Idaho Rocky Mountain Ranch

Associate Lodge Manager (ALM) Join the team of the Idaho Rocky Mountain Ranch, assisting the lodge manager in all aspects of guest operations. The IRMR is an historic, upscale guest ranch, set in the heart of the Sawtooth and White Cloud Mountains in central Idaho. IRMR prides itself on gracious, professional service, fine cuisine, accommodations and amenities, with a breadth and quality of available recreational activities on Ranch and in the surrounding area. The IRMR is nestled in the Sawtooth National Recreation Area, on the Salmon River underneath the towering peaks of the Sawtooth Mountains. The Idaho Rocky Mountain Ranch's 17 cabins and 4 lodge rooms accommodate 50 guests, who visit the Ranch for the summer guest program, and for weddings and other private, exclusive events.

The ALM would be responsible for supporting the lodge manager with all ranch operations and services to ensure guest satisfaction. The ALM will work closely with the lodge manager and in coordination with the Ranch property manager, office manager and executive chef. The ALM at all times would be an ambassador for the Ranch and serve as a role model for employees.   A successful candidate for the ALM role will be someone who has the ambition, talents and skills to become the Lodge Manager, and run all guest operations over the long run.

ALM would be involved year round with all aspects of guest operations: Guest Program development and administration; recruiting seasonal staff; employee training, supervision and scheduling; public relations; marketing; reservations; and, office operations including daily accounting. There will be close collaboration with all departments and operational areas of the Ranch: Housekeeping; Food, Beverage and Dining; Property; and, Office.

The ideal candidate possesses exceptional communication and leadership skills, excellent people skills, a solid work ethic, stamina, a genuine interest in providing personalized, quality vacation experiences to guests, capacity to be flexible, creative and always gracious, ability to remain focused in a busy multi-task environment to prioritize competing needs, and delegate appropriately.

 A deep love of the outdoors, for both recreation and serenity is a requirement, along with 3-5 years' experience in the hospitality or service industry, with preference for either hospitality degree/credential, or relevant college degree.

Compensation: Salary, room and board, with bonus depending upon the individual's and ranch's performance, Health insurance and IRA contribution. ALM would begin in May 2013, The Ranch is seeking an employee for full-time employment, with a long term commitment to the Ranch.

 Summer Guest Season Duties and Responsibilities:
The position would be hands-on, with the ALM performing shift duties as necessary to provide quality guest service and learn the details of the guest operation. Specific initial duties would include: Coordination and provision of information for guests' activities'; lead office shift 2 days per week; scheduling; oversight and supervision of food and beverage service staff, including liaison with executive chef; assistance with marketing and public relations; onsite provision of service to guests; hands-on experience in each department, to become acquainted with Ranch services, operation and communication; other duties as necessary and assigned.

Off-Season Duties and Responsibilities:
Marketing, reservations, office management including daily accounting, recruiting, screening and initial interviews for seasonal employees, social media, newsletters and all administrative tasks necessary and as assigned to ensure a successful, high quality guest program.
Duties in the off-season would be assumed after additional training, and commitment to continued employment and suitability is determined for eventual assumption of Lodge Manager duties

Please contact or submit resume and letter of interest to:
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