

2022

## **LATIGO RANCH**

---

P.O. Box 237, Kremmling, CO 80459

# Employment Application Packet

# LATIGO RANCH

## **Employment Application Packet**

---

This packet contains considerable information. We expect that you have already viewed our website, [LatigoRanch.com](http://LatigoRanch.com) . We suggest that you read the entire Employee Application Packet and that you print those sections where you want a hard copy.

This Employment Application Packet is intended for the use of Latigo Ranch applicants and employees, and it may not be reproduced for any other purposes without the written permission of Latigo Ranch.

Latigo Ranch  
PO Box 237, Kremmling, CO 80459  
Phone 970-724-9008  
[Randy@LatigoRanch.com](mailto:Randy@LatigoRanch.com)

**LATIGO RANCH  
EMPLOYMENT APPLICATION PACKET**

# Table of Contents

|  |           |
|--|-----------|
| <b>DO YOU FIT?</b>                       | <b>1</b>  |
| <b>POSITIONS OPEN</b>                    | <b>3</b>  |
| <b>STAFF GUIDELINES &amp; RULES</b>      | <b>4</b>  |
| <b>HELPFUL POINTERS FOR LATIGO STAFF</b> | <b>9</b>  |
| <b>HORSEBACK RIDING</b>                  | <b>11</b> |
| <b>APPLICATION</b>                       | <b>15</b> |
| <b>COMPENSATION &amp; WORK WEEK</b>      | <b>18</b> |
| <b>JOB DESCRIPTIONS IN MORE DETAIL</b>   | <b>19</b> |
| <b>INDEX</b>                             | <b>28</b> |

## DO YOU FIT?

*Are you are right for Latigo, and is Latigo right for you?*

### **LATIGO RANCH VISION STATEMENT**

We will create a high-quality, wholesome guest environment and deliver unforgettable, family-honoring, fun recreational experiences. Latigo Ranch will be a place where our guests and staff are refreshed, renewed, and challenged through active learning, discovery in God's natural creation, and by growth in their relationships with others and their Creator.

### **A TEAM WORTH JOINING**

Latigo Ranch has a reputation for hiring the finest staff. We examine references and choose only those who demonstrate integrity, a willingness to learn, an ability to work well with others, and an attitude of flexibility.

### **IS IT FOR YOU?**

Staff members who have worked at Latigo Ranch say they have never worked harder but feel the rewards are well worth it. Surrounded by 400 square miles of Arapaho-Routt-Medicine Bow National Forest, our closest neighbor is several miles away. We provide families with weekly vacations including horseback riding, fishing, hiking, interpretive nature hikes, mountain biking, river rafting, overnight pack trips, cookouts, dances, children's programs, and more. The scenery, the climate, and the people at Latigo make for summer memories to last a lifetime.

### **THE CHALLENGE OF SERVICE**

Latigo has raised "service" to a new level, so staff members who enjoy serving people find the work at Latigo fulfilling. Our aim is to make the guests' week the best of their lives.

### **WORKING IN A FAMILY ATMOSPHERE**

Latigo hires 22 staff every summer to serve up to 35 guests, and staff are encouraged to get to know those guests, participating in most of the guest activities. Staff live on the ranch with meals and lodging as part of their compensation package. Because our goal is to create a *wholesome family feeling*, staff are not permitted to use alcohol, drugs or tobacco on the property.

Applicants must be 18 years of age or older and be available to work from at least early June until late-August. All employees may be expected to help out in areas other than their primary

**LATIGO RANCH  
EMPLOYMENT APPLICATION PACKET**

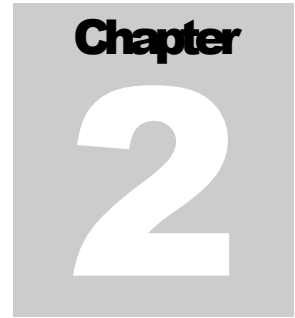
assignments on occasion. Except for key positions, we train workers with limited prior experience.

**REMOTE LOCATION**

It is a 1/2 hour drive to Kremmling, the nearest town. It has a population of around 1,300, one stoplight, and very limited shopping, dining, or entertainment opportunities. The last 6 miles to Latigo is dirt road, and to get to the nearest movie theater or McDonald's is over an hour long drive each way

**MEDICAL SERVICES**

There is a small hospital/trauma center located in Kremmling. There is also a small medical clinic with general practice physicians and traveling specialists. You should keep this in mind if you have any medical conditions that might require quick access to a hospital.



## POSITIONS OPEN

*Here are your work opportunities. More detailed job descriptions are included at the end of this packet.*

**WRANGLER:** Wranglers must have prior experience with horses and may be asked to demonstrate their skills through interview, video, or demonstration. They are responsible for all aspects of horse-care, for guiding both adult and children's rides, and for instructing guests. Safety and Western appearance are prime concerns. The work is demanding.

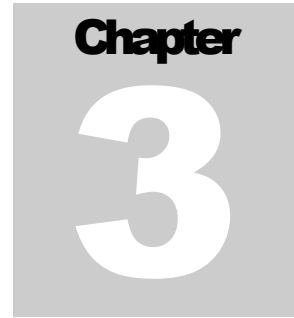
**HOUSEKEEPER:** This position is for detail-oriented people who are organized. Our guest cabins, Social Club, and Lodge represent who we are; keeping them spotless and attractive falls to the housekeepers.

**WAIT STAFF:** We feed up to 35+ guests and 22 staff each meal. Wait staff must be friendly, open, and able to anticipate people's needs. Primary duties include serving at the Lodge and at cookouts, doing dishes, meal prep, and keeping the kitchen and dining room clean.

