

# JJJ WILDERNESS

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## Employment Policy 2012

The JJJ Wilderness Ranch is a family owned and operated full service guest ranch south of Glacier National Park on the eastern front of the Rocky Mountains. We're 85 miles west of Great Falls, MT or 75 miles north of Helena, MT. There are three different facets of our business: 1) Dude Ranch Vacations, 2) Wilderness Horsepack-trips, and 3) Fall Hunting Trips. Our summer guest season runs from June through September, and the fall guest season from mid September to the end of November.

We have been in operation since 1976 and our family has a tradition of treating our guests not as customers but as members of our family. As an employee of our ranch, you will also become an extension of our family. We strive for excellence and the best service in the industry and look for the same qualities in our staff. If you can make this kind of commitment, we invite you to submit your application.

We average 15-20 guests per week at the Ranch and 8-10 guests on the pack-trips. We usually hire 8-10 employees in addition to our family each season. This guest to staff ratio allows us to give our guests special attention. Often our guests say that this was the best vacation they have ever had, and it will be your goal as part of our host family to insure that this is true for every guest. To ensure that goal, we seek employees who are mature, outgoing individuals with an excellent work ethic and good communication skills. We expect a ready smile, willingness to work hard and have fun, and a love of the outdoors and people. This requires a self-starting individual with physical stamina to put in long hours and hard work. All employees need to be organized, willing to take initiative, and have a "can do" attitude.

Working for a guest ranch is an exciting job, meeting new people and seeing new country. It is also challenging, and requires hard work. It is easy to glamorize; however, work on a guest ranch is similar to a motel, restaurant, and general ranch work. Our primary objective is *exceptional* care of our guests. This means days begin early to prepare the meals, care for the stock and prepare for the daily riding or activities. Some days are longer, while others are short. Often there is time for relaxation and even recreation in conjunction with guest activities. A ranch job is not for everyone, but it is a job that will have many lasting friendships and memories.

### **ELIGIBILITY**

Applicants must be 18 years of age and show proof of citizenship or immigration status. American citizens will have to produce a valid driver's license and an original social security card or passport before they are allowed to start work.

### **AVAILABILITY**

Special consideration will be given to employees who can work from **June 1 through August 18**. If you must leave before August 18, please do not apply! Our ranch season runs through September so there are some positions that we will only hire employees that can stay through the entire season.

### **COMPENSATION AND DAYS OFF**

Salary rate will be established when a job offer is made. As with most dude ranches, we compensate you in several ways. You will receive full room and board and monetary compensation. It is understood that your first month of employment is considered a probationary period. If you leave before your departure date, or are released from your Staff Position by the JJJ Wilderness Ranch, only current salary amounts due will be paid.

All employees are paid monthly on the 1<sup>st</sup> of the month. Each paycheck will include earnings for all work performed through the previous payroll period. Exact hours will vary, but all employees will work 6 days and have 1 day off each week. You will receive an Employment Agreement contract upon hiring that will fully describe compensation.

Any gratuities that you receive directly from guests are yours and you will be responsible for tax reporting. If the guest leaves any gratuities for the ranch to distribute, these will be distributed with each monthly payroll.

Remember this is a short but busy season for us, and when you hire on, we plan on you working full-time, unless otherwise specified. While a day here or there can be arranged (with advance notice), many days off cannot. Doing this puts an unnecessary burden on your coworkers and management who have to work short-handed while you are gone. Remembering "Cousin Ed's wedding in Tulsa" after you are here is not appropriate.

### **MEALS AND HOUSING**

Meals and housing are provided for Staff members at no cost. Male employees room together in the Cowboy's Bunkhouse, and female staff room together in 2 different Cowgirl cabins. The housing is NOT co-ed. Female staff is not allowed in the men's quarters and male staff is not allowed in the women's quarters. You will be living with others, and there is not a lot of storage or rooms for extra things so don't bring too many things. You must also keep your things neat and

organized. All employees are responsible for his/her quarter cleanliness, as well as cleaning of your bathroom facilities. You will be assigned a cleaning schedule.

Employees are not allowed to have overnight guests stay in employee housing. Linens are furnished, but you will need your own sleeping bag if participating in pack-trips. Smoking is prohibited in public areas of the ranch, and in the lodge, barn, or cabins. Our guests are not allowed to bring pets, so likewise, our staff. **(No exceptions)**

All employees are provided with 3 meals each workday. Employee breakfast is served at 7:00 am sharp. Lunch and dinner are taken with guests at 12:30 and at 6:30 pm (or when the bell rings!); however, wait and kitchen staff serves the guests and their meals are taken in the kitchen. **All staff** get one night a week helping with dinner dishes. All employees are to intermingle with guests, and watch for their needs, and help to clear after meals.

Working and living together on a 24 hour basis is not always easy. This type of communal living requires certain policies be observed out of respect for other employees and our family. You are living and working at our home so we expect you to abide by our guidelines.

### **LAUNDRY SERVICES**

Washers and dryers are provided for staff use at no charge. You will need to bring your own laundry detergent and supplies.

### **TRANSPORTATION**

We encourage you to bring your own vehicle. We are 25 miles (45 minutes to an hour) from the small town of Augusta, and 2 hours from Great Falls. Imposing your transportation needs on other staff often creates hardships. A designated parking area has been established for staff vehicles and you will need to keep your vehicle in this area. If you do fly in, we can pick you up and return you to Great Falls at the completion of your contract. During the summer, you must find your own transportation if you are interested in going to town or visiting the surrounding area.

### **PERSONAL APPEARANCE**

The atmosphere at the Ranch is western. Our guests expect to see cowboys and cowgirls - that's what they came here for! Good social skills, table manners and a neat and clean appearance are expected. Foul language is not acceptable.

Cowboy hats will be worn for all horse-related activities and other specified activities. Baseball caps are not allowed on rides. Staff members need to come prepared to dress the Western style and present a neat and clean appearance at all times. Tattered jeans or skimpy tank tops are not acceptable. Western style jeans (nothing overly baggy) are appropriate attire and are required when riding. Cowboy boots, Ropers, Packers and other western style boots should be used for riding or any horse-related activity. Shoes must provide safe, secure footing, and offer protection against hazards.

Hairstyles are expected to be in good taste. If you have long hair, please keep it tied back while on duty (mandatory in kitchen). Those arriving with extreme hairstyles such as spiked hair or dreadlocks will be asked to make modifications. Males are expected to be clean-shaven when arriving to work each day. A beard or mustache must be neatly trimmed and if you have not arrived with one, you may not grow one during the season.

Offensive body odor and poor personal hygiene is not professionally acceptable. Facial jewelry such as eyebrow rings, nose rings, lip rings, and tongue studs are not appropriate and must not be worn during work hours. Torso body piercing with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours. Visible tattoos and similar body art must be covered during business hours.

### **COMMUNICATION**

Telephone use is permitted during breaks or after hours. There is a staff /guest credit card phone for employee's use. We have a wireless internet connection, but you must bring your own laptop computer and usage must be on breaks or your off-time at designated locations and times in the lodge. We cannot provide email service or Internet access on the Ranch computers.

### **FIREARMS**

Firearms are not permitted on the Ranch unless prior permission is obtained from Management.

### **MEDICAL CARE**

The JJJ Wilderness Ranch does not provide health insurance for our seasonal employees. All employees are covered by the State of Montana Workers Compensation during work periods at no cost to the employee.

### **CPR /FIRST AID CERTIFICATION**

We require that all of our staff is current with a CPR Card (Basic Life Saving for Adults and Children). First Aid classes are given at the beginning of the season. A copy of your CPR and First Aid certification will be in your employee file.