and indoors and outdoors
- Be diligent about recycling and properly use and maintain the recycling station