



GLACIER NATIONAL PARK, MONTANA

Sperry Chalet 2023 Employee Handbook

Belton Chalets, Inc.
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Authorized
Concessioner

*Belton Chalets, Inc. is an authorized Concessioner of the National Park Service, Department of the Interior,
to serve the public in Glacier National Park.*

INTRODUCTION TO SUMMER WORK APPLICATION

This Employee Handbook has been compiled to communicate to chalet employees the conditions governing their summer work. All employees must abide by the rules and regulations stated herein. *All applicants are required to read it before applying so they know exactly what will be expected of them if hired.*

The Sperry Chalet concession is charged, by the National Park Service, with providing overnight lodging, meals and a la carte food service to the back country visitor in Glacier National Park. This requires, because of the Chalets' remoteness, limited facilities and the very short season, that chalet employees live and work at the chalet seven days a week through the summer season. The crew must operate as self sufficiently as possible and be proficient about planning ahead for pack trains.

As counter intuitive as it may be for a wilderness location, this is not a job where you can get away from people. The crews role is to provide for our daily guests with cooking, baking, cleaning, bed making, serving, and helping. You will be providing support and comfort to people of all walks of life having remote wilderness adventures, occasionally finding themselves outside their own comfort zone. You must do this in close quarters with your own teammates, sharing rooms, meals, and making your own entertainment. Being a people person can be an important asset.

The crew at the chalet consists of eight or nine people:

- A manager who is in charge of the chalet, the crew, its performance, behavior and staying on top of everything that goes on.
- A cook who is in charge of all meal preparation and food.
- A baker who handles all bread making, cakes, pies, cookies and treats.
- A dishwasher who does the dishes and assists the cook and baker in keeping the kitchen clean.
- Two waitpersons who are in charge of the dining room, cleaning, setting, serving, smiling, busing and assisting in the kitchen.
- Two hotel housekeepers who are responsible for keeping the hotel clean & orderly. Including making up guest rooms, managing linens, cleaning and mopping, window washing, etc.
- The staff is rounded out with a utility person that assists all other crew members and takes care of any odd jobs. Typically this person will be an extra pair of hands in the kitchen backing up the cook, baker and dishwasher, however they may be called on to assist any employee or job.

All employees are responsible for learning how each others' jobs are done so they can fill in and help each other when the need arises.

All employees take turns with afternoon kitchen duty, mopping and coffee hour service. All employees will interact with, and be of service to, the many guests.

We do hire couples; both must work. There is no housing available for children.

No pets are allowed in the back country, no bikes either.

We maintain our administrative office outside the park which handles all chalet reservations, room assignments and communications with the chalet (supplies, messages, etc.).

Before submitting your application, there are four basic requirements for employment that must be met:

- 1) You must be 18 years old by date of employment.
- 2) The expected 2023 summer work season is from June 28 through September 12th, inclusive. You must be able to work the complete season (eleven weeks). Weather or other uncontrollable factors may alter chalet operation dates and this employment schedule.
- 3) You must be willing to live and work for over ten straight weeks under primitive conditions in a wilderness area reached only by trails, and not have a full day off or be permitted to be absent from the chalet overnight.
- 4) You must be fit for this employment; no physical, mental or medical disabilities that would or could cause you and your employer undue hardship in this remote wilderness situation. It's a long, rough trip from the chalets to the nearest medical facility. Examples of potentially troublesome conditions are: high blood pressure, heart trouble, (chalet elevations are over 6500 feet); thyroid trouble, epilepsy, anemia, back trouble, etc. All employees are required to use respirators and must pass a medical evaluation for their use.

No alcoholic beverages or non-prescribed drugs allowed. If you can't survive for eleven weeks without alcohol or illegal drugs, do not apply!

Applicants will be subject to background checks in determining eligibility for employment.

What has been deliberately omitted here are the brighter sides of the summer experience. Each year different personalities and experiences dominate the mood of the chalets. How you contribute of yourself will be the key to a fantastic experience or dull drudgery.

" It is the employment policy of this business not to discriminate as to race, creed, color, religion, sex, age, national origin or physical or mental handicap when selecting employees by written application or personal interview. We do not discriminate when assigning work, living quarters, meals or promotions."

Sincerely,

Kevin Warrington
Chalet Coordinator

Kathleen Aasheim
Assistant Coordinator

GENERAL POLICIES

To make the summer work at the chalets both a memorable and valuable experience for each of our employees, we have found it necessary to set forth some policies of operation and conduct aimed at everyone's welfare.

