



## Elephant Head Lodge Employee Prospective

Dear Prospective Employee,

Thank you for your interest in employment with the Elephant Head Lodge, which is a small 15 log cabin family oriented mountain lodge, located East of Yellowstone National Park and in the Shoshone National Forest. We have our own restaurant and lounge, and arrange horse rides. Our lodge is a wonderful base for the guests touring Yellowstone National Park, Cody, & the Shoshone National Forest.

We expect you will find your time spent here filled with many new friendships and frequent opportunities for wilderness outdoor experiences, including horseback riding, fishing, hiking, relaxing, viewing wildlife, the Cody Nite rodeo, western shopping and entertainment, Shoshone National Forest, Yellowstone National Park, and Cody, WY. We are located in the Shoshone National Forest (the oldest National Forest) just 11.7 miles from Yellowstone National Park's East Entrance. Our highway from Cody is often called the most scenic 50 miles in America, as stated by President Theodore Roosevelt. We are 40 miles west of historic Cody, Wyoming.

The Elephant Head Lodge gets its name from a rock formation overlooking it. The Lodge, Restaurant, and the "Trapper" cabin were all built in 1910 by Buffalo Bill Cody's niece, Josephine Thurston, and her husband Harry W. Thurston. Harry chose the site for its water. He was one of the first Rangers in the Shoshone Forest and knew about the spring that still serves the Lodge today. It was a dependable source of good water for early travelers to Yellowstone – and for trappers and Indians before them. The Elephant Head Lodge is listed on the National Register of Historic Places. The lodge is owned/operated by Debbie Millard, who is a Wyoming native with a fourth generation ranch family background.

We are currently hiring for our summer & fall season. Employees must be at least 18 years of age to be eligible. Employees are expected to exhibit proper hygiene and to have a clean and neat appearance while on shift or in the public eye on property. While we encourage your individuality, facial jewelry, extreme hair colors and visible tattoos are frowned upon and must be acceptable. You **MUST** be able to provide a valid picture ID or Passport, and a social security card before the start of your first shift. The Elephant Head Lodge is an equal opportunity employer.

The Elephant Head Lodge provides an ideal location for your time spent in Yellowstone country. Your room and board are provided on site! Salaries will start daily at 6 days/week, and pay is based on the position and your experience in that position. Housing facilities are here, so no driving to work which saves time and money. Sorry but our employee housing facilities do not accommodate for children and pets. We serve you three 'good' meals a day. Smoking is not allowed in our facilities, and controlled substances and paraphernalia are strictly forbidden. Use of alcohol during work is prohibited, and underage drinking is illegal. Any substance abuse that affects work performance or guests will not be tolerated. Your own vehicle is suggested, but not required. Remember we are 40 miles from the closest town, so it is a RURAL setting with relaxing and outdoor opportunities, and a time to let you save your money. This can be an experience that will last a lifetime and not just a job. Come to enjoy the area.

## Elephant Head Lodge Employee Prospective (continued)

**Positions available** – All employees may be asked to fill in where needed in any of the following positions.

**All Around Lodge Worker:** Multiple duties within our job openings.

**Bartender:** Tend the bar. Organizing, ordering and receiving. Entertain the guests. Must be at least 21 years old.

**Cabin attendants/Housekeeping:** Duties to include cleaning, inventorying, and maintaining 15 cabins. Other duties will include laundry, cleaning the office, kitchen, restaurant, storage and any other cleanup or organizing that needs done inside or outside of our facilities.

**Campfire &/or lodge entertainment:** Sing, play musical instruments, tell stories, star-watching, etc. to entertain people in the evenings, preferably in the “Western, fun, and family” spotlight. Experience preferred.

**Chef/Cook/Kitchen/Restaurant help:** We offer guests breakfast and dinner. We need “front-” &/or “back-” house employees to serve as Chef, prep cook, line cook, host guests, waiter/waitress, bus tables, serve alcohol, run cash register and credit card machine, dishwasher, inventory/ordering supplies, checking in shipments, campfires, prepare lunches, prepare staff meals, kitchen and restaurant cleanup. Team work is extremely important. Chef position - experience preferred.

**Maintenance & Landscaping:** Maintaining inside and outside of cabins, other buildings, and grounds, as well as possible vehicles. May include plumbing, electrical, woodworking, carpentry, and special projects. Must be self motivated and a handy-person. Experience preferred.

**Office help/Front desk clerk/receptionist/bookkeeper:** Must be organized, a “happy” people person, friendly, communication skills, have an ability to schedule guests, make reservations, answer the phone, deal with guests in a positive way, multi-task, think quickly, answer questions, gift shop clerk, run a cash register and credit card machines, bookkeeping assistant, help schedule horse rides, ordering, computer skills, check-ins and check-outs. Experience preferred, but not required.

**Wranglers:** Must have a though knowledge of horses & proper tack use, good riding skills and a sense of responsibility – guest, horse, and employee safety are a priority. You must possess a friendly personality, excellent communication skills, and a genuine willingness to socialize with guests. Experience with kids is a definite plus. Duties to include – help schedule horse rides, assist in organizing and taking out daily trail rides, help maintain several head of horses, basic care and feeding practices, willing to learn and possibly clean local trails to be used, guest entertainment and activities, general horse related chores, and possibly help with campfires. Must have a desire to get to know our horses and learn new horse care skills if needed. Backcountry experience/knowledge and first aid is a plus. Western music talents is a bonus. Experience preferred. Must be willing to help out in other areas, as needed.

If you are looking for a true western summer job in the mountains of Wyoming, come see us at the Elephant Head Lodge. We are looking for positive, motivated, dedicated, honest, flexible, and western hospitality employees. Your days involve hard work and long hours. You must possess a love for animals, enjoy people, be polite, have a neat & clean appearance, the ability to get along with others in a family atmosphere, enjoy life, able to keep your commitments, and a serious dedication to guest hospitality and quality service. A sense of humor and lots of smiles are a must! You will be asked to fill in where needed. The Elephant Head Lodge and its guests must be our top priority. You will be expected to take pride in and care for our facilities, equipment, and property. We want the Elephant Head Lodge to be one of the fondest memories of guests and employees. Our season runs from Mid-May through end of September, with the potential of early (late April, early May) and late workers (in to October, weather permitting). We work around various schedules, if possible, at least a 3 month commitment is suggested. Check us out more on our website [www.elephantheadlodge.com](http://www.elephantheadlodge.com) .

Thanks for your interest in our lodge. You may send us your completed application by **email** [vacation@elephantheadlodge.com](mailto:vacation@elephantheadlodge.com) , **online** at [www.elephantheadlodge.com](http://www.elephantheadlodge.com), **fax** us at (307) 527-6850, or **mail** it to us at 1170 Yellowstone Hwy Cody, WY 82414. Send a resume if beneficial to job placement. We look forward to hearing from you.

**Elephant Head Lodge**

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