**COOK/CHEF:** Latigo has a reputation for serving very fine cuisine. The cooks execute meals according to Ranch policy and need to be flexible, prompt, and capable of working closely with other staff. A strong service attitude is critical.

**MAINTENANCE/RANCH HAND:** These employees must have experience with power tools and a general knowledge of carpentry, mechanics, and plumbing. Skills in electrical, farm machinery or welding are helpful. Must be able to work independently and notice what needs to be done. Landscaping, hay irrigation, pool and spa maintenance, and general labor fall into this area, too.

**CHILDREN'S COUNSELOR FOR 3-5 YEAR OLDS:** When we have young children, the children's counselor takes these children on pony rides and hikes, teaches about the Rocky Mountain area, and leads crafts and games whenever their parents are riding. We train our staff for this critical position, but patience and a love for children are a prerequisite. The children's counselor also works in the Housekeeping crew.



## STAFF GUIDELINES & RULES

*More on what is expected of you.*

You are expected to read this and agree to these guidelines and rules before accepting a job at Latigo. If you can't agree to these, please don't apply.

**Ranch Facilities:** It is the policy at many resorts that the staff may not use any of the guest facilities. Here we encourage staff to mix with guests, and we are happy to allow staff to use the ranch facilities. Remember, however, the facilities and equipment are here first and foremost for the guests; always defer to the guests should they want to use any of these facilities. For example, while using the pool table, you should relinquish it to a guest who walks up and may want to use it. Volunteer, don't make them ask. You are welcome to use the swimming pool, but for maintenance reasons the whirlpool is reserved for guest use only. When you finish using an area, it should be left in "guest-ready" condition.

**Appearance:** While you are here, you will be projecting an image of the West, not the latest campus fashion. We cater to families, and staff need to model a wholesome appearance and demeanor. Clothing and personal appearance are important communicators; neat grooming and cleanliness is a must. This is a ranch -- dress Western. When guests are present, T-shirts, baseball caps, beanies, visible spaghetti straps, and tank tops are inappropriate. It may be difficult for women to find shirts that stay tucked in. A solution is to wear an undershirt or camisole. Likewise, tattoos or body piercing should not be visible to our guests, with the exception of tasteful ear jewelry. You may wear a beard if you already have one, but you may not begin to grow one once here. Wranglers must wear western boots while working, and all staff must wear a suitable boot with a smooth sole and adequate heel while riding horses. Latigo can obtain Western shirts for the staff at cost, and local stores sell western boots at reasonable prices. Secondhand stores are often a good source of western or "country" attire.

**Alcoholic Beverages and Controlled Substances:** The Ranch does not operate a bar but does serve guests beer or wine at meals. Drinking by the staff while on Ranch property or on any Ranch assignment is prohibited at all times. Staff members are also prohibited from being

**LATIGO RANCH  
EMPLOYMENT APPLICATION PACKET**

on Ranch property or on any Ranch assignment in a state of intoxication. Should staff members be offered alcohol by Ranch guests, staff must refuse to accept the drink.

Needless to say, the use of any drugs or controlled substances by the staff is strictly forbidden. We may conduct random drug tests. Violation of any Ranch policy concerning alcohol or drugs is sufficient condition for immediate dismissal and possible referral to local law enforcement authorities.

Under specific circumstances the possession of and recreational use of marijuana is legal in Colorado. Its possession or use is not permitted on Latigo Ranch property. It is also not permitted on Federal property, and the Ranch is almost completely surrounded by National Forest.

**Staff Housing:** Your staff quarters should be in such condition at all times that it would not be an embarrassment for a guest to come for a visit. Please keep things neat and clean.

We only have a few possible locations to accommodate married staff couples. Please speak with us in advance if this is important for you, and we will let you know what is available.

Be considerate of one another by keeping your things organized. Respect your fellow staff members by not playing loud music, staying up late talking while others are trying to sleep, or by borrowing or using gear or supplies without prior permission from the owner. Borrowing carries the responsibility of repair or replacement in the event of damage. You are expected to behave as mature adults as you relate to one another.

**Telephones/Computers:** Most staff members bring their own cell phones. You will not always be available to receive incoming calls. Most cell phones work at the ranch, but some services don't; check with your service provider. If you do not have a cell phone, you may have family get a message to you through 970-724-9008. We will take messages and post them for you in the staff dining room.

You will not have access to email or the internet through ranch computers. It is expensive for us to maintain connection to the internet with sufficient bandwidth to meet the needs of our guests. Because of limitations to the bandwidth and speed available at our remote location, you might be prepared to connect through your cell phone plan rather than our Wi-Fi services.

**Cell Phones, iPods, etc.:** Although hand held electronic devices are everywhere, we think it is best to avoid their use in the presence of guests. It is far better for you to personally interact with guests and other staff members, not with your hand held device. In the case of an emergency, it is perfectly acceptable to use your cell phone. If you are off duty and are on your cell phone or listening to audio with ear buds, please go out of sight of guests.



**LATIGO RANCH  
EMPLOYMENT APPLICATION PACKET**

**Accident Prevention & Accidents:** Accidents are preventable, and no employee should needlessly compromise his or her safety or health. Our staff members are expected to undergo training, follow safe workplace procedures, use the proper tools and equipment for a given task, and employ appropriate personal protection equipment.

Report all accidents immediately. Injuries to staff or guests must not be taken lightly and must receive prompt professional attention. Workers' compensation insurance contacts and "designated provider" are posted in the Staff Dining Room.

Each staff member is responsible for reviewing the Emergency Plan and knowing how he or she is to respond in case of an injury, accident, fire, or other major emergency. All wranglers and counselors must have current First Aid and CPR certification to be employed at Latigo (this is a Federal requirement); copies documenting your certification must be provided before you arrive at the ranch.