The chalet was built with sleeping rooms to accommodate 40 to 50 overnight guests. The kitchen/dining room is equipped to handle this number, but many more are cared for during a single day. The buildings were erected to provide protection for the back country visitor from the elements and a wild environment, the same as they provide today. They are listed on the National Register of Historic Places, national landmark status and world heritage site. They are unique, and require great care and respect 24 hours a day.

Other than some modernization of the kitchen and restroom, the buildings are rustic. No electricity is available. There's no heat, lights or water in the rooms. Flashlights are used and provided to overnight guests for night use. Gas mantled lamps are installed in the kitchen and dining room for evening use.

Single employees share rooms, but have their own beds. Couples have their own rooms. Bedding, linens, and employee shower are furnished. The rest rooms and employee shower are in separate buildings. Laundry is shipped out, washed and returned. Employees are expected to maintain a clean appearance and wear appropriate clothing. Name tags will be worn while on duty.

All employees may be subjected to job evaluation and review. The employer has the right to terminate any employee who is unable to complete their job responsibilities to the employer's satisfaction. This includes an employee's ability to communicate effectively and work within a close teamwork setting.

Supplies are delivered by pack animal on a twice weekly schedule. Each employee is responsible to seeing that supplies needed within their realm of duties are listed on the order form for the next delivery. Everyone helps to have out-going freight packed and ready before the pack train is due, and on arrival, everyone helps to get the new supplies unpacked and properly stored as quickly as possible. Mail comes with the supplies. Any special items personally requested will be paid for by the requester.

SAFETY AND HEALTH

It is the long standing policy of this company that the maintenance of a safe and healthful working environment for our employees is of the utmost importance; for the safety and health of our employees, our guests, and the continued success of this operation.

Safety first at all times, both on and off the job! No one can afford an accident. Just the thought of a miserable hike down the mountain in some degree of pain or discomfort and the hassle of getting a ride to the nearest medical help should be enough to keep you safety conscious at all times.

We have a Chalet Risk Management (safety) Program you will become familiar with and abide by daily. All employees are members of the Safety Committee.

- You will learn to operate LPG (propane) appliances safely. All appliances in the kitchen operate on LP gas; stoves, refrigerators, freezers, lights and hot water tanks.
- Be good housekeepers to protect yourselves and the guests from accidents.
- Be sure to check against fire hazards when closing and retiring at night.
- Wear work gloves to protect hands from old nails, pieces of metal, wood splinters, cuts, bruises, burns and contaminating chores.
- When using a sharp instrument, cut away from the body, and other people.
- Clean sharp instruments separately and store safely after each use.
- *Kitchen knives are the responsibility of the cook or user; never the dishwasher.*
- Do not wear sandals or open toe shoes when working in the kitchen.
- Do not wear headphones while working in the kitchen.
- You will receive training in, and be responsible for, monitoring and using all fire safety equipment, including alarms and fire extinguishers.

WHEN HIKING:

- Always have one or more companions with you and stay on the trails.
- Always make your destination, route and approximate time of return known to your supervisor every time you leave the chalet area. *Sign out - sign in*, and tell someone when you're back.
- Allow sufficient hiking time to be back when you're supposed to be.
- Go prepared for the hike with a water bottle, lunch goodies, rain gear, 1st aid items for feet etc., extra socks and extra jacket or sweater.
- Wear footwear suitable for the recreational or occupational need. Casuals are suitable within the needs of duty, but protective and secure footwear is best when hiking.
- Avoid wet rocks and cliffs, know your footing is secure, and stay on the trails.
- Never forget where you are. Glacier is prime grizzly bear habitat, it's up to you to be 'bearwise'. *Pay attention!* Bears do not like to be surprised, so create noise to be heard if you can't be seen at a sensible distance.

SANITATION: The chalet is considered a 'Federal Food Service Area', and we therefore follow federal sanitation standards and guidelines. These will be discussed at orientation and throughout the summer. NPS concessions management will make visits to the chalet at various times during the summer to check and observe the operations. Every employee is responsible for maintaining sanitation standards:

- Whenever working around food, wear clothing of washable material and wash hands and work surfaces often. Wear protective gloves when handling servable foods.
- Control loose hair: wear net, scarf, or cap.
- Keep your work areas and tools clean, orderly and sanitized.
- Be orderly with your person. Personal hygiene practices should become automatic. Wash hands often, and always after using the restroom, or doing some non-sanitary chore.
- Do not serve contaminated or questionably safe food or use unsanitized dishes.

