

Sportsman's Cove Lodge

Employment Information

Sportsman's Cove Lodge is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.

BEFORE COMPLETING AN APPLICATION FOR EMPLOYMENT WITH US, YOU SHOULD READ THIS IMPORTANT INFORMATION VERY CAREFULLY. OUR STANDARDS ARE HIGH, AND EMPLOYEES ARE EXPECTED TO LIVE UP TO THOSE STANDARDS.

INTRODUCTION

Sportsman's Cove Lodge is a premier fishing lodge located on Prince of Wales Island. The lodge is accessible only by air or water. The floatplane ride from Ketchikan takes 20 minutes, by boat 2-4hrs. We are built into the hillside. There are **120** steps from the dock to the topmost area of the lodge. Please keep this in mind when making the decision to apply. We offer our guests 3- and/or 4-day fishing trips. Our normal "turnover" days are Tuesday and Saturday. What this means is we have 30 guests out and 30 guests in each and every Tuesday and then do it again on Saturday. This can be a very stressful time. We need people who work well under pressure!

Our guests come to us to be served and fish, Fish, FISH! The boats leave the dock at 6:30am each day. They return around 4:00pm each afternoon (except turnover days when they return between 2:00 and 3:00). That is approximately 8 hours of hard fishing every day! In order for them to have the energy to keep up this schedule, we serve them world-class food and beverages; pamper them with clean, friendly accommodations; and wait on them hand and foot.

WHO ARE WE LOOKING FOR?

We are looking for people with the ability and desire to do a FULL day's work. This is essential. We all work 7 days a week – that's 105+ days straight! Most of us work 10+ hours each and every day. AND we must be as fresh for the last guests of the season as we were for the first. If you don't think you can maintain this schedule -- PLEASE DO NOT APPLY. We would both end up unhappy.

The Lodge is located on Prince of Wales Island and not connected to ANY road system. The only way you can leave is by floatplane or boat. Although we do have staff skiffs and kayaks, for the most part there is Nowhere to "get away by yourself". You need to be tolerant of constant close contact with other people. YOU MUST HAVE A CHEERFUL DISPOSITION and the ability to work effectively under pressure. During our entire season, the Lodge operates at full capacity and this requires working at your best every day, all day. We demand that an employee present a clean and neat appearance. We provide a barber on-site periodically for hair care services. The Lodge pays the transportation cost; the employee pays for the services provided. We provide laundry facilities for the staff and expect everyone to make regular use of them.

The nearest doctors and hospital are 20 minutes away in Ketchikan and accessible only in daylight **and** suitable weather for flying. If you have health problems, this is not the place for you.

THE HIRING PROCESS (How we choose YOU!)

We carefully select our team members through written application, telephone interview, video interview, health waiver and reference checks. After this information is gathered, it goes to a Hiring Committee made up of the Admin Team and some Team Leaders for each department. The Committee may further interview a candidate before making a decision. Remember, we only hire the best! If you are successful, you will be asked to submit to a physical, drug test, and obtain a First-Aid/CPR Certification card. Only after these requirements are met will you be offered a position. If you are hired as a deckhand, dockhand, or Captain, there are other requirements that will be forwarded to you along with your contract.

TRANSPORTATION

Our Season extends from mid June thru mid September. We must be fully staffed during this entire time, so it is imperative that you are available for this period. Staff orientation will start in early June. All staff will need to be present for orientation.

The Lodge will arrange (and pay for) your transportation from Ketchikan to the Lodge. You are responsible for arranging (and paying for) transportation to Ketchikan and back home again. One of the benefits of working for SCL is the reimbursement of \$400 towards your transportation. This is payable at the end of the season provided you have fulfilled your contract.

There are no roads connecting with southeast Alaska; you must either fly or use the Alaska Marine Highway (Ferry). The AMH runs on specific days from Bellingham, Washington and Prince Rupert, Canada to Ketchikan. Reservations must be made well in advance.

FINANCES

Paychecks are distributed on the 5th of each month for the month prior. Before you come to the lodge, it is a good idea to contact your bank and find out about depositing checks by mail.

An accounting of your tips will be distributed after each Turnover Day for the previous trip. Credit card tips will be paid and show as a separate line item on your paycheck each month. There is also a safe available in the Lodge office where you can safely keep any cash you might have.

It is not necessary to spend much money at the Lodge. Many employees are able to save all of their net pay. Unless you shop online, the only place to spend money would be the Gift Shop and any Beer Purchases (ONLY for those over 21!). There is a run for supplies each week and an opportunity to order from the Ketchikan Wal-Mart. But we ask that you limit this to necessities and bring enough personal hygiene products to last your whole time. Other than that, since the lodge provides all room and board, there is very little need to spend money.

SPEAKING OF ROOM AND BOARD . . .

Staff meals at the Lodge are served cafeteria style in the Staff Commons building. Meals are good and plentiful. Supplies must be brought in by boat and because of this; sometimes certain items may not be available.

