

# Sitka Elks Lodge 1662

# NOW HIRING

## Lodge Manager



ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT



**TO APPLY:** Submit cover letter and resume detailing qualifications and experience via email to [sitka1662news@gmail.com](mailto:sitka1662news@gmail.com)

Or submit in person at  
**Sitka Job Center,**  
304 Lake St., Room 101

**JOB DETAILS:**  
Search for "656827" at  
[alaskajobs.alaska.gov](http://alaskajobs.alaska.gov)

*Join a great team  
that invests in its  
communities!*

**Responsibilities:** Supervise the Club operation and develop monthly schedules for volunteers; supervise the training of all club employees/volunteers; club purchase orders and purchases (front and back of the house); assist with inventorying and pricing; proper storage and security of all inventory received; regular maintenance and cleaning schedule for the bar, bar storage areas, kitchen, kitchen pantry, storage rooms and barbecue pit area; update social media platforms with lodge events; plan special events (i.e., holiday dinners); manage Toast Point of Sale (POS) System and/or any other software, program and devices; ensure all staff and volunteers are properly trained.

**Required:** High school diploma or GED; must be 21 years of age or older; proficiency in Microsoft Office Suite and ability to learn and maintain TOAST POS.

We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.