**Ranch Vehicles, Trailers, Backhoe, 4-Wheelers, and Tractor:** These are for Ranch business only. Never use a Ranch vehicle, trailer, or tractor without specific prior authorization and check-out by one of the owners or the maintenance supervisor. No staff member may check out another on the use of any of these unless specifically instructed to do so by one of the owners. Since we may need something in town, it is very helpful if you check with Randy or Lisa just before leaving the ranch to go to town.

**Personal Vehicles:** Park your vehicle only in the designated area. Do not do any maintenance on your vehicle on the Ranch without prior approval. We cannot cover you or your car if you use it for Ranch business. You are responsible for any liability incurred and for your vehicle.

**Kitchen:** Enter the kitchen, food storage areas, walk-in coolers, etc. only when your job specifically requires your presence in these areas. We cannot cater to special dietary whims of each staff member, but we will try to provide balanced, enjoyable meals with considerable variety. If you have some particular medically based dietary needs, please let us know during the application/interview process.

**Maintenance Shop:** Do not use Ranch tools or the shop area unless your job demands it. Other staff are not to remove tools, supplies, lumber, or equipment from the maintenance area without the shop foreman's knowledge and approval. Return all tools and unused supplies to their proper places as soon as you finish a job. Absolutely no one is to use power tools, chain saws, or other power equipment without first being checked out on that specific equipment by Randy or his designate.

**Firearms:** If you have any firearms, you must keep them locked in your vehicle or give them to the Ranch owners for storage in an appropriate area. If you are legally allowed to conceal carry a firearm, please discuss this with the Ranch owners during the application process.

**LATIGO RANCH  
EMPLOYMENT APPLICATION PACKET**

**Laundry:** Laundry facilities on the Ranch are reserved for guests and housekeeping first. Please use the machines in the east end (guest side) of the Laundry building only during times when the guests are not likely to want access to these facilities. Please use the machines on the west side only when not needed by Housekeeping.

**Tobacco:** Smoking or chewing tobacco by the staff is prohibited while on Ranch property or while on any Ranch assignment.

**Music:** We enjoy hearing you play your guitars or humming as you work. But we or our guests may not enjoy your brand of recorded music. You may play recorded music in the bunkhouse, barn, or shop, but the volume must be low enough that it will not be audible outside of these areas.

**Valuables:** We do not encourage you to bring expensive gear or clothing. Because storage is limited, valuables should remain locked in your car; we do not have any locked storage for private individual use. We have a weather-tight storage shed for staff use, but all staff members have access to it. Your personal belongings are not covered by ranch insurance. If you have items of particular value e.g. custom made saddle, we suggest that you consider getting renters' insurance to cover your belongings.

**Visitors:** Personal guests for staff meals require advance notice and prior approval. Personal guests attending any evening activity, such as dances, require prior approval. See the other sheet detailing staff visitors.

**Horses:** Our horse operations are covered in a separate chapter.

**Violation of Laws:** Violating any Federal, State or Local law on Latigo property or during any Latigo assigned activity will result in reporting said violation to the proper authorities.

**Sexual Harassment:** Sexual harassment in any form or manner will not be tolerated. All complaints of sexual harassment will be given very serious consideration, and disciplinary action or termination will result should the charges be shown to have substance.

Sexual harassment is defined by the EEOC as

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is a term or condition of employment; or
- b. Submission/rejection of such conduct is used as the basis for employment decisions; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

**LATIGO RANCH  
EMPLOYMENT APPLICATION PACKET**

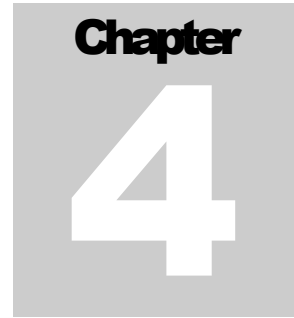
Should you feel that you are being sexually harassed, contact Randy or Lisa immediately.

**Lost or Damaged Equipment:** Employees may be charged for negligently lost, stolen, or damaged supplies, equipment or tools.

**Holidays and Weekends:** Compensation for work on holidays, such as the Fourth of July, and Saturdays or Sundays will be the same as for any other work day.

**Background Check:** We are very concerned about the safety and well-being of our guests and staff. Therefore, we may conduct background checks before offering a position to or completing the hiring of an applicant.

**Physically Active Environment:** Every job on the ranch is physically demanding requiring you to get around in mountainous terrain, to carry loads of at least 40 lbs., to be outdoors in harsh weather conditions, to work with various cleaning compounds and chemicals, to climb stairs and ladders, to work around livestock, and to work with equipment and tools. Please consider whether you are ready to take on this type of a work commitment, and talk with us about the specific requirements of the particular position for which you are applying.



## HELPFUL POINTERS FOR LATIGO STAFF

*Some ideas for those of you who will be working with us.*

**Climate & Clothes:** The climate at 9,000 ft. elevation in the Rocky Mountains is cool to cold at night. It will probably snow in June and September. We have also had snow storms in July and August. The days can also be hot and dry, punctuated with occasional afternoon thundershowers.

No matter what your job, bring clothing that will be serviceable out-of-doors. You will need rain gear as well as warm clothes. Layering your clothing will allow you to have a wide range of comfort through the wide range of temperatures. There will be square dances and country swing dances, and you will want to have nice western clothes for these activities.

**Boots, Gloves & Hats:** Comfortable, durable boots or shoes are a must. Also, work gloves are highly recommended. The sun is intense at this higher elevation; hats are highly recommended. Cowboy hats provide good protection from the sun and fit the Western image you will want to portray.

**Linens:** The Ranch will furnish bed linens and blankets. However, you must bring your own towels. We also suggest a container for your toilet articles.

