

JJJ WILDERNESS RANCH

HOUSEKEEPER/WAITRESS

Cleaning experience, as well as waitress, hostess or food service industry experience is preferred, but not necessary for this position.

Housekeeping responsibilities include the cleaning of guest cabins and common areas of the ranch – changing towels, making & changing beds, cleaning bathrooms, taking out trash, vacuuming, washing windows, dusting, and various other cleaning related activities. Saturday is our change-over day, and all ranch staff help to clean the ranch and team together to clean the cabins. The housekeeper supervises the cleaning of the cabins, and lodge. During the week, the housekeeper performs daily tidying of the cabins.

The Housekeeper will also perform wait staff duties. Wait staff duties include, but are not limited to serving food to guests and staff in our dining room or at outdoor meals and functions, clearing after meals, cleaning of dining room, and packing for cookouts. Some minor food preparation may also be involved. If not needed in the kitchen, you may be helping with the gift shop, working in the yard, doing grounds maintenance, or any other duties assigned.

Weekly, we either do a dinner cook-out ride with our guests. The kitchen staff prepares all of the food to be packed and sets up the outdoor site for a nice presentation.

We expect our facilities to be kept spotlessly clean, and meals to be excellently presented. We count on staff to be detail oriented and to provide superior service and hospitality to our ranch guests.





JJJ WILDERNESS RANCH
PO BOX 310 ~ AUGUSTA, MONTANA 59410
Phone (406) 562-3653 ~ Fax (877) 666-3810 ~ Email jobs@triplejranch.com
www.triplejranch.com

JOB APPLICATION

PERSONAL INFORMATION

NAME: _____ DATE: _____
HOME ADDRESS: _____
SCHOOL ADDRESS: _____
To which address shall we send correspondence: { } School { } Home
PHONE NUMBERS: _____ SOCIAL SECURITY #: _____
EMAIL ADDRESS: _____
DATE OF BIRTH: _____ (*You must be at least 18 years old to work at JJJ Wilderness Ranch*)
CAN YOU VERIFY YOUR LEGAL RIGHT TO WORK IN THE U.S.? _____
DO YOU HAVE A VALID DIVER'S LICENSE? _____
Driver's License Number: _____ Driver's License State: _____ Driver's License Expiration: _____
In the last 3 years have you received a ticket for a moving violation or been involved in a traffic accident? _____ If yes, explain: _____
Has your license ever been suspended or revoked? _____ If yes, explain: _____
Have you ever been convicted of and/or pled no contest to a felony? _____ If yes, explain: _____
HOW DID YOU FIND OUT ABOUT EMPLOYMENT OPPORTUNITES WITH THE TRIPLE J? _____

APPLICATION INFORMATION

EARLIEST DATE AVAILABLE FOR EMPLOYEMENT: _____
MUST LEAVE BY WHAT DATE: _____
FIRST DESIRED JOB CHOICE: _____
SECOND CHOICE: _____
ARE YOU APPLYING WITH A FRIEND? { } Y { } N ; WILL YOU ACCEPT THE JOB IF YOUR FRIEND ISN'T HIRED? _____

EDUCATION

HIGH SCHOOL NAME & LOCATION: _____
Dates Attended: _____ { } Graduated
COLLEGE, TECHNICAL OR CULINARY SCHOOL: _____
Major Field or Degree Received: _____
Dates Attended: _____ { } Graduated
DO YOU HAVE A CURRENT CPR AND/OR FIRST AID CARD? _____
If so, date of expiration: _____

WORK EXPERIENCE - LIST MOST RECENT & APPLICABLE EMPLOYMENT EXPERIENCE

Please be thorough and specific. We do not hire without checking references! Use additional page if necessary

CURRENT OR MOST RECENT EMPLOYER: _____
ADDRESS: _____
TELEPHONE: _____ CONTACT PERSON & EMAIL: _____
DATES OF EMPLOYMENT: _____
WAGE: _____
POSITION: _____ RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

SECOND EMPLOYER: _____
ADDRESS: _____
TELEPHONE: _____ CONTACT PERSON & EMAIL: _____
DATES OF EMPLOYMENT: _____
WAGE: _____
POSITION: _____ RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

THIRD EMPLOYER: _____
ADDRESS: _____
TELEPHONE: _____ CONTACT PERSON & EMAIL: _____
DATES OF EMPLOYMENT: _____
WAGE: _____
POSITION: _____ RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

CHARACTER REFERENCE: (non-relative)
NAME: _____ TELEPHONE: _____
ADDRESS: _____

The JJJ Wilderness Ranch is an equal opportunity employer and selects the best qualified individuals for the job based on job-related qualifications regardless of race, color, sex, religion, age, or disability. I certify that all information provided on this application and other papers is correct to the best of my knowledge, and that if it should be found that any information presented is untruthful, or omission of fact either on this application or during the hiring process, it may jeopardize my hiring, or if hired, I may be terminated for it.

I understand that this document does not constitute an employment contract. I understand that if hired, my employment is at-will, and that my employment and compensation can be terminated with or without cause, and with or without notice at any time. If hired, I will abide by the Staff Policy Manual of JJJ Wilderness Ranch.

I voluntarily consent to authorize any individual, company or institution with whom I have been associated with in any capacity to furnish direct to JJJ Wilderness Ranch their record of my services, my reason for leaving their employ, whatever information they may have with respect to my character and reputation, and any other information they have concerning me, whether it is a matter of record or not. I release and agree to hold harmless the individual, company or institution for all liability for any damage whatsoever incurred in furnishing such information. To accept these terms, sign full name and today's date.

APPLICANT SIGNATURE

DATE

Housekeeper /waitress application

THE FOLLOWING QUESTIONS ARE A WAY FOR US TO GET TO KNOW YOU BETTER, AS A PERSONAL INTERVIEW IS OFTEN NOT POSSIBLE. PLEASE INCLUDE A RECENT PICTURE.

Explain your experience in cleaning.

Would you say that you are meticulous in your cleaning?

Are you comfortable with doing laundry, folding neatly, stain removal, etc?

Do you have any experience in food prep-work, or baking such as cookies, etc.?

Do you have any experience waitressing?

Are you willing to do different job assignments?

How well do you work with others?

Rate your ability to get acquainted with new people.

What do you like to do in your free time?

Are you currently certified in CPR or First Aid? ___ If not, could you be prior to arrival, if hired?

List any special talents, hobbies, or musical talents you may have that could be used to entertain our guests.

Why do you feel you would be an asset to the Triple J?