

Howdy Pardner,

Thanks for inquiring about summer employment at Goosewing Ranch. We have recently closed the ranch for the season and have finally gotten around to looking at all of our summer employment inquiries. We are planning on contacting all prospective applicants before April 15th. Most positions will not require you to arrive before May 15th. If you have not already done so, please send us a resume, cover letter, related work references, and picture. Positions still available include:

- Chef
- Prep Cook
- Baker
- Wranglers
- Wait Staff
- Housekeeper
- Dishwashers
- Ranch Hand

Please include a phone number with your cover letter and a convenient time to contact you. Please email your information to info@goosewingranch.com or mail to P.O. Box 4084, Jackson, WY 83001.

Thank You,

Amy DeCarolis

General Manager

1-888-733-5251

General Job Descriptions

Wait Staff:

The Server is responsible for being knowledgeable and proficient in all aspects of the lodge and dining room facilities, services and activities. The primary responsibility is assuring the highest quality of service to guests, which includes: coordinating and serving guest meals; cleaning and setting up dining room, lounge, front deck and swimming pool area; answering a variety of questions and providing immediate assistance to guests whenever necessary. The employee works with the management to coordinate dining operations with lodge operations and guest program.

Housekeeper:

The primary responsibility of this position is providing a high quality of service to guests by meeting and exceeding their requests and expectations in keeping all guest rooms, public buildings and facilities in a clean and orderly condition and replenishing supplies. The employee works with the management for performing inventory, ordering supplies, and keeping all facilities stocked, tidy and ensuring the necessary resources are available for smooth and efficient operation.

Prep cook/dishwasher:

Routinely washes, cleans and stores food and beverage, cooking and serving items. Cleans and sanitizes the kitchen area. Assist with food preparation. This position is also responsible for keeping pantry room, walk in freezer and fridge in a clean and orderly condition and replenishing supplies. The employee works with the management to achieve the primary goal of providing a high quality service to guests at all times.

Host:

This is a hands-on position involving taking ownership of the Goosewing Ranch.

Current ServSafe certification, enthusiasm and a strong customer oriented attitude are required. A host must be conscientious and think on their feet, and establish a very personalized relationship with the guests. From check-in to check-out, The Host is responsible for meeting the guests' needs, including communication with other departments of the ranch. Extra attention is paid to special events, diets and requests. Making sure the guests enjoy a complete ranch experience involves a close overseeing of the activities schedule and quality.

The Host is responsible for being knowledgeable and proficient in all aspects of the lodge and dining room facilities, services and activities. The primary responsibility is assuring the highest quality of service to guests, which includes coordinating and serving guest meals, setting up dining room and the lounge, answering a variety of questions and providing immediate assistance to guests whenever necessary. This employee works with the Assistant Manager and/or Hospitality Manager to coordinate dining operations with lodge operations and guest programs.

Wrangler and Activities Director:

This candidate must possess a strong customer oriented attitude, First Aid Certification, CPR Certification, and a strong interest in outdoor education, recreation or related natural studies. The Wrangler must possess advanced horsemanship skills and must complete DRA wranglers' certification program.

The primary responsibility of these positions is conducting guest activities and providing a high degree of service to guests through cordial interactions as well as accurate and enthusiastic interpretations of the natural and cultural history related to the Greater Yellowstone Ecosystem, the Gros Ventre Valley and the Goosewing Ranch. The employees work with Head Wrangler and Foreman to assure efficient operations. They are responsible for the safety of the guests they are guiding or entertaining.

Ranch Hand:

The candidate must possess a valid driver's license, clean driving record and a strong customer oriented attitude. The Ranch Hand, in essence, keeps all facilities running smoothly. This position is responsible for the ongoing maintenance and continued improvements of the facility as well as preventative maintenance of the vehicles and equipment. The position requires very comprehensive skills with an excellent knowledge of water, septic and propane heating systems as well as electrical, plumbing, and carpentry.

Driver:

The candidate must possess a valid driver's license, clean driving record and a strong customer oriented attitude. Strong knowledge of Jackson Hole and surrounding ecosystems is a must. Driver must be able to safely transport guests to and from the ranch and around the Jackson Hole area. Driver must be able to perform basic vehicle maintenance.

Other positions available:

Head Chef, Baker, and Assistant Site Manager.

For consideration, please send cover letter, resume, work references, and picture to info@goosewingranch.com

Thank you for your interest!

RULES OF THE RANCH

On behalf of the Goosewing Ranch, we would like to welcome you as a ranch employee! We hope that your experience here will be a rewarding one. In order to operate the ranch efficiently and safely, it is important that all of us adhere to some important rules, most of which are common sense. However, some of the more important rules are set forth below. If you have any questions about these rules, please do not hesitate to inquire at any time.

1. Alcohol/Drugs: The legal drinking age in Wyoming is 21. No nonprescription drugs may be brought or kept on the ranch premises by any employee at any time, this will result in immediate termination and or deportation. Possession or consumption of alcohol on ranch premises other than in employee quarters by any employee will result in immediate termination. No alcohol may be purchased by employees from the ranch.

2. Firearms: No firearms are permitted on the ranch unless special permission is obtained from the ranch management.

3. Vehicles: Ranch vehicles shall not be used for personal use, unless authorized by ranch management. Because of the nature of the road to the ranch, please minimize your use of any personal vehicle on the ranch and be extremely cautious when driving through the ranch. There is a designated area for staff parking.

4. Cooperation/Flexibility: All employees will be expected to cooperate and be flexible over the course of the season. You will be expected to help out wherever needed, even if the help needed falls outside the job description for the employee.