**Time Keeping & Alarms:** Have an alarm clock, phone, or watch that will enable you to be on time. The guests and other staff members depend upon you being punctual for early-morning commitments. Many of our activities must begin at a certain time, and staff promptness is essential.

**Saddles, Horses, & Pets:** You may bring your own saddle and other tack for horseback riding. Do not plan on bringing your own horse without getting prior approval. We do

**LATIGO RANCH  
EMPLOYMENT APPLICATION PACKET**

not have room to accommodate your personal pets; leave them in the care of someone you love.

**Storage:** Storage space at the ranch is limited, so use discretion in how much you bring. However, don't leave a functional warm coat behind so you can bring along an item that would get very little use.

**Ranch Address:** We must go into town to pick up the mail. Your mailing address here is:

Latigo Ranch  
PO Box 237  
Kremmling, CO 80459.

To receive packages via UPS or FedEx, the physical address is Latigo Ranch, 201 County Road 1911, Kremmling, CO 80459. However, sometimes these shipping companies will drop packages at the Post Office rather than bringing them all the way out to the ranch. The Post Office will not hold them without a box number, but sometimes the shipping company won't accept an address with "P.O. Box" in it.

Therefore, we usually show our address for FedEx and UPS as:

Latigo Ranch POB237  
201 County Road 1911  
Kremmling, CO, 80459



## HORSEBACK RIDING

*A peek at our program.*

### LATIGO STAFF HORSEBACK RIDING

We know that many of our staff come here hoping to ride horses in the mountains, and we want to make sure that happens. Undoubtedly, you know that liability lawsuits have left deep impressions upon what happens in American culture these days. Of course horseback riding is no exception. For this reason we must require that any staff members who ride horses do so accompanied by a Latigo Ranch wrangler. Even wranglers may not ride ranch horses on their own without permission of the owners, and then it must be for ranch purposes only.

We encourage staff to ride on their days off, joining an organized ride for that day. In other instances, we will designate times for staff-only rides headed up by one of the wranglers.

If you plan on riding this summer, please read the following principles of horsemanship.

### HORSEMANSHIP

At Latigo we want to make your horseback riding as enjoyable as possible. Increasing your understanding of horses and your ability to control them can make a big difference. We believe the following insights will help you advance in your horsemanship. Thankfully, in recent decades there has been an upsurge in interest in more cooperative based horsemanship – as opposed to a dominance based model. Riders can develop the effective communication skills to successfully and enjoyably interact with their horses.

Horses are highly social animals. A horse separated from its herd mates becomes anxious and wants to return to the herd. Just falling behind the group may cause a horse to express its anxiety by whinnying, tossing its head, prancing, kicking, running to catch up, or even bucking.

At the same time, horses demonstrate a strong pecking order. Horses at the bottom of the pecking order may be nipped or kicked if they get too close to more dominant horses. You could get caught in the middle of this disagreement.

**LATIGO RANCH  
EMPLOYMENT APPLICATION PACKET**

The horse's instinctive response to danger is to flee. As wild animals they depended upon keen senses and the ability to escape predators primarily by running away. Thus, as a horse walks down a familiar trail or stands sleeping in the corral, if something it has not seen there before appears or makes an unfamiliar noise, the horse jumps away (“shies” or “spooks”) and tries to run to safety if possible.

When unable to flee danger, a horse will defend itself by kicking or biting. When the ears flatten back and the tail switches, watch out!

Horses are also creatures of habit. Once they have learned to do something in a particular way, they do not like to have to do it another way. As riders, we depend upon that trait. We train horses to respond to leg and hand signals, and it just confuses them when someone tries to use signals they don't know.

**LATIGO RIDING RULES**

With even the most basic understanding of horse behavior, you will understand why we ask that you adhere to the following rules:

1. Equestrian activities are potentially dangerous, and guests should use caution while riding. Please be alert and attentive to your horse and the ride at all times as horses can react quickly to unexpected situations and cause the rider to be thrown.
2. When riding, always maintain at least a horse's length between your horse and the horse in front. At faster gaits the distance will increase. However, keep your horse up with other horses, and do not fall too far behind. When stopped, do not stand with your horse too close to any other horse.
3. When riding in line, never pass the wrangler or other horses.
4. When the wrangler stops to open a gate, ride through slowly until all riders are through and then stop and wait for the wrangler to assume his position in front.
5. Do not dismount during the ride without the wrangler's permission or knowledge. Call for assistance if you need it.
6. If you are not happy with your horse or saddle, tell the wrangler. He or she will be glad to help you.
7. Hats and scarves must be secure on each rider. Jackets or rain gear must be tied securely by a wrangler to the back of your saddle.
8. If you wish to take cameras or other equipment on the ride, have the wrangler secure them to the saddle. Do not carry them strapped to your person or around your shoulders. Any time a camera is carried on horseback, there is risk of damage to the camera.
9. Please do not take pictures or try to put on or remove jackets or shirts while mounted. Do it during a break, or ask the wrangler to stop so you may dismount. Diverting your attention from the task at hand - controlling the horse - can be dangerous.
10. The wrangler will stop and let everyone dismount for a short break during the ride. After dismounting, follow the wrangler's instructions for that particular break. During the break you may smoke, take pictures, and remove jackets or sweaters. At this time, the wrangler will be happy to adjust your saddle if necessary or tie your jacket on. Also, do not let go of your horse and then attempt to tie or untie your jacket from your saddle.
11. Please stay out of the barn and horse enclosures. If you need assistance or want to look around, ask a wrangler for help.
12. Before the ride, wait for wranglers to call your name and assist you with your horse. Wait for your horse out by the hay wagon, not close to the barn or hitching rail. Do not walk up to your horse while it is tied.



**LATIGO RANCH  
EMPLOYMENT APPLICATION PACKET**

13. Please do not walk directly behind any horse; there is danger of getting kicked.
14. We cannot allow unsupervised riding in the ring or on trails. Riders must always be accompanied by a wrangler or counselor.

