

The following positions are available for the 2012 season at Bryce Canyon Lodge beginning mid-March, through mid-November:

***All positions require outstanding guest services skills! Minimum age requirement is 18 years old, server positions requires 21 years or older. Background investigation and pre-employment drug screen will be conducted.***

***All Manager positions are required to make a commitment for the entire season. Managers are required to work at least one shift per week as Manager on Duty.***

**Interpretive Coordinator/Concierge** - Must be knowledgeable or willing to learn of Bryce Canyon National Park and of the local area. Will be responsible for conducting step-on tours

**Human Resources Assistant/Payroll** - Will be responsible for payroll functions and providing assistance to the HR Manager. Must be proficient with MS Office (Excel, Word), knowledge of payroll, excellent written and verbal communication skills, ability to professionally interact with employees, ability to maintain confidential information. Previous Payroll/HR experience preferred. Must have valid driver's license and good driving record. Must have high school diploma, GED or acceptable experience.

**Human Resource Administrative Assistant** - Will assist the HR Manager and Payroll/HR Assistant with all Human Resources functions. Must be proficient with MS Office (Excel, Word) and ability to professionally interact with employees.

**Employee Activity Coordinator** - Responsible for planning and coordinating all employee events on and off property. Must have valid driver license and good driving record.

**Security Officer** - Responsible for overall safety and security of the Lodge property, guests and employees. Must be able to work 10 PM - 6:30 AM. Must have valid driver license and good driving record. Previous security experience preferred.

**Housing Dorm Proctor** - Will work closely with HR to assist with employee housing issues, responsible for maintaining all public areas of the employee dorms and taking care of the laundry and linens for new hires. May be a back-up driver for employee events. Must have valid driver license and good driving record.

**HR Driver/Relief Dorm Proctor** - Will work closely with HR to assist with employee housing issues, responsible for maintaining all public areas of the employee dorms and taking care of the laundry and linens for new hires as needed. May be a back-up driver for employee events. Must have valid driver

license and good driving record.

**Front Desk Assistant Manager** - Will assist Front Desk Manager in handling all functions of the Front Desk including money handling. Must have two years experience with heavy guest services contact, proficiency on computers, minimum 2 years money handling and cash register experience. Previous experience using Opera preferred. Must have previous supervisory experience. Must have High School diploma, GED or acceptable experience.

**Guest Service Agents** - Will greet and assist guest as needed at the Front Desk. Must have prior experience with heavy guest services contact, proficiency on computers, minimum 1 year money handling and cash register experience. Must have high school diploma, GED or acceptable experience. Previous Opera experience preferred.

**Porter** - Will maintain the Lodge public areas, assist guests when needed. Must have valid driver license and good driving record.

**Night Audit** - Responsible for Front Desk operations from 10:00 PM - 6:30 AM, proficient computer skills required. Knowledge of night audit Opera a plus.

**Guest Room Inspector** - Responsible for the overall cleanliness and upkeep of the guest rooms of the Lodge, will oversee a team of Guest Room Attendants. Must have previous Housekeeping experience and supervisory experience.

**Guest Room Attendant** - Provide thorough cleaning of all guest rooms.

**Laundry/Inventory Attendant** - Coordination of all linens and other products for Housekeeping staff. Must have valid driver license and good driving record.

**Food and Beverage Director** - Responsible for overseeing all functions of F&B including front-of-the-house and back-of-the-house functions. Must be Serve Safe Manager certified, minimum five years experience in a fine dining restaurant, Supervisory experience, extensive knowledge of the hospitality food service industry and/or resorts. Must have knowledge of or ability to be trained in the following: ISO/EMS Awareness, Hazard Communications, Hazardous Materials Response, Recycled Material, Blood borne Pathogens. Must be Utah SMART certified. Must be able to lift at least 50 pounds and work on your feet for long periods of time.

**Dining Room Manager** - Responsible for the day-to-day operations of the Dining Room. Will plan, organize, direct and coordinate workers and resources for efficient, well-prepared and profitable service of food and beverages. Must have minimum of two years management experience in a fine dining restaurant, supervisory experience, must have knowledge of or ability to be trained in the following: ISO/EMS Awareness, Hazard Communications, Hazardous Materials Response, Recycled Material, Blood borne Pathogens. Must be Utah SMART certified, ability to stand on feet for several hours, must be able to lift and carry

up to 50 pounds. Prefer knowledge of Micros POS.

**Dining Room Assistant Manager** - Responsible for assisting in the management of the day-to-day operations of the Dining Room. Requires at least one year experience with increasing responsibility in a fine dining restaurant, supervisory experience, must have knowledge of or ability to be trained in the following: ISO/EMS Awareness, Hazard Communications, Hazardous Materials Response, Recycled Material, Blood borne Pathogens. Must be Utah SMART certified, ability to stand on feet for several hours, must be able to lift and carry up to 50 pounds. Prefer knowledge of Micros POS.

**Host** - Responsible for receiving, greeting and seating guests in the dining room in a timely manner. Prefer experience in a fine dining setting with heavy customer service, must be able to lift up to 50 pounds and stand on your feet for several hours during shift. Must have good telephone etiquette and ability to speak and understand English very well.

**Server** - Responsible for providing excellent guest service in a timely, professional manner to all guests in a fine dining restaurant. Must have previous experience in a fine dining restaurant, must be Utah SMART certified, must be at least 21 years old. Prefer knowledge of Micros POS. Must be able to lift 50 pounds and stand on feet for extended periods of time.

**Server Assistant** - Assist Servers in providing excellent customer service to all guests in a fine dining restaurant. Must have previous experience in a fine dining restaurant, must be Utah SMART certified. Prefer knowledge of Micros POS. Must be able to lift 50 pounds and stand on feet for extended periods of time.

**Executive Chef** - Plan production for all kitchen activities and events, supervise, delegate, train and motivate all kitchen staff, supervise and review all food productions. Must be Serve Safe Manager certified or willing to obtain, must have knowledge of or ability to be trained in the following: ISO/EMS Awareness, Hazard Communications, Hazardous Materials Response, Recycled Material, Blood borne Pathogens. Must be Utah SMART certified. Strong supervisory skills required with emphasis on coaching, mentoring and appropriate disciplinary techniques. Must be able to lift up to 50 pounds. Requires Culinary degree and or combination of equivalent work experience, minimum of seven years food preparation in increasingly responsible positions.

**Sous Chef** - Overall operation of the kitchen, maintaining established standards of quality and food costs and safe and sanitary work environment. Assist in training and development of all cooks. Supervisory experience required, must be Serve Safe Manager certified or willingness to obtain, must have knowledge of or ability to be trained in the following: ISO/EMS Awareness, Hazard Communications, Hazardous Materials Response, Recycled Material, Blood borne Pathogens. Must be Utah SMART certified. Must be able to lift up to 50 pounds. Requires Culinary Degree and/or combination of equivalent work experience, minimum five years food preparation and/or five years training in

kitchen management.

**Line Cook** - Will prepare food consistent with the established standard of presentation and consistency using menu recipes. Requires three years cooking experience in a full service fine dining restaurant, expertise as prep- cook, saute cook, fry cook, broiler cook or pantry lead. Must be able to lift up to 50 pounds.

**Pantry Cook** - Prepare hot and cold foods accurately and in a timely manner, according to the established standards of production and methods as well as keeping the kitchen clean and orderly. Requires minimum of 1-2 years work experience in a restaurant, 1 year working in a kitchen, must be able to lift 50 pounds.

**Baker** - Prepare hot and cold foods accurately and in a timely manner, according to the established standards of production and methods as well as keeping the kitchen clean and orderly. Requires minimum of 1-2 years work experience in a restaurant, 1 year working in a kitchen, must be able to lift 50 pounds.

**Kitchen Utility** - Responsible for providing clean dishes in a timely manner and responsible for cleaning kitchen equipment. Must be able to lift up to 50 pounds.

**Employee Dining Room Cook** - Responsible for planning, preparation and service of meals served in the Employee Dining Room. Requires minimum of 1-2 years work experience in a restaurant, 1 year working in a kitchen, must be able to lift 50 pounds.