ILLNESS: Occasionally an employee will become ill, sometimes with nausea, vomiting and diarrhea, and lasts about 72 hours. Sometimes a sore throat followed by a full blown head cold that lasts 3 to 10 days. It can be confined to one person or spread to everyone.

- Protect yourself from exposure to any guest borne illness. Sanitize all surfaces that have come in contact with a sick person. Be especially careful in washing your hands if you have helped any guest that has been ill.
- Sharing rooms requires additional care with personal cleanliness and actions during an illness so as not to imperil your roommates' health. Each individual should take every precaution to protect themselves and others from sharing in these disabling discomforts.

- All sleeping quarters shall be kept neat and clean daily. Employee quarters are subject to Federal (as well as employer) inspection. Be prepared!
- Keep food out of all sleeping quarters. Food is served in a room only by special need. Clean up promptly. Unsecured food is an attractant for rodents, we do not feed the wildlife!
- Notify your supervisor if you become ill, even slightly, as every illness and injury must be recorded in an annual Incident/Accident Log kept daily by the chalet manager.

CONCERNING COVID-19: Since 2020 we have successfully operated under pandemic restrictions without incident. We are approaching the upcoming season assuming we can do so again. Chalet employees should be prepared to follow all pandemic safety mandates which could include social distancing, wearing masks or other PPE, testing, sanitation, and quarantine. Any employee that contracts the Covid virus during employment cannot remain at the chalet. We encourage all employees to seek out vaccination for themselves.

HANTAVIRUS: A major concern at the chalet is reducing the risk of *hantavirus*, a rat and mouse borne virus, rare, but generally fatal. The best protection is to sanitize every contact surface the 'friendly rodents' like to frequent, *particularly all droppings* before and as they are cleaned up. A solution of household bleach, same as used in food service areas as a disinfectant, works for sanitizing against this virus. Use it! Also, rubber gloves and dust masks are provided for your use and should be used when cleaning up after these little neighbors' 'visits'. More training will be provided during orientation.

Sanitizing the chalet against Hanta Virus infection, particularly when we open, requires the use of mask style respirators. Use of these respirators is mandatory and requires a medical evaluation. Correct use of the respirators also requires that there be no facial hair interfering with it. We cannot employ anyone who fails the medical evaluation or cannot correctly wear the respirator.

DRUGS AND ALCOHOL: No alcoholic beverages or non-prescribed drugs are allowed. The mountains are dangerous enough without incapacitating yourself.

- The unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited and will result in termination and possibly legal action.
- Infractions will be reported to federal law enforcement for investigation.

FIREARMS:

- On duty employees may not possess or use weapons or firearms.
- Employees are not permitted to possess or store firearms within government structures or government land assigned to the concessioner. This includes the chalet buildings and every structure employees have access to inside the Park.
- Employees who report for duty in possession of a firearm must find storage for it outside of Glacier National Park and off of BCI property.
- Guest and visitor firearm policy will be reviewed during orientation.
- Firearm policy summary: No firearms.

WEATHER

The chalet season is only two months for a good reason. We open in the snow, and we generally see fresh snow before leaving in September. Glacier straddles the Continental Divide, below a major weather epicenter in Canada, making the weather in Glacier very temperamental. The weather is generally temperate during the summer, the average temperatures in July and August varying from 29 to 80 degrees Fahrenheit at chalet elevations. It is well to bear in mind that the evenings are

usually cool for most of the summer and warm clothing should always be at hand.

During the summer sudden rain squalls or thunderstorms can occur (even a snow storm), so some kind of rain gear should always be carried when hiking. *Hypothermia is an ever present threat in the high country of Glacier, and warm clothing should be carried wherever you go.*

Insects are very bad for at least 25 days of the summer.

FIRST AID

The National Park Service requires we have two First Aid/CPR certified employee on staff. If no current employees are certified at the start of the season, we will try to certify or re-certify interested employees during orientation. In addition we devote extra time to discussing specific problems encountered at the chalets, ie: hyperthermia, hypothermia, emergency procedures, etc.

We keep first aid supplies on hand for everyone's use.

