

# SMITH FORK RANCH

Smith Fork Ranch is a family owned guest ranch with a current capacity of 26-28 guests. This intimate, high-end guest ranch is located roughly midway between Aspen and Telluride, Colorado. Straddling three miles of the Smith Fork River Valley, its compound of historic buildings sits at 7100 feet altitude, surrounded by 1.2 million acres of the Gunnison National Forest and 10,000-12,000 ft peaks of the West Elk Range of the Rocky Mountains. The ranch is located about 7 miles East of the town of Crawford (pop 350) and 25 minutes from the north rim of the Black Canyon of the Gunnison National Park; 2 hours from Aspen; 2 ½ hours from Telluride; 1 ¾ hours from Grand Junction, 4 ½ hours SW of Denver, Colorado.

While the ranch dates back to the early 20<sup>th</sup> century, its current life as a high-end guest ranch began in 2002, after an extensive three-year restoration by the Hodgson family. In addition to its stunningly beautiful location, primary characteristics are handsomely appointed accommodations in the rustic tradition; a wine cellar of over 250 outstanding wines; gourmet cuisine; and a wide variety of outdoor activities (featuring fly fishing on extensive private waters, horseback riding, sporting clays, long-bow archery, mountain biking and hiking) customized to the desires of the guests.

Guest areas include: a vintage log guest lodge with five bedrooms with private baths, four log guest cabins, a hunting lodge and a cookhouse. Although rustic in feeling, there are luxurious touches - slate tiled bathrooms, handmade soaps and lotions, comfy robes and down comforters. Living quarters are furnished with primitive American antiques and original American art and crafts from western and Native American artisans

## Position: Head of Housekeeping

### JOB DESCRIPTION

Head of Housekeeping supervises and works with cabin hosts who are responsible for cleaning and servicing ranch accommodations and other ranch buildings on a daily basis. With a hands-on style of management and attention to detail, the Head of Housekeeping assures a comfortable, inviting and clean environment for guests – and maintains the special SFR ambience in all guest quarters with appropriate bedding, furniture, rugs and decorative items in place and in good order. (Please see the Cabin Host / Housekeeping Job Description)

### RESPONSIBILITIES

- Assist in the hiring full or part-time cabin hosts if needed.
- Train, supervise, schedule, and work with cabin hosts.
- Maintain a weekly schedule of the housekeeping staff ensuring that all turnovers, daily cleanings and guest room turndowns are covered
- On a daily basis, direct the cleaning of guest rooms, cabins, Elk lodge, bathrooms, and other guest areas and evening “turn-downs” in guest rooms
- Direct the ranch turnover days, utilizing other SFR staff members as needed –Assure that guest accommodations and related areas are immaculate for new guests – dresser drawers and cabinets cleaned, dusting, vacuuming, rotating feather beds.
- Plan special small touches, such as well -chosen books or magazines in guest rooms and up-to-date guest information books in guest quarters
- Oversee laundering of SFR linens and guest laundry
- Spot check cleaning of guest accommodations for quality control
- Assure laundry area and linen storage areas are organized and clean at all times
- Assure welcome note, gift basket, and flowers are in place before guest arrival
- Assure that SFR spa, massage outpost, hot tub, shower room, lower lodge bathrooms are serviced daily and porches/decks swept, hanging flower pots watered throughout the guest season
- Plan the opening and closing of guest accommodations at the beginning and end of season



- Inventory and maintain linens, supplies, and amenities; prepare orders for needed items
- Compile list of repairs or improvements for all ranch accommodations at end of season

#### REQUIREMENTS

- Prior housekeeping experience in the 4-5 star hospitality industry
- Prior work at a guest ranch, lodge or B&B helpful
- 4 plus years of housekeeping management experience
- Must be able to lift 40 pounds
- Must be thorough and have attention to detail
- Proficient in computer communication and basic programs
- Must be willing to work evenings, weekends and holidays during busy season

#### As part of the SFR Supervisory team:

- Contribute to the overall guest experience by participating in some weekly guest events
- Help maintain a high level of morale, dedication and pride in good work among all staff members Genuinely enjoy helping people, enjoy creating and facilitating positive, uplifting experiences for SFR guests and fellow staff members.
- Patient, understanding and generous to co-workers.
- Radiate optimistic warmth and happiness (kind, thoughtful, with a sense that the glass is always at least half full).
- Strong work ethic and "excellence reflex"(a natural tendency to do something as well as can possibly be done).
- Open-minded, with a keen curiosity to learn

Smith Fork Ranch is a close-knit team oriented community. Everyone must be willing to pitch in and help on occasion, where ever needed, including wood cutting, lawn care, housekeeping, washing dishes, vehicles, etc.

The Head of Housekeeping reports to the General Manager of Smith Fork Ranch.

#### Compensation

Competitive salary based on ability and experience. Housing is available, meals during guest season and share of employee tip pool.

#### To Apply

Fill out our online application or Mail/Email application, cover letter, resume and photo to:

Smith Fork Ranch  
Attn: General Manager  
45362 Needle Rock Road  
Crawford, CO 81415  
Phone: 970-921-3454

Email: [employment@smithforkranch.com](mailto:employment@smithforkranch.com)