**Employee Dining Room General Help** - Will assist Employee Dining Room Cook with preparation and service of food served in the Employee Dining. Responsible for cleanliness of the Employee Dining room as well as keeping all available items stocked for efficient and professional service of employee meals. Must be able to lift up to 50 pounds.

**Night Steward** - Responsible for night cleaning of kitchen 10:00 PM - 6:00 AM. Must be able to lift up to 50 pounds.

**Pizzeria Manager** - Responsible for management of Valhalla Pizzeria including providing quality product to guests, training and development of all Pizzeria staff. Supervisory experience required, two years experience in a pizzeria environment, must have knowledge of or ability to be trained in the following: ISO/EMS Awareness, Hazard Communications, Hazardous Materials Response, Recycled Material, Blood borne Pathogens. Must be Utah SMART certified. Must be able to lift up to 50 pounds.

**Pizzeria Assistant Manager** - Will assist Pizzeria Manager in the day-to-day operations of Valhalla Pizzeria. Supervisory experience required, one year experience in a pizzeria environment, must have knowledge of or ability to be trained in the following: ISO/EMS Awareness, Hazard Communications,

Hazardous Materials Response, Recycled Material, Blood borne Pathogens. Must be Utah SMART certified. Must be able to lift up to 50 pounds.

**Pizzeria Cook** - Preparation of made-to-order food items in the pizzeria. Must have previous experience working in a pizzeria environment. Must be Utah SMART certified. Must have ability to lift up to 50 pounds.

**Pizzeria Attendant** - Assist customers with order taking and cash handling, must have ability to prepare and serve made-to-order items as well has bussing responsibilities

**Gift Shop Supervisor** - Will assist Gift Shop Manager in management functions of the Gift Shop including money handling. Must have two years experience with heavy guest services contact, proficiency on computers, minimum 2 years money handling and cash register experience. Must have previous supervisory experience. Must have High School diploma, GED or acceptable experience.

**Gift Shop Associate** - Previous retail experience required, must be able to stand for several hours during shift and lift up to 50 pounds.

**Camp Store Manager** - Responsible for day-to-day operations of the General Store including managing inventory, money handling, planning and production of fresh food items to be sold, training and development of all staff. Must have minimum of five years retail experience with increasing responsibility and management experience is required, must have knowledge of or ability to be trained in the following: ISO/EMS Awareness, Hazard Communications, Hazardous Materials Response, Recycled Material, Blood borne Pathogens. Must be able to lift up to 50 pounds.

**Camp Store Associate** - Previous retail experience required, must be able to stand for several hours during shift and lift up to 50 pounds. Also responsible for assisting with hot and cold food preparation, cleanliness and of store and cleanliness of the public showers/restrooms located at the store.

**General Maintenance** - Responsible for all upkeep and maintenance of all buildings and grounds of The Lodge property.

**Maintenance Manager** - Responsible for general property maintenance and upkeep, must have valid driver license and good driving record, must provide own tools, must be able to lift up to 50 pounds. Must have knowledge of plumbing, electrical, carpentry--knowledge of HVAC a plus, 5 years minimum managerial experience , knowledge of OSHA regulations, previous experience working on large Lodging property, Must have valid driver license and clean driving record, will be required to work on call including Manager on Duty shifts as needed. Must have knowledge of or ability to be trained in the following: ISO/EMS Awareness, Hazard Communications, Hazardous Materials Response, Recycled Material, Blood borne Pathogens. Must be able to lift up to 50 pounds.

**EMS/Safety/Fire Coordinator** - Responsible for overseeing the Safety/Fire/Emergency programs of The Lodge including development and implementation of training programs and ensuring that all corporate, state and federal guidelines are being met satisfactorily. Requires in-depth knowledge of OSHA regulations, EMS and Fire protocols. Must have excellent written and verbal communication skills. Must have knowledge of or ability to be trained in the following: ISO/EMS Awareness, Hazard Communications, Hazardous Materials Response, Recycled Material, Blood borne Pathogens. Must be able to lift up to 50 pounds. Will assist the Maintenance department with maintaining the Material Management System. Excellent computer skills required.