GARBAGE HANDLING

Waste disposal is a perpetual task and of the highest ranking importance. At the chalet this task is an exceptional procedure:

- All trash is packed and compacted as best as possible and sent down with the pack trains.
- Paper, cardboard, and aluminum will be separated out for recycling.
- Broken glass or other sharp materials should be placed in a container and covered to prevent pieces from cutting through a pack and causing harm to pack animals.
- All food waste is wrapped in 3 sheets of newspaper for about a gallon of waste, and placed in plastic kitchen garbage bags. These bags are then placed in larger trash bags, stored in the garbage storage area and shipped out with the next pack train.
- Fireplace ashes (when cool) are packed out with the trash.

Concerning burnables: The era of Sperry Chalet using waste paper as fuel in the fireplace is gone. Waste paper and cardboard will be directed to recycling. Use of the wood stove to incinerate trash/waste is not acceptable.

LOST AND FOUND

Guests and visitors occasionally 'lose' items at the chalets. Pack all lost and found items out to the office promptly.

- Items found in guest rooms must be tagged with the date and room number and sent to the reservation office to be returned to the guest.
- Items found elsewhere, or turned in by someone (e.g. on the trails), are to be turned over to the on-site NPS utility personnel.
- Found objects of obvious significant value or wallets containing money or credit cards should be reported to NPS dispatch.

RULES OF CONDUCT

We take great pride and pleasure in the high character and performance of the people we have selected to work at the chalets in the past, and wish to continue doing so.

Because of the chalets remoteness, everyone must be responsible for the safety and security of everyone else. To accomplish this, special Rules of Conduct have been developed to meet the need of good government in an unusual environment. If these rules and regulations seem a bit severe please know that it was past experiences that forced such measures to be adopted; to protect you against harm from an environment that you may not fully understand, and to prevent you spoiling a great experience for yourself or anyone else.

ABIDE BY THE DAILY SCHEDULES!!! Faithful adherence to the daily schedules provides the most free time for all and maintains the most harmonious atmosphere.

THESE ARE THE CHALET NO-NO'S:

- No hiking to the highway or other park hotels.
- You will not be absent from the chalet overnight.
- You will not wander around outside after dark.
- No sleeping outside of the chalet buildings at night.
- You will only sleep overnight in your assigned quarters.
- You will not use bedding outside of rooms, or permit others to do so.
- You will not recommend anyone to camp outside, except in the designated campground (which requires a permit).
- There will be no tolerance for tampering with fire safety equipment including smoke detectors, alarms, fire detection systems, or fire extinguishers. Immediate termination will result.
- You will not allow anyone but staff to use the employee shower.
- You will watch your language! Profanity or other socially unacceptable utterings are not allowed.
- No one is allowed in the kitchen except chalet staff on duty.
- No unauthorized persons in your sleeping quarters. No one stays at the chalets without a valid room reservation. If you have any "friends", relatives, etc., who might "drop in" on you during the summer, they're welcome to visit. However, you'd best make it very clear to them in advance that they do not stay overnight at the chalet with you except as a registered guest in a guest room.
- You will not share a guest's sleeping quarters with them.
- You will not share Park Service employee sleeping quarters with them.
- You will not neglect the needs of the guests; they are who you are working for.

We do not have a liquor license. Alcoholic beverages are not allowed in the dining room. Guests who bring alcoholic beverages with them must consume them somewhere other than the dining room.

Sexual harassment, as defined by the EEOC, will not be tolerated, neither within the chalets' operation, nor with other park employees. Any sexually oriented annoyance should be reported to your supervisor immediately.

Even the best of rules have their exceptions. Here are a few that have been made in the past:

- Cautious night hiking on bright moon lit nights in groups of 4 or more.
- Hiking to highway due to emergency or by pre-arrangement with employer.
- Overnight absence in case of emergency or special circumstance.
- Employees may bring and use their own sleeping bag, if it is clean.

Employees may not create exceptions to the rules at their own discretion. Always get permission from your supervisor.

END OF THE SEASON

After dismissal from the chalet and the egress hike, report immediately to the office to collect your duffel and conclude your employment. Your employer will arrange transportation from the trailhead, coordinate with your manager.

Sperry Chalet often has end of season maintenance projects that require a skeleton crew. These projects are planned over the course of the summer, and chalet staff members are welcome to volunteer to remain at the chalet an additional few days to support the projects.

TERMINATION

An employee who quits before the end of the season will be charged \$250 to compensate for the transportation and care expended at time of arrival. The responsibilities of the employer end at the chalet as you leave.