**TYPES OF RIDES**

We believe that as you ride and enjoy the scenery you should also be improving your horsemanship. Therefore, all rides are instructional in nature with the instruction geared to the level of the riders. Control of your horse will be the major focus of all rides, and the wranglers will give helpful advice throughout the ride.

The pace of every ride will be determined by the terrain and rider ability. The walk-trot-lope ride, for example, may not trot or lope if the trails are slippery, rocky, too steep, etc.

In addition, if one rider in the group is not capable of maintaining balance or of controlling the horse in all gaits, the ride cannot proceed at those gaits. No ride can proceed at a pace beyond the ability of the least capable rider in that group. It is important that you do not put yourself in a group that wants to do more than you are ready to do.

**WALK-ONLY RIDE** - These rides are for those who have no desire to trot or lope. We move at a leisurely pace and try to take in all of the beauty around us but still maintain control of our horse.

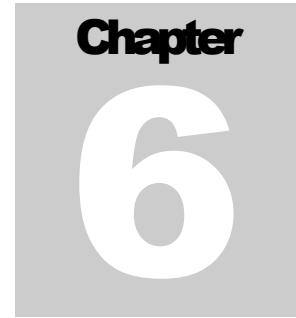
**WALK-TROT RIDE** - This ride will emphasize learning to trot when appropriate and may cover more difficult terrain than the walk-only ride. During these rides we will work on building your confidence, improving your balance, and strengthening your ability to control your horse.

**WALK-TROT-LOPE** - All of the elements taught in the other rides will be used here with the addition of loping. You should not join this ride until you are at ease and can control your horse in a trot.

**ARENA INSTRUCTION** - Position, balance and precision riding (not necessarily speed) are stressed in the arena sessions. Arena instruction will be available in addition to trail rides each afternoon when a wrangler is available. Please arrange for sessions in advance.

**WALK, WORK ON TROT** - If you want to become more comfortable or feel more at ease trotting, take this ride. We will help you work on confidence, control, and balance.

**WALK, TROT, WORK ON LOPE** - When you have mastered the trot, move up to this one to gain skill at loping.



## APPLICATION

*Mail or email your application and your explanation letter to us.*

### **A LETTER FROM THE OWNERS OF LATIGO RANCH**

We're glad you are interested in sharing a summer work experience with us here at Latigo. After understanding more about our operation, we would ask that you complete the enclosed application and return it as soon as possible. Our hiring process begins in January, and we hope to have the entire staff selected by April.

Located in the Gore Range of the Rocky Mountains about 16 miles northwest of Kremmling, Colorado, Latigo offers some of the most striking scenery and best riding in the country. We are at 9,000' elevation, overlooking the Continental Divide and the Colorado River headwaters area. With Sarvis Creek Wilderness not far outside our door and the Medicine-Bow-Routt National Forest surrounding us, we are isolated!

This provides the perfect setting for warm Western hospitality to guests from all over the world. We want folks to feel like family coming home, and obviously, it takes a special staff to achieve this. Because our ranch is relatively small with a capacity of 35 guests, we find it necessary to hire people who will be flexible and willing to assume many different working roles. Each staff member is expected to pitch in where needed so that the families who stay with us may have a high quality, relaxing vacation. Although our staff members work hard at Latigo, the size of the ranch makes it possible for staff to get to know the guests and each other quite well. Persons interested in either wrangling or counseling must have extensive riding/horse-care experience and hold both CPR and First Aid certification.

Because the success of Latigo depends greatly upon the dedication of our staff, we are looking for outgoing, enthusiastic, personable, hardworking staff who can use their own initiative and function well with minimum supervision. We expect our employees to be well groomed, polite, and professional. Teamwork is essential; renegades need not apply. Due to the nature of the work, all applicants must be at least 18 years of age.

The living quarters provided for staff are primarily bunkhouse style. Quarters are close, and cooperation is important.

Our season lasts from mid-May to late fall; the ability to arrive early in the season and stay late will be weighed heavily in hiring. Thank you for your interest, and we look forward to hearing from you soon.

Sincerely,

*Randy & Lisa George, Spencer & Amanda George, and  
Hannah George* Latigo Ranch Owners

## APPLICATION FOR SUMMER EMPLOYMENT

### *LATIGO RANCH*

Name: \_\_\_\_\_ Current Address: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Best Hours to Call: \_\_\_\_\_

Dates available – start: \_\_\_\_\_ leave: \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_  
(These dates are very important. We need some staff by mid-May and some through the end of September. During this period, the earlier you can come and the later you can stay the better.)

Are you a U.S. Citizen? \_\_\_\_\_ If not, do you hold a valid work permit? \_\_\_\_\_ Are you over 18 yrs. Old? \_\_\_\_\_

How did you find out about Latigo? \_\_\_\_\_

**JOBS OF MOST INTEREST TO YOU**

First: \_\_\_\_\_

Second: \_\_\_\_\_

Third: \_\_\_\_\_

**POSITIONS AVAILABLE**  
Wrangler/Counselor, Waiter/Waitress,  
Cook, 3-5 Children's Counselor,  
Housekeeper, Maintenance

**PREVIOUS WORK EXPERIENCE**

Position: \_\_\_\_\_ Company: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address & Phone of Company: [NOTE: WE MAY CONTACT THEM FOR REFERENCES]

---

Position: \_\_\_\_\_ Company: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address & Phone of Company: [NOTE: WE MAY CONTACT THEM FOR REFERENCES]

---

Position: \_\_\_\_\_ Company: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address & Phone of Company: [NOTE: WE MAY CONTACT THEM FOR REFERENCES]

