

Volunteer Positions

Alpine Lodge Sunday Innkeeper

Revised March 2015(JS)

The California Alpine Club, established in 1913, is a large and active social club. CAC is also a state of California non-profit corporation and an all volunteer-run organization. Without your help we would cease to exist! Because volunteer leadership changes on a regular basis and the jobs themselves change over time, these Volunteer Position documents are not meant to be a set of rules, but rather they serve as current “best practice” guides. Individuals who have held a particular position have compiled the information. Reviewing the information will enable an incumbent, possible incumbent, or any interested party to better understand what the job entails. These documents should be updated on a regular basis. The Volunteer Position documents become our institutional memory. Thank you for your service!

Thank you so much for serving as a CAC Innkeeper during our traditional Alpine Lodge “Sunday Open House.”

Instructions for Sunday Innkeepers:

1. Check the website calendar at californiaalpineclub.org or latest TRAILS for current hike start times. Hikes start at 9:30am in summer and 10am in winter. Lately, hikes have begun at 9:30am, even in the winter. **Hikes always start on time.**
2. You may also call or email to confirm your time with the Innkeeper Coordinator, Jana Shober 916-690-1828(cell) or janashob@gmail.com
3. Arrive at least 30 minutes before the start of the hike.
4. **Lodge Key:** When you sign up and confirm that you will be the innkeeper for a particular Sunday, I will forward you the current information regarding the key lock box combination. **Please keep this information in a secure place and separate from this document (or any paper that has other lodge information, such as address, phone, etc.)**
5. **CAC Hospitality:** Bring some type of “goodies” to have on hand for guest visitors and returning hikers. Goodies can be cookies, nut bread, fruit, etc., and small amounts of milk and half and half for coffee, (unless you know that there has been an event on Saturday night and have confirmed that milk and half and half are available). Coffee, chocolate packets, and tea are available in the kitchen. Look in the area near the large coffee pots. Filters and coffee are usually at the bar end of the kitchen with the coffee pots. Carafes are under the large coffee pots. Cups are in the large steel pullout drawer under the kitchen counter near the dishwasher. Napkins are in the pantry. Please do make a note if supplies are low; there should be an Alpine supply list on the pantry refrigerator door.
6. **Lodge Use Saturday Night:** People, either a non-member party or members, may be at the lodge until 10am on Sundays. Please inform them that you are the

Sunday Innkeeper and need to make coffee for hikers who may arrive before 10am. If you would like to check who may be at the lodge, log in to californiaalpineclub.org as a member and go to the calendar. The overnight users are responsible for cleaning up, emptying garbage, etc. Please confirm with them their clean-up arrangements. Sometimes an outside party is hired for clean-up, in the case of big parties, and may not arrive before the renters leave.

Upon arrival:

- Please sign-in on the Alpine Lodge Use Register located on the table to your left as you enter the lodge through the main entrance. PRINT your name and date as the Innkeeper.
- Put on a pot of regular coffee and a kettle for tea, if not already available. Note that decaf coffee is also available and you may want to make a half pot of that. In any case, use the correctly marked pots for the specific type of coffee, please.
- Lights: Kitchen switch is on the left of the big stove, living room switch on the left side of the right door as you enter the kitchen from the living room.
- Thermostat is on the dining porch right casing of the interior window.
- Put up the flag (stored in the Trustee closet under the stairs).
- Place a basket for donations on the table where you intend to serve the coffee. \$0.50 for coffee/tea and \$0.50 for the goodies. The sign for donations and basket should be by the counter in the kitchen or in the Trustee closet in the living room.

What to expect:

Some days are very busy with hikers returning, people checking out the lodge for accommodations, and people who may be interested in becoming members. Some Sundays are very quiet. Please invite a friend, bring a book, handiwork, or other activity. Enjoy yourself!

Giving Tours: Please make everyone feel welcome. If someone is interested in using the lodge on a fee basis, there is a fact sheet by the front door. If they are interested in seeing the facility, please give them a tour. The Tam building will be locked, so take the key from the Innkeeper Lockbox.

Requests for Restrooms: Use your own best judgment. You may offer our facilities, or you can inform people that there are public restrooms and a public telephone one-quarter mile up Panoramic Highway across from Mountain Home. There is a water fountain in front of the lodge for everyone's use.

Guest Register: Please ask visitors to sign-in (PRINT legibly) using the guest register by the front door.

Laundry: There is a washer and a dryer in the basement. Because you are at the lodge for several hours on Sunday, the Alpine Trustees have asked that we help out by washing and drying any dirty towels and aprons. This would be very much

appreciated, especially if facility has been used prior to Sunday. Please check the laundry bag hanging on the side of the refrigerator. If enough for a load (even a small load), please run. If not, then hang the wet items over the towel racks in the kitchen. Put the used, dry towels/rags into the string bag before you leave. Clean towels should be stored in the drawers. **Special soap to protect our septic system can be found by the washing machine.** Of course, water is precious and only Club laundry should be done.

Alpine Operations Manual:

Please review the manual on the corner desk in the living room. You will find invaluable information about the operation of the lodge. Critical lodge management instructions are with the sign-in register on the entry table.

Accounting:

Many innkeepers choose to donate the goodies. However, if you wish reimbursement, list your expenses, with receipts, and the amount of money collected. Send this report to the current Alpine Treasurer, Mike Vaggione, along with your check for the revenue minus your expenses. See the Quick Reference Guide found on the website, californiaalpineclub.org for Mike's address. If you have no (or report no) expenses (because you donated the goodies), **please record (date, revenue, and your name) in the Alpine Facility Use Register on the entry table. Place money in the "tips" box in the kitchen.**

When Leaving:

- Wash the dishes and flatware used.
- Unplug and wash the coffee pots and set out to dry.
- Straighten bathrooms.
- Empty trash.
- Sweep the kitchen. Spot mop, if necessary.
- Hang any wet towels/rags for drying and leave a note that they are not clean.
- Be sure that umbrellas on the deck are cranked down (summer item).
- **IMPORTANT: Be sure that all doors and windows are locked, especially the back door by the bar area, the basement door, and the upstairs door to the outside. Check this twice, please.**
- If anything is amiss, contact one of the Trustees. They are listed in TRAILS or on the website. A copy of TRAILS should be on the desk.
- **IMPORTANT: Sign-out (please print so it's legible) in the Alpine Use Register at entry on desk. ALSO, please note who was left in-charge of the lodge if you are not the last to leave (if you aren't the one to lock up). Note any problems.**
- Exit through the kitchen door and **PLACE THE KEY BACK IN THE LOCKBOX.**

Rescheduling:

If you find that you cannot make your scheduled Sunday, please try to switch days with another innkeeper. A current list can be found in TRAILS and on the website at californiaalpineclub.org. Do your best to find a replacement for your cancellation. **If you cannot find a replacement, you must let the hike leader know there will be no innkeeper. Let the Innkeeper Chairperson know of any schedule changes - Jana Shober 916-690-1828 or janashob@gmail.com**

Also, if an innkeeper expects to leave early (before the hikers are scheduled to return or have returned) he/she should let the Hike Leader know in advance and provide the lockbox combination for the key so as NOT to lock out hikers returning later from the hike. In this case (but no other) it is OK to give out the innkeepers' lockbox combination.

Thank you for serving as an Alpine Lodge Innkeeper and for making our Club stronger!

If you have ANY questions after reading this please contact me via email or phone. Thanks and have a wonderful day at the lodge!

Jana Shober