Conditions for dismissal are:

- Infraction of the Rules of Conduct, Sanitation, Safety or hiking regulations.
- Any accident that incapacitates someone caused by your infraction of the rules and regulations.
- Stealing from the guests (including 'lost' items), fellow employees, employer, park service, or anyone else.
- Behavior which inhibits the other crew members' abilities to effectively complete their jobs.
- Poor performance. An unsatisfactory evaluation by manager or chalet coordinators.

An unsatisfactory rating may result from the following:

- Incomplete work habits.
- Tardiness.
- Inability or no desire to relate positively to crew members or the guests.
- Abusive behavior.
- Poor hygiene.

SUMMARY

Responsibilities of an employee are demanding, but rewarding:

- Start and complete all duties promptly for the duration of the season, demonstrating at all times a conscientious concern for the comfort and well being of all guests.
- Maintain high standards of character, grooming, health habits, neatness and courtesy.
- Observe schedules and share duties so that everyone will have free time and minor emergencies can be handled without inconvenience.
- Practice safety and sanitation everywhere, every minute of your day.

Much of the seasons success rests on the abilities of the employee and the employer to communicate. This handbook is a beginning.

*Any personal problem you may develop that could in any way endanger the harmony of the team work in this confined situation should be discussed immediately with your supervisor. Together you may work out a solution. If you feel the problem is too grave or serious and requires greater consideration, call it to the attention of your employer and every effort will be made to eliminate the problem. **Do not let sensitive feelings or discord grow out of proportion or out of control!***

GENERAL DAILY WORK SCHEDULE

(This schedule is a general indication of the daily crew routine. Specifics for each individual job description will be covered during orientation.)

6:00 AM - Open kitchen. Start breakfast preparations, set up dining room, prepare for the day, etc.

7:00 AM - Dining room open. Start serving breakfast.

8:30 AM - Breakfast over. Hotel crew should be working on guest rooms as they are vacated. Kitchen crew cleans up from breakfast and starts on day's baking and meal preparations. Waitpersons have dining room and entries to clean and make ready for the day. Dishwasher's work is in full swing.

9:00 AM - *Office calls in the day's reservations and any morning messages.*

11:30 AM - Ala-carte crew takes over the kitchen and dining room, serves any lunches requested, and attends to ala-carte requests as the visitors arrive.

A-LA-CARTE SERVICE

11:30am to 5:00pm are official a-la-carte hours. What this means is: should a rider or hiker arrive at the chalets and want something to eat, or guests who want lunch in the dining room, they are to be fed and attended to.

The ala carte crew requires three people: one to cook; one to wait tables; and one to attend the desk and sales counter, monitor the phone and check arriving guests in.

A schedule is to be set up among the crew members to attend these a-la-carte duties, rotating so that the same people do not work together all the time, and time is arranged for regular time off. Some days will be very busy and you may have to draft others to help out. Be alert for and attentive to guests.

A-la-carte dishes are done by the a-la-carte crew.

The a-la-carte staff will also tend to various kitchen chores such as preparing trail lunch sandwiches, baking cookies and prepping foods for use at dinner.

12 NOON - Hotel crew should be finishing up on the hotel rooms.

5 PM - A-la-carte over, dining room closed. Gently evict any remaining visitors. Dining room crew clean dining room and set up service for dinner. Kitchen crew should begin final preparations for the dinner meal.

5:30 PM - Set up dining room for dinner.

6:00 to 8:00 PM - Dinner time. Serve dinner to registered guests and feed yourselves. After dinner

there are introductions, guest information talks, lunch/trail lunch list for next day, coffee hour announcement, etc. Clean up kitchen and dining room; make sure guests are settled into hotel.

Kitchen work time. Any additional baking, cooking, cooling, or potential problems taken care of.

8:30 PM - COFFEE HOUR (is announced at dinner time)

After dinner is over, it is very difficult having people wander around the dining room asking for a cup of coffee, etc., after the crew has already put in a full day's work. So, for the convenience of all, the hour from 9 to 10 pm has been set aside to take care of these demands. This means that this duty comes around only once in 8 or 9 days for everybody. At this time, we provide coffee, tea, hot chocolate or lemonade to any of our guests who wish them, and if there is any pie or dinner dessert left over and someone asks for it, sell it to them. Whoever is on duty takes the guest's orders and prepares only what is needed. Cups and saucers are given the guests, and when the drinks are ready, they are served. If the employees feel like entertaining in some way, this is a great time. Dishes are done before retiring. This duty should be set up like the a la carte schedule. *This is the best time to sweep and mop the kitchen floor.*

10:00 PM - Dining room closed. Be sure heater fire is under control, cook stove burners are off, lights off, doors locked. Be alert for any emergency and give assurance to the uneasy guest and direction to the troublemaker.

