

## **Powder House Ski Club Inc. Volunteer Position Definitions**



### **Crew Chief:**

Be capable of performing any crew position

Open building turn on lights

Review /fill out and sign the Operation Log

At start of session, review with each crew member assigned positions and responsibilities

At close of operating session be responsible for delivering cash receipts to Police Department

At close take cash from Snack Bar and all food that can't stay overnight if there is know one there to pick up the food and Snack Bar cash

Lock up building, shut off lights

### **Lodge Desk Attendant:**

Be responsible for the sale and issue of Rope Tow Tickets to customers and members.

Plug in intercom and phone

Count out starting up cash, record amount on Operation Log

Know and understand procedure for completing the town's session ticket sale record.

Handle cash drawer for sale of Rope Tow Tickets and Snack Bar items.

Be responsible for operation of Snack Bar, to include maintaining hot drink pots and Hot Dog Steamer.

Light and maintain fire in lodge stove during operating hours

At close of operation session, stow food and supplies that can be left, pack up remanding food to be given to Crew Chief.

Empty and wipe out the Hot Beverage containers

Empty and wipe out Hot Dog Steamer, store in its box which is located below the counter

Sweep and pickup lodge at close of session

Shut down lodge stove: open the damper, clear any stray wood next to stove, ensure the wood

    Loading door is shut tight

Put money from ticket sales in cash bag with bag number recorded on the Operation Log

Count out remaining cash and record on Operation Log. Put cash in metal box, give to Crew Chief.

### **Loader /Tow Rope Operator (bottom of hill):**

Know location and proper operation of Emergency Shut Down Switch

Plug in intercom and have shovel/rake on hand

At start of session assist Engineer with preparing tow rope for operations  
(remove rope from storage hooks )

Check people for Rope Tow ticket and if they have metal edges on ski/  
snowboard

Ensure all snowboarders have leashes and skier have brakes or safety bindings

Supervise and maintain orderly loading of rope with correct spacing of riders

To avoid accidents discourage the use of scarves or long tail hats

Supervise and maintain discipline of skier and boarders in the area of the tow  
loading area

Be able to take out the slack in the line if needed

At close of session help Engineer with storage of rope (put rope back on storage  
hooks)

### **Engineer/Tow Roper Operator (top of hill):**

At start of session remove tow rope from storage hooks/perform visual inspection  
of rope

Open up Mouse House Plug in intercom heater and install Safety Gate

Bring up a shovel in case of snow build up around safety gate

Open up Engine House and start engine

Conduct test of Safety Gate and Emergency Shut Down system

Be familiar with operation of Rope Tow Engine

Starting up procedures Checking Engine oil

Adding fuel Shut down procedures

Greasing Clutch/Throw out Bearing Engagement and disengagement of clutch

At the close of session lock up buildings, unplug intercom, heater and safety gate  
and hang rope tow back on storage hook