

Download application at [www.thumperpond.com/contact.html](http://www.thumperpond.com/contact.html) or pick one up at 300 Thumper Lodge Road, Ottertail MN 56571

All associates must have a well developed sense of customer service and the ability to communicate effectively and handle unpredictable situations. Must be able to work weekends. Must be dependable, reliable, flexible and trustworthy. Must be self motivated and be able to complete duties in a timely manner.

### **PROPERTY POSITIONS**

email resumes to [brad@thumperpond.com](mailto:brad@thumperpond.com)

#### **Bookkeeper**

Responsible for management of various accounting and administrative functions and coordination with the corporate office. Process payroll. Manage accounts receivable process, inventories, accounts payable, banking, financial reporting. Various Human Resource duties. Performs related work as required, willingly and eagerly.

### **FOOD & BEVERAGE DEPARTMENT**

email resume to [dave@thumperpond.com](mailto:dave@thumperpond.com)

#### **Kitchen Manager**

email resume to [brad@thumperpond.com](mailto:brad@thumperpond.com) as well as [dave@thumperpond.com](mailto:dave@thumperpond.com)

Responsible for managing and directing all food preparation activities to assure safety, sanitation, timely delivery, and a high quality food product while maintaining costs per budget.

#### **Restaurant Host**

Greet guests in a timely manner and seat them according to section chart. Refill drinks, assist with food running, bussing tables and resetting. Additional duties as assigned.

#### **Bar Supervisor**

Responsible for serving beverages to patrons in a professional, responsible and friendly manner. Cost Effectively orders liquor, wine and beer, performing inventories as directed. S.A.L.E.S. (Serving Alcohol Legally, Effectively, and Safely) certificate will be a requirement. Performs related work as required, willingly and eagerly.

#### **Restaurant Supervisor**

Responsible for waiting on restaurant and lounge patrons in a friendly, responsible and professional manner. Supervise, train and direct servers. Performs side work during or after shift to including rolling silverware, re-stocking condiment holders, etc. S.A.L.E.S. (Serving Alcohol Legally, Effectively, and Safely) certificate will be a requirement. Performs related work as required, willingly and eagerly.

#### **Restaurant Servers**

Alcohol Server Training Certificate will be required, but can be obtained after employment.

### **EVENTS DEPARTMENT**

email resume to [events@thumperpond.com](mailto:events@thumperpond.com)

#### **Banquet Setup Associate**

Set banquet facilities according to instructions, including tables, audio visual equipment, linens, and table settings. Various other Banquet and Event department duties will also be included.

### **HOTEL POSITIONS**

email resume to [hotel@thumperpond.com](mailto:hotel@thumperpond.com)

#### **Night Auditor**

Ensures audit work is balanced and completed. Balances and codes prior day's work and prepares daily operating sales and labor summary. Ensures the accuracy of the night audit. Reviews and analyzes all adjustments. Audits banquet tickets to banquet orders. Maintains records of work. Acts as Manager on Duty and must be able to perform all front desk agent duties while performing the night audit duties..

#### **Weekend Overnight Porter**

Various hours including Friday and Saturday overnights. Duties include some food preparation, noise level control, light janitorial work, banquet setup as well as some customer service duties.

#### **Front Desk Clerks**

Deliver the best service, quality and value to every customer. Answer phones, take reservations, check guests in and out of hotel, other duties as assigned.