Hotel - Lights off and quiet. Everyone is requested to be quiet in the sleeping rooms out of courtesy to those already asleep and those retiring. The thinness of the walls does not permit any whispering, giggling, or talking in the rooms! Voices are amplified by the board walls and any sounds can be heard several rooms away., In the past, employees were the greatest offenders. A good prevention for this is no daytime nap and more hiking during time off.

DAILY MEAL MENU (Table d'Hote)

Breakfast:

- Juice
- Bacon or Ham
- One or Two Large AA Eggs, any style
- Toast or Hot Cakes, with Butter and Jam or Jelly and/or Syrup.
- Coffee, Tea or Hot Chocolate

Lunch: Trail lunch OR A la carte:

- Soup, sandwiches, dessert, drinks, etc.

TRAIL LUNCHESES (are ordered at dinner time for the next day.)

- Meat Sandwich
- Cake or Cookies
- 6oz.Fruit Juice
- Individual Raisin or Fruit leather
- Candy bar
- Napkin

Dinner:

- Salad; Vegetable or Fruit
- Homemade Soup
- Homemade Rolls and Butter or Sweetbreads

Turkey, Chicken, Beef or Vegetarian,
Mashed Potatoes with Gravy, or Au Gratin; Rice Pilaf
Peas, Corn, Green Beans, Broccoli, etc.
Dessert: Cake, with Fruit or Sauce
Coffee, Tea, Hot Chocolate or Lemonade

All idle hands help make trail lunches! Sandwiches are made up in the afternoon during ala carte and refrigerated, and the sacks can be prepared after dinner for morning. The Baker is responsible for having bread available. It will need slicing: not less than 14 slices are found in a loaf of bread. The Cook is responsible for having sufficient meat, either sliced ham, beef, or turkey. Names from the trail lunch list are written on the sacks. These must contain a juice, a meat sandwich, cookies or cake (cookies preferred), dried fruit, candy or granola bar, and a napkin for each person. "Many hands make light work."

FOOD NOTE:

The chalet kitchen operates with two big handicaps: there's very little cold storage available and a limited supply schedule. This limits the variety and amounts of fresh fruits, vegetables and dairy products to basics.

We often have guests who are vegetarian or have other dietary restrictions and we take care of them as best we can. An employee who is vegetarian, particularly one, who is "into Vegetarianism" is another problem. There is no way to properly provide for an everyday vegetarian diet at the chalets. If you count yourself in this category, please be forewarned.

I INTERPRETATION

You will not, as a chalet employee, escape being asked a lot of questions by guests and other visitors. So as quickly as you can manage you should try to become knowledgeable about Glacier's history, geology, flora, fauna, trails, public services and facilities. Materials necessary to this purpose will be provided. Ask questions! so you can answer the same questions for someone else.

E EMPLOYEE NEEDS AND ACCOMMODATIONS

You will not have:

Electricity
Heat in rooms
Ice cubes and Cokes
Shopping centers
Very much indoor space
Television
Telephones
Internet
Roads, streets, vehicles or flat land
Daily paper (maybe once in a while)
Swimming pool
Game room

YOU WILL HAVE:

Hot water in kitchens and shower
Employee shower
Linens, bedding and laundry service
Good food and lodging equivalent to the guests
First aid supplies
Two way radio or cellular contact with the 'outside world'
Animals, both large and small
Insects galore!
Lovely flower gardens
Lots of Great Outdoors: sun, wind, rain, hail, sleet, snow, sometimes everything all at once.

YOU WILL NEED TO BRING WITH YOU:

Personal Items:

An eleven week supply of:

- Shampoo and Bath Soap
- Hair care notions
- Lotions for hands and body
- Makeup
- Lip balm or chap stick
- Toothpaste
- Personal medications
- Feminine hygiene needs
- Shaving supplies
- Sun Block or equivalent protective skin cream
- Insect Repellent

Warm jacket or coat

A warm vest is handy to have

Sweaters. Sweatshirts are OK but hard to dry.