**ACADEMIC EXPERIENCE**

High School: \_\_\_\_\_ Date of graduation: \_\_\_\_\_

College: \_\_\_\_\_ Major: \_\_\_\_\_ Status: \_\_\_\_\_

Other: \_\_\_\_\_

Do you hold a current First Aid Card? \_\_\_\_\_ Current CPR? \_\_\_\_\_

**PLEASE COMPLETE THE NEXT PAGE**

**LATIGO RANCH  
EMPLOYMENT APPLICATION PACKET**

**PERSONAL REFERENCES**

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**PERMANENT ADDRESS & PHONE**

Permanent Address: \_\_\_\_\_

Permanent Phone (\_\_\_\_\_) - \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please attach an explanation of why you feel you would be a valuable employee to the Latigo Ranch and of service to our guests. Be sure to tell us why you are qualified to hold the position for which you are applying. Grooming is important, and we would appreciate a recent photo of you. Applicants for wrangler positions may be requested to submit a video of themselves demonstrating their riding skills.

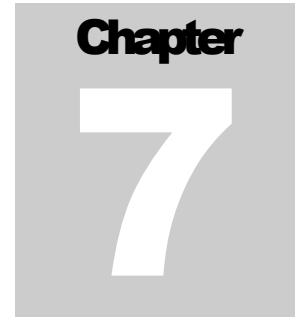
What is your preferred electronic contact? (Email, Facebook, Text)

Your electronic address: \_\_\_\_\_

ATTACH PHOTO HERE

An Equal Opportunity Employer: Latigo Ranch policy is to give equal opportunity to all qualified persons without regard to race, color, religion, sex, marital status, handicap or national origin.

**Latigo Ranch, P.O. Box 237, Kremmling, CO 80459**  
**970-724-9008**  
[Randy@LatigoRanch.com](mailto:Randy@LatigoRanch.com)



## COMPENSATION & WORK WEEK

*A little bit about the pay.*

### **THREE COMPONENTS OF COMPENSATION**

The compensation consists of three components: wages (paid monthly), room and board, and a bonus upon completing the specified duration of your contract. The rates our guests pay are all inclusive. Therefore, they do not leave gratuities.

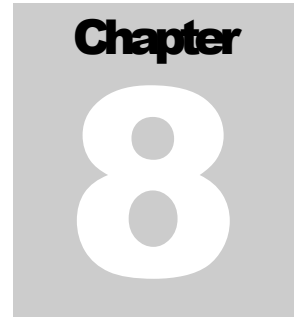
Hourly Wages – You will be paid \$12.60 per hour for the first 40 hours per week and 1½ times that rate for work in excess of 40 hr./wk. The workweek will generally average 5½ to 6 days per week, 8½ to 9½ hours per day.

Room and Meals - The Ranch provides a place for you to live and three meals each day. For the most part, the housing is a bunkhouse type of arrangement, with six to eight staff sharing a room and bathroom. Although the value of your room and meals, which may be applied to the minimum wage calculation, is an estimated value of \$600/month; it will not appear on your paycheck and is not subject to taxation as regular income.

Bonus - In addition to your regular compensation, there will be a \$350 bonus for working through the ending date as specified on your contract. To be eligible for this bonus, you must have worked full-time for us for at least nine weeks.

### **A JOB WELL DONE HAS ITS OWN REWARDS**

In addition to the Georges, who own Latigo Ranch and live here year-round, there will be at least twenty on the staff this summer. Each member of the staff will make a big difference in the vacation experience of our guests. We expect much of our staff, and we appreciate hard work and a job well done. We are in the hospitality business, and we emphasize personal service. There will be some very good times, and past employees have found their summers here quite rewarding.



## **JOB DESCRIPTIONS IN MORE DETAIL**

### **JOB DESCRIPTION - HOUSEKEEPER**

The housekeeper's job is to ensure that the cabins and public areas are clean at all times according to a schedule determined by the supervisor. This will involve using various cleaning supplies, dusting, vacuuming, washing windows, sweeping, etc.

The ability to lift and carry objects such as vacuum cleaners and other tools of the trade is essential, as is the ability to walk and carry supplies between cabins, up and down hills, and on gravel walkways.

In addition, the housekeeper will be vigilant for anything in any of the cabins or public areas that may present a hazard to guests or staff and will notify the supervisor immediately.

The housekeeper will also be alert for areas that demand attention, including but not limited to chipped, stained or fading paint, cracked glass, worn furniture, torn or stained linens, burned out light bulbs, carpet stains or tears, non-functioning doors or windows, issues with plumbing, porches, walkways, steps, railings, etc.

Daily, the housekeeper is responsible to call these items to the attention of the supervisor if the housekeeper is not qualified to correct the matter.

Housekeepers will often work with the young children as a 3-5 Kids' Counselor and will also assist with some kitchen work such as dishwashing and clean up. As is true of all staff, housekeepers may be required to assist in other areas when needed.

### **JOB DESCRIPTION - 3-5 KIDS' COUNSELORS**

The primary responsibility of a 3-5 Kids' Counselor is to ensure that the children are entertained in a safe and engaging manner while their parents are involved in other activities. The counselor may be called upon to change diapers, clean or bathe the child, oversee napping, or dress and feed the child as instructed.

The counselor will engage the child in play and activities that are educational and fun for the child. This will demand some creativity on the part of the counselor.

The counselor will also lead the child on pony rides and may be required to carry them in a backpack child carrier. In all instances the counselor will remain vigilant and attentive to the child's safety and health.

The counselor works regularly with the Housekeepers and may be required to assist in other areas when needed.

**JOB DESCRIPTION - MAINTENANCE**

The general duties of the maintenance workers include keeping the grounds, vehicles, equipment, cabins, public buildings, irrigation system and other facilities safe and in good operating condition, and keeping these in an appearance consistent with our Ranch mission.