5. Cleanliness/Laundry: All employees will be expected to keep their clothes and living places clean and neat at all times. Employees are welcome to use the laundry facilities located in the employee building.

6. Linens: The ranch does not provide any towels or linens for employee use. Please bring your own linens, toiletries, and towels.

7. Smoking: Smoking is not permitted in any building, employee housing, cabin, or lodge on the ranch. Please dispose of the matches and butts in the appropriate place. Chewing tobacco, if used, is to be handled discreetly.

8. Phone Calls and Internet: Please limit having your friends and relatives calling you on the ranch phones, unless it is an important matter. Your personal calls should be directed to 1-307-734-0618. Personal calls must be limited too, and placed from a designated phone, located in the employee lounge. Prepaid long distance phone-cards can be purchased from management.

All employees who wish to use the internet are sharing a data plan. Downloading is not allowed, except for between midnight and 5am.

9. Meals: Employee breakfast is served at 7:00 am, lunch at 12:00 am, and dinner at 7:00 pm. Only employees who are scheduled to work in the kitchen are allowed in the kitchen.

10. Music: Please respect the fact that the guests are coming to the ranch for peace and quiet and an outdoor western experience, not for loud recorded music. If you play an instrument, you are encouraged to share your talents with the guests and fellow staff.

11. Living Quarters: Please do not use tacks, nails or tape on any sheet-rocked wall. There are wood sided walls in most quarters for hanging posters, etc. You will be expected to clean your own room and bathroom. Everyone is responsible for the conditions of joint living areas such as employee lounge and hallways. You will be required to clean up after yourself. There are no guests allowed in or outside of employee quarters. There will be an inspection before your departure.

12. Mail: Mail will be picked up three times a week. Please have your personal mail sent to P.O. Box 7760, Jackson, WY 83002.

13. Medical Care: The ranch does not provide health insurance. All guides or wranglers will be required to obtain a current first aid and CPR card at their own expense. The ranch is covered by Wyoming Worker's Comp.

14. Time Off: Each employee will normally be given one and a half days off per week. Your schedule will be provided on the first day of the week.

15. Clothing and Personal belongings: Clothing and appearance must be kept clean and neat at all times. Wranglers must bring their own slickers, spurs, hat, saddle bags, saddle pad, blankets, and saddle (unless otherwise discussed with management). Cooks must bring their own uniform. Wranglers must wear western style clothing when working. Employees that are off duty must still present themselves around the ranch guests in appropriate fashion. Servers must wear khakis, collared shirt, and appropriate footwear for working in a kitchen. Do not forget an alarm clock, with batteries.

16. Friends/Family: Please limit your visitations of friends and family to your days off. Because of liability concerns, friends and family members cannot participate in ranch activities unless they are registered guests. Friends and family can, however, join us for meal or overnight at the following costs: Breakfast or lunch \$7.00, dinner or cookout \$15.00, lodging at half price.

17. Pets: No pets of any kind are allowed unless special permission is obtained from ranch management.

18. Paperwork: All employees will be required to sign and return all hiring documents, disclosures, and policies. You will be presented with an employee handbook, and training documents upon arrival at ranch.

19. Problems: If you are experiencing any problems that are not being resolved by your department head, please feel free to talk to the ranch manager.

20. Working and living together: It is difficult to live and work in a close environment. Everyone must be respectful of each other's space, and belongings. Everyone is on different schedules. Partying on the ranch or employee quarters will not be permitted. Take your days off, and enjoy them. You don't always have to be on the ranch when you are not scheduled for work. We want everyone to enjoy their summer at Goosewing Ranch, and in the Jackson Hole area!

For Goosewing Ranch

For acceptance, date: _____

Francois Corrand

Owner

Amy DeCarolis

Ranch Manager

Employee

GOOSEWING RANCH EMPLOYMENT APPLICATION

Applications are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or in the presence of a non-related medical condition or handicap.

Name _____ Date _____
—

Address _____ Phone

City _____ State _____ Zip _____ Social Security

DOB _____ Are you a citizen of the United States of America? Yes No

Have you applied here before? Yes No When? _____ Position applied for?

Start When _____ Full time Part time Temporary Other _____

Position Applying For _____

Other Positions Interested in Applying

For _____

EMPLOYMENT EXPERIENCE; Start with your present job or last job. Include military assignments and other volunteer activities. Exclude organizational names which indicate race, color, religion, sex, or national origin

Employer

1 _____

Address _____ City _____ State _____ Zip _____

—

Phone # _____ Supervisors'

Name _____

Job Title _____ Reason for

leaving _____

Dates of Employment: From _____ To _____ Salary or Hourly
rate _____

Employer
2 _____

Address _____ City _____ State _____ Zip _____
—

Phone # _____ Supervisors'
Name _____

Job Title _____ Reason for
leaving _____

Dates of Employment: From _____ To _____ Salary or Hourly rate _____

Employer

3 _____

Address _____ City _____ State _____ Zip _____

Phone # _____ Supervisors'
Name _____

Job Title _____ Reason for
leaving _____

Dates of Employment: From _____ To _____ Salary or Hourly
rate _____

EMPLOYMENT APPLICATION PART 2

EDUCATION

Schools/Collages Attended:

Years

Year Grad.

Degree

Describe any special qualifications for this job:

Drivers License

_____ State _____ Expiration _____

Are you a veteran of the U.S. Military service? Yes No

I CERTIFY that answers given herein are true and complete to the best of my knowledge. I authorize investigations of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment. In the event of employment, I understand that false or misleading information given on my application or interview may result in termination.

Signature _____ Date _____

For Personnel Department only

Remarks _____

_____ Interview report
by _____