Blouses and/or shirts (no iron kind)

Jeans, slacks, shorts and skirts

A something 'dressy' for special occasions (Optional)

Swimsuit for sunbathing (or the very hardy)

Your own bath towels

Hair retainers: scarves, ribbons, nets, clips, bands, hats, etc.

Ear plugs (for sleeping)

Alarm clock (for waking up)

Flashlight. Headlamp style is good.

Mittens or warm gloves

Rain Gear!

At least 3 pair light cotton socks

At least 2 pair heavy woolly hiking socks

6 pairs any old socks

Pair of Long Johns (especially if you're cold blooded), or pair or two of tights.

Hiking shoes or boots (something good on rocky trails)

2 pair regular shoes: oxfords, sneakers, etc. No flip-flop sandals!

Waitstaff are encouraged to bring one or two extra sets of button down shirts, dresses or suitably presentable clothes.

Miscellaneous:

Art and hobby supplies
Writing paper and envelopes
Pens, pencils, stamps, cellophane tape
Sewing needs, scissors, safety pins
Books for reading
Musical instrument
Camera and gear
Binoculars, if you have them
Ditty bags for storing and carrying small items used often
Water bottles for hiking
Hot water bottle for sleeping with.
Plenty of batteries for whatever you bring that needs them.

Bring a good day pack! A pack frame is not recommended or necessary, unless you're coming earlier or staying later and camping in the park. They are hard to pack on a mule, and are not handy for day hiking.

Duffle bags, gym bags, and soft sided day packs are recommended for packing your things in. Not too large please. Several small sized bags are easier to pack in than one big one. This makes it a lot easier for the packers and for us (meaning you).

Laundry:

Your laundry will be packed out to our office for washing. It takes 3-4 days to get your things back to you. You may find it helpful to have one or two extra shirts, pairs of socks, and undergarments to hold you over while the rest of your things are being laundered. It is possible to hand wash small amounts of laundry at the chalet.

Electronics:

Many modern gizmos such as music players, cameras and phones do not have replaceable batteries and need to be charged instead. Electricity is in short supply at the chalet. We do have limited solar power available that we can share with the staff. If you bring a gizmo that needs to be charged, you must bring a DC charger for it (car charger) and share the limited electricity with the other staff members.

- You will not be allowed to charge personal devices if chalet devices need the power.
- You may not charge devices after dark. (It is solar power.)

Personal Cell Phones:

Cell phone reception is poor to non-existent at the chalet. Past crews have had success placing calls by climbing to Lincoln Pass, about a mile from the chalet.

SUMMER ADDRESS:

Mailing Address: *Employee Name*
c/o Sperry Chalet
PO Box 189
West Glacier, MT 59936

Office phone: 1-888-345-2649

WAGES

Wage for the 2023 season:

- \$857.15 per week gross wages.
- Less any deductions.
- Plus any bonus.
- Plus tips.
- Meals and lodging provided at no cost.

Wages are computed as follows: \$10.85 per hour* for 66 hours a week. That's 40 hours regular time and 26 hours overtime.**

Paid either lump sum at the end of the season or by direct deposit on two week intervals.

Deductions are Montana and Federal income taxes based on your filed W-4 allowances, Social Security at 6.2% and Medicare at 1.45% of gross wages.

Bonus for completing the season: \$250 for each increment over an average daily guest count of 26 guests per night from June 29 through September 12. ie: If the headcount average is 26 or less; no bonus; if the average is 27, the bonus is \$250; if the average is 28, the bonus is \$500; etc. To be eligible employees must complete the entire season. The final bonus depends on when we actually open, the weather, condition of the trails, and other factors beyond our control.

Tips for the crew come as both cash and charged to the customers account. For cash tips it is best to pool all tips and divide them equally during the season. Charged tips are divided equally among the crew and included in the final paycheck. If the crew can maintain a happy atmosphere and sincere concern for the guests, the results can be surprising.

Tips are taxable income and it is the employee's responsibility to report tip income when completing your taxes.

Meals and lodging are furnished on premises for your employer's convenience and as a condition of employment. No charge and nontaxable.

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Effective July 24, 2009; federal minimum wage is \$7.25 per hour.

Effective January 1, 2023; Montana minimum wage is \$9.95 per hour.

**An employee who feels they are working more than 66 hours a week must keep and verify daily work hour records to receive the additional pay.

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