**Winter Lodge Manager - SkiLib Alpine Club, Mount Buller**

* Live and work on top of the world at one of Mt Buller’s premier club lodges
* Private, self-contained lodge management facilities
* Participate in Mt. Buller’s winter alpine activities

Open year round, SkiLib Alpine Club ([www.skilib.com.au](http://www.skilib.com.au/%22%20%5Ct%20%22_blank)) is located on top of Mt. Buller with its spectacular views, clean alpine air and winter snow sports activities. With modern and spacious facilities, the lodge accommodates up to 53 guests in a variety of room configurations. Lodge facilities include large living/dining room, wifi, commercial kitchen, entertainment room, games room and outdoor entertainment area.

SkiLib is seeking a suitably qualified live-in lodge manager/s for the period 7th June 2019, concluding at the end of the nominated ski season, or earlier if agreed depending on snow conditions and guest bookings. The role reports directly to the Skilib Board of Directors.

If you have a passion for the alpine environment, a warm, friendly and engaging personality then this is the role for you. You will possess a combination of experience in customer service, hospitality, general maintenance/cleaning and/or lodge management responsibilities in a similar size and nature to Skilib. Whilst the role will be filled by an individual, it is ideally suited to a couple who can share the responsibilities of the role.

Responsibilities of this role include:

* Being present to engage with guests and managing all check-in/check-out procedures
* Maintaining the smooth and efficient operation of the lodge
* Maintain high level of cleanliness and presentation of entire lodge facilities including washing/drying of linen using in-house facilities
* Enforcement of appropriate guest behavior as a ‘family friendly’ lodge facility as per club rules
* Checking on-line bookings for upcoming arrivals and liaising with the Skilib Booking Office
* Promotion of on-mountain events and activities (via social media and notice board)
* Managing supplies and liaising with the nominated Director for any identified issues
* Maintaining appropriate OH&S in compliance with regulatory requirements

The successful applicant will be provided as part of the salary package private lodgings with storage facilities, double bed and ensuite facilities.

Please note that this role is not suitable for a person who has other employment at Mt. Buller, due to the requirements of the role and the need to be available at the lodge when guests are present.

If this sounds like you, please send us an email with your CV to directors@skilib.com.au  by 31 March 2019.