
WINTER HOUSE MANAGER 2023

Expressions of Interest Applications are invited from any **member** who is interested in performing the duties of Winter House Manager (WHM) during the **2023 Ski Season**. **The committee reserves the right to amend or cancel the Winter House Manager role as required due to unforeseen circumstances.**

Continued member surveys and feedback have shown this to be an important role to be performed over the high season. It is considered a good way to contribute to the Lodge and meet new people. If you don't feel confident in applying this year, please feel free to talk with the WHM during your stay to find out more about the role in action and then consider applying in the next year.

Winter House Managers are required to carry out the full list of duties appearing in the Duty Statement below and must be available for a preferred period of **2 weeks** between 23rd **June and 3rd September (10 weeks)**. The weeks may be in one block or two separate one-week blocks. Applicants will be considered for one-week periods if required.

Members chosen to undertake the duties of WHM will receive 2 Work Party Credits per day in the form of following benefits:

- A room for 2 persons for the duration of their stay at no charge. (WHM and Co-member or their substitute if the co-member is not in attendance as per booking rules.)

Plus

- A car parking space at no charge.

Interested members are required to submit a written Expression of Interest Application to the Lodge Vice President Geoff Jones by email at vicepresident@gunumalodge.com.au and Membership Secretary at membership@gunumalodge.com.au with a **Closing date for EOI's being Sunday 19th February 2023**.

EOI's must address the position criteria, your experience and suitability to carry out all the duties listed in the Duty Statement along with your availability and preferred times during the period **23rd June to 3rd September 2023**. Additional Periods may be added if the season is extended, and occupancy is high so please add any potential availability after the 3rd September if you wish to be considered for this extended period. There will be no guarantee that these periods will be assigned.

There are no pre-requisites to have done WHM or House Captain role previously, but it will be considered along with your standing in the club and demonstrated knowledge of the operations during winter. It is expected that this should be no longer than 1 to 2 pages. Your application will be assessed by the Committee, and you will be contacted regarding the outcome. The role will be assigned to ordinary members as a priority with committee applicants being asked to fill vacancies. It is envisaged that this is a way of getting more members involved in running the Lodge and spreading the load.

You should include your full contact details, i.e. Mobile phone and email address and confirm you are willing to use your car to assist in emergencies such as buying lodge supplies in Jindabyne.

Each WHM will be subject to a review of their participation, and this will be considered in any future applications.

If you wish to be exempted from any of the stated WHM duties, please include these exemptions in your application, i.e. I want to do first tracks and not be in the lodge until 9 am.

Criteria

The EOI must address experience and skills the applicant has, to be able undertake the role of WHM including:

- Undertake a handover with the previous WHM at a time and by a method agreed.
- Have a good understanding of the overall workings of the Lodge, fire control system and emergency procedures.
- Understand and be competent in managing and enforcing the booking rules as members check into the lodge.
- Undertake Duties as outlined.
- Be prepared to engage with and assist members and guests.
- Represents the Committee on site. Have the experience, capability, and interpersonal skills to resolve issues amicably as they arise.

Duty Statement

The WHM should also address their willingness to:

- Be available **in the lodge** from **8.00 am to 9.00 am and 4.00 pm to 6.00 pm** each day and on Mobile Phone at other times.
- Check each day the validity of the bookings of arriving members and ensure they are registered. The WHM should ensure their rooms are clean and ready for them or seek feedback on any issues.
- Liaise, as necessary, with the Gunuma Administration Officer (**GAO**) on any booking matters and ensure that wait listed members are considered for rooms or carparks in the first instance.

- **Issue keys for rooms**, if required, register details, take a key deposit (**\$50.00 per key**) and place the money in a named envelop in the WHM safe to ensure these keys are returned before leaving. When the keys are returned the WHM is to refund the key deposit/s held.
- Retain the master keys at all times while in the Lodge or **lock it in the WHM safe**.
- Ensure that all room chores are properly undertaken and if necessary, take **corrective action through the member**. **If there are vacant rooms seek volunteers to undertake these room chores or complete emergent items themselves**.
- **Form and manage work parties** as required to fill the wood box.
- **Manage the Snow clearing roster** to clear the snow from:
 - the steps and pathway from the front entrance to bottom of the stairs,
 - the rear dining room entrance to Willow Road and the car parks,
 - from Northern and Southern Fire escapes.
- Check the work of the cleaners (Monday and Thursday) and **sign them off** in a Lodge works register.
- Take note of, report, and attempt to rectify any breakages or damage to the Lodge structure or property. Include these issues in the Issues Register and the end of period report. Breakage and damage should be advised to the Maintenance Manager and Logistics Manager, by email with suggested actions. (logistics@gunumalodge.com.au , maintenance@gunumalodge.com.au)
- Check and top up the consumable's cabinet opposite the WHM desk daily from the Supply Store (in the laundry area)
- Direct guests to the Kitchen Shelves and Bathroom cupboards for cleaning products in the first instance and the Consumables cupboard for resupply.
- Monitor daily the supply of consumables from the Supply Store to these relevant locations around the Lodge. Update the Bulk Store Stocktake list on Wednesday each week. In an emergency contact the Logistics Manager and with prior approval purchase items (or equivalent items) using your credit card if stocks are low from Jindabyne. Recover costs of such approved purchases by submitting receipts and approvals by email through the Logistics Manager to the Gunuma Treasurer.
- **Check when a room is vacated that it is clean and tidy ready for the next guest or seek advice from new arrivals on the state of the room. Recover any keys issued or car parking passes.**
- **Perform a security check of the Lodge at the end of each day at 10 pm** ensuring that the front and back doors are both in a locked position. Ensure all lights in public areas not in use are extinguished and doors to drying and ski rooms are closed.

- Ensure the Lodge remains quiet **after 10 pm**.
- Report any major behavioural problems to the Lodge President.
- Advise members and their guests of the options regarding travel to and from Saw Pit Creek car park and where possible **actively link up people**.
- Manage parking space allocations and passes (see Car Parking below).
- Send your report by email to the Vice President and update the Issues Register with any member feedback or suggestions at the end of your period.

Car Parking

- Car Parking Permits are to be kept in the WHM safe until allocated. Passes are issued after 4pm check in.
- Members and Guests, with paid car parking spaces, must sign for the permits in a register and provide a mobile phone contact number.
- Permits must be displayed on the rear-view mirror in the front of each parked vehicle and be clearly visible for inspection by NPWS. **Vehicles must only park in the car park space allocated to them.**
- Vehicles must be parked **with the front of the vehicle facing the road** and be clear of the road so that snow plough clearing can be completed.
- **Advise members that two-wheel drive vehicles should have chains fitted during the members and guests time at the lodge when they occupy a car parking space.**
- Car parking spaces must be vacated, and the passes returned to the WHM, signed back in **by room check out time (4.00 pm)**. **Members are not permitted to give or sell their pass to other guests or members.** To assist in change over during busy times Members should try to vacate the car park as soon as possible and park in the main car park.
- Car parking spaces must be booked, and paid for in advance, with the **GAO** who will advise the WHM
- **During business hours (9 am to 5 pm)**, booking of any vacant car parks must be arranged with the **GAO**. This will ensure any wait listed guests are catered for in the first instance.
- **After Business hours (5 pm)**, any 'ad hoc' vacant car parks, as determined after careful checking by the WHM in conjunction with the GAO. Often members arrive late so vacant parks should not just be allocated. The WHM is to email any revised car space allocation to the GAO and the GAO will bill the member accordingly. The WHM must not accept cash payments for carparks. Note: some guests will arrive late into the night who have a carpark booked.