PLEASE NOTE: We are not set up to accommodate special diets. If you are on a special diet, you'll be responsible for supplying and preparing your own food with very limited facilities. You will be housed with at least one other staff member in rooms with adequate but modest furnishings. There is a staff refrigerator in the commons that everyone has access to. Each room comes with its own private bathroom and shower. Space is limited and there is very little privacy. Because the electricity at the Lodge is diesel-generated, we suggest that you bring only essentially required electrical appliances.

Each person is responsible for cleaning his or her own quarters. The Admin Staff or Team Leaders will periodically make surprise inspections of living quarters. Because of somewhat cramped housing conditions and living in the wild among bugs and mice and other little critters, it is imperative that employees keep their rooms cleaned, picked up and free of open food.

Linens, blankets, pillows and towels are distributed at the beginning of the season. Employees are responsible for laundering their own clothes and bedding. Laundry facilities are available throughout the Lodge. The Lodge provides laundry detergent, stain remover/pre-wash, and fabric softener.

UNIFORMS AND CLOTHING

During the season, temperatures seldom exceed 70 degrees and are usually 60 to 65 degrees. It can get down into the 50's occasionally. It rains quite frequently (Ketchikan gets 13 feet of rain per year). Suggested clothing includes: jeans, slacks, warm jacket, sweaters, sturdy shoes, hiking boots, and tennis shoes. Rain gear (except for deckhands and captains) is available at the Lodge. It would be wise to bring a full summer's supply of toiletries, such as toothpaste, your favorite shampoo, and deodorant. You order it from the Wal-Mart run, but this is for necessities only and we don't guarantee brand specifications. The Lodge will provide you with staff shirts. These shirts are to be worn at all times while any guests are shore side. You need to be easily identifiable, as an employee by wearing logo'd apparel anytime guests are around. The Otter Shop (the gift shop) also stocks a selection of sweatshirts, jackets, and t-shirts bearing the Sportsman's Cove Lodge logo that you can wear along with your nametag to designate you as part of the staff.

RECREATION AND ENTERTAINMENT:

After daily chores are done, we have skiffs and kayaks that are available for staff use. We also have fishing gear, life jackets, and rain gear available. After all, we are here to enjoy the Alaskan Experience too. The Lodge provides the fuel and bait also. You will be responsible for cleaning and processing your own catch, but there's always someone around to help out. You'll also be responsible for cleaning the skiff or kayak for use by the next person.

Staff can meet up in the Commons to enjoy watching movies (we have NO TV reception), playing board and card games, or using the Internet. We have an extensive supply of movies available, but if you care to bring your personal tapes and DVDs to share, please feel free to do so.

We have a staff computer for email access or you can bring your own and connect via Ethernet or wireless. Internet access is via satellite so speeds fluctuate according to weather and other atmospheric conditions and are not guaranteed.

Behind the Commons Building is a fire pit area for bonfires (small ones – remember, we ARE our local fire department) and singing on those long summer evenings. We also have hiking trails, picnic tables and a horseshoe pit. If you play guitar and/or like to sing, this is the place for you!

TELEPHONES and CELL PHONES

There is no telephone service at the Lodge. The Lodge cell phone is not for use by employees. You may bring your own cell phone with you, though it is highly likely that your cell phone will **not** work at the Lodge.

MISCELLANEOUS (but important) POLICIES:

All employees are subject to the regulations and policies of Sportsman's Cove Lodge. Only by fully cooperating with each other are we able to maintain the peaceful, cooperative, family atmosphere needed to make it thru 105+ days with each other.

1. The use or possession of illegal drugs (including prescription drugs not prescribe for you by a physician) will result in immediate dismissal.
2. The abuse of alcohol will not be tolerated. The Lodge provides beer for purchase for staff (\$2 per can). This is for the occasional beer, if alcohol is more important than your job be prepared to lose it.
 - a. Public drunkenness is not allowed. And at the Lodge – everywhere is public!
 - b. Drinking by anyone under 21 or supplying alcohol to someone under 21 is grounds for dismissal.
3. Employees will be asked to submit to monthly random drug and alcohol testing.
4. Firearms of any kind are **NOT** permitted.
5. Employees leaving the general vicinity of the Lodge must leave word of their destination and time of estimate return because of the very real possibility of getting lost or stranded by the tide. Bears are also a concern – they outnumber humans on Prince of Wales Island.
6. Unauthorized use, sale, or giving away of property not your own is considered theft and will be dealt with accordingly.
7. Damage to Lodge property resulting from negligence, unauthorized use, or deliberate misuse will be charged to the employee and can lead to dismissal.
8. Smoking is strongly discouraged at the Lodge not only for health reasons, but also because of the fire hazard. Smoking is only permitted outside buildings in designated smoking areas. Non-smokers will be given preference in the Hiring process.

IN CLOSING

If you have any other questions about life at the Lodge, please ask them BEFORE you apply. If you come up with any questions in the course of your application please ask immediately. The experience you have at Sportsman's Cove Lodge is an adventure you'll never forget but this life is not for everyone. We sincerely believe the only way we have Happy Guests is to have Happy Employees!