This means you should be able to recognize unsafe conditions of any aspect of the ranch and its operations and can develop the ability to see where the appearance of the ranch may leave a negative impression on guests, calling it to the attention of the owners. If it poses an immediate hazard to the safety of any persons, you will correct it immediately or promptly notify the owners.

The items below help us identify where you can best serve the ranch and where you would need training or assistance. So, be safe by being honest.

**Working with power tools and equipment safely is essential to maintenance work. Check below those pieces of equipment you have been trained on and can operate in a safe manner:**

- power saws of all types
- chainsaw
- power drills and power screwdrivers
- electric grinders
- electric welders
- gas welders
- propane torches
- sawmill
- router
- power planer/shaper/moulder
- tractor
- dump truck
- backhoe
- snowmobile
- snowcat
- riding mower
- power push mower
- weed trimmer
- ATV
- vehicle with stick shift

**To what degree can you diagnose, repair or maintain each of the following? Mark EACH one.**

Indicate degree of proficiency by using these numbers:

- #1 – “can diagnose and repair most issues”
- #2 – “can diagnose and repair common issues”
- #3 – “can diagnose and repair a few issues”
- #4 – “beyond my skills”

- small engines
- diesel engines
- automobile engines
- lawnmowers
- plumbing fixtures (sinks, toilets, tubs)

- swimming pool
- hot tub
- heavy equipment (tractor, backhoe, truck)

**What kind of building/repairs have you done?**

- rough framing
- cabinetry/furniture/trim
- painting
- electrical
- roofing
- carpeting
- tile
- glass
- other (specify)

**Accepting a position as a maintenance worker requires that you are qualified to use basic hand tools including, but not limited to, the following:**

hammers, wrenches, chisels, screwdrivers, shovels, picks, axes, pliers, measuring devices, pry bars, paintbrushes, cleaning supplies, lubricants, sprayers, clippers

**It also requires that you know the appropriate applications for various types of fasteners like nails, screws and bolts.**

**Indicate any additional experience you have that would make you a good maintenance worker.**

- livestock fencing
- hay/crop irrigation
- road work
- tree harvesting
- weed control
- landscaping
- design
- other – elaborate

## **JOB DESCRIPTION – WRANGLER**

The wranglers are responsible for the care of the horses under the direction of the head wrangler. This includes gathering the horses in the morning, catching, feeding, grooming, saddling, medicating as needed, and turning the horses out at the end of the day. Wranglers also lead rides, giving instruction both on the trail and in the arena. Wranglers will be assigned horses by the head wrangler; they will be training horses as needed and may even use two or more horses in the course of a day. Except for project horses assigned to a wrangler for training, wranglers normally do not have one horse assigned exclusively to them for the summer, or even a week. The head wrangler will give wranglers instruction in guiding/instructing guests and in training horses as needed.

All of the wranglers except the head wrangler follow a rotational schedule in being responsible for the various age-groups. For example, you may take the 6-7 year-olds this week, the 8-13 year olds next week, and the adults a week or two after that, depending upon the number of children at the ranch in a given week. The weeks you are with the kids' program, you will meet them Sunday night and give them a horse orientation; during that week you may eat some meals with them.

Wranglers also rotate in the overnight packtrip schedule. Some weeks we may have over 20 people on the overnight, and others we may have only two. The number determines how many wranglers get to go on the overnight in a given week. The rotating schedule means also that you will work some Sunday afternoons, assisting in meeting the guests with the team of draft horses and covered wagon.

See the Program Activities in our website for a better idea of what is offered to our guests. Don't panic if you see something in there that you have never done – e.g. packtrips with horses, cattle team penning, roping, or whip-cracking. We will train you for the unusual things to which you haven't been exposed. Although your experience and knowledge of horses is very important, you must also have the inclination and personality to work well with our guests.

We do expect you to know and be able to perform the basics of horsemanship, including, but not limited to:

- approaching, catching, and leading horses safely
- working among horses on the ground safely
- grooming, saddling, and bridling safely without abuse to the horse
- evaluating tack safety and appropriate fit for horse and rider
- mounting safely without mounting aids
- riding and controlling the horse safely, in balance, and humanely at walk, trot, and lope



**LATIGO RANCH  
EMPLOYMENT APPLICATION PACKET**

- recognizing unsafe conditions for horses and riders
- starting, stopping, and turning the horse without rough treatment
- recognizing when a horse is injured, disturbed, or unsafe
- recognizing when a rider is not ready or safe to advance to another level or gait
- handling hay and feed supplements
- adapting instruction techniques to various age and experience levels

By signing a work agreement, you agree that you can perform the above minimal skills.

Wranglers are responsible for keeping the barn, the stalls, the corrals, and other areas frequented by horses clean and presentable to guests, as well as safe for horses and people. Wranglers maintain fences, tack, and trails.

As is true of all staff, wranglers may be required to assist in other areas when needed.

We will instruct you in the way we want to treat our horses and expect you to be able to adapt to our methods if they differ from yours.

(Continued on the next page.)

## **SUMMARY OF WEEK RELEVANT TO WRANGLERS**

### **- Sun. –**

P.M. - guests arrive. Select wranglers meet them with the team of draft horses and covered wagon; Randy & head wrangler interview guests and make horse assignments;

EVENING - after dinner, guest orientation re: scheduling and horse safety (R. George) The kids' counselors for that week will meet kids and give them initial orientation.

### **- Monday –**

A.M. - Horsemanship Clinic (led by R. George) – horse psychology and behavior, safety, riding aids, trail etiquette, etc. Evaluation ride on trail (led by wranglers)

P.M. - trail rides (led by wranglers). Evaluation of horse matches at end of day.

EVENING - Wranglers teach cowboy skills (roping, whip cracking, tomahawk throwing (we teach you how first)

### **- Tuesday –**

A.M. - regular trail ride.

P.M. - Lunch cookout, then ecology, geology, history walk. Wranglers rotate helping in shooting sports - .22 and BB gun.

EVENING - sunset ride after dinner

### **- Wednesday –**

A.M. - overnight riders depart. Others do regular trail rides morning & afternoon, or all-day rides.

### **- Thursday –**

A.M. - Overnight returns. Regular rides a.m. and p.m.

P.M. – Kids' overnight outing (Ute Scouts)

EVENING – Dance

### **- Friday –**

A.M. - some guests go river rafting, others stay and help gather cattle and bring to arena.

P.M. - all guests participate in Team Penning.

EVENING – wagon ride and cookout

### **- Sat. –**

A.M. - breakfast ride. Guests check out after lunch. Wranglers prep facilities, equipment, and horses for Sunday & Monday.

### **WRANGLER WORK DAYS**

Wranglers get most Sundays off. If they finish their assigned tasks for Saturday in good time, they may be dismissed by the head wrangler early afternoon Saturday. In those weeks that they are kids' counselors, they need to be at the guest orientation Sunday evening. Each Sunday afternoon, some wranglers will meet guests on horseback and give them a quick tour with the covered wagon.

The hourly schedule varies from day to day. For example, Mondays are harried as we match riders to horses, so Mondays start earlier. Tuesday there is normally no riding after lunch, so wranglers *may* have Tuesday afternoon off until an after-dinner ride. Tuesday evenings we are therefore late in turning the horses out to pasture. Some days start very early if the horses are in the far pastures; other days may take only a few minutes to gather when they are close-in.

Generally speaking, you can expect to work 45-50 hours a week. I'm sure you are aware that working with horses can mean some unexpected hours if one colics, or if the herd breaks through a fence and disappears!

### **WRANGLER EQUIPMENT AND DOCUMENTS**

Federal regulations require that all wranglers have current First Aid and CPR cards. Send us copies in advance of your arrival. You cannot work without them.

**In addition to the normal personal items, you will find the following list indispensable:**

- sturdy pocket or belt knife
- pair of pliers on your belt (e.g. Gerber or Leatherman-type tools are useful)
- cowboy boots
- leather chaps or chinks are a good idea
- rain slicker
- pair of rubber over-.boots
- warm coat and gloves
- timepiece
- long underwear and stocking cap for overnights
- cowboy hat
- water bottle

**JOB DESCRIPTION – COOK/CHEF**

Latigo typically has several cooks/chefs working during the summer season. Spencer & Amanda George and Hannah George will fill some of those slots. The others are filled by seasonal employees. The duties of those employees will vary depending upon their level of experience. Formal foodservice training is not required, but an interest in cooking and preparing good food is. We will train you in our preferred methods, procedures, and techniques.

We serve three meals each day to the staff and guests at Latigo Ranch. This means that on a busy week we will be serving over 1,000 meals a week. Staff meals include breakfasts cooked to order, with lunches and dinners generally served buffet style.

Although not haute cuisine, the guest meals are high quality, interesting, and varied. They are described as being wholesome, hearty, fresh, homemade, etc. For the guests' breakfast there is a buffet with a variety of cereals, fruits, juices, granola, yogurt, etc. Grill orders are individually prepared for a range of items such as omelets, French toast, pancakes, waffles, breakfast burritos, hash brown potatoes, bacon, sausage, ham, and fried, poached or scrambled eggs. Lunches typically include an extensive salad bar, sandwich bar, and hot entrée. Dinners start with fresh baked bread and a salad with homemade dressing. Typically three main courses are available; red meat or pork dish, fish or poultry, and vegetarian. Side dishes of starch and vegetable are included with each dinner. Desserts are usually homemade, but the ice cream sundae bar is a big hit one night each week. Although sometimes served buffet style, since dinners are served at a specific time they are more often like banquet service than anything else. Unique dishes are offered each night and are not repeated during the week. We may additionally prepare special meals for the children or individuals with particular dietary needs e.g. gluten-free or lactose intolerant.

The cooks/chefs duties may include: inspect food preparation, storage, and serving areas to ensure observance of safe, sanitary food-handling practices; estimate expected food consumption, then procure food from storage and track inventory ordering as required; wash, peel, cut, and seed fruits and vegetables to prepare them for consumption; prepare salads, relishes and hors d'oeuvres; carve and trim meats such as beef, veal, ham, pork, and lamb for hot or cold service; weigh, measure, and mix ingredients according to recipes and personal judgment; using various kitchen utensils and equipment, turn or stir foods to ensure even cooking; season and cook food according to recipes and personal judgment; observe and test foods to determine if they have been cooked sufficiently using methods such as tasting, smelling, piercing them with utensils, or testing with a thermometer; portion, arrange, and garnish food, and serve food to wait staff or patrons; bake breads, rolls, cakes, and pastries; butcher and dress animals, fowl, fish, or shellfish, or cut and bone meat prior to cooking; carve meats for service and serve from the buffet; consult with supervisory staff to plan menus, taking into consideration factors such as costs and special event needs; maintain a clean and sanitary work area; clean kitchen and food service equipment as necessary. Some cooking will be done outside with gas fired or charcoal grills. It is very important that a cook or chef at Latigo to have a positive attitude, be guest-service oriented, and work as a member of a team including the other cooks, wait staff, owners, and other employees.

Beer and wine are available for our guests, and the cooks may be involved paring, recommending, and serving these beverages to our guests.

The cooks/chefs may use cleaning and sanitizing chemicals, cleaning equipment, commercial dish washer, vacuum cleaners, carpet cleaning machines, ladders, knives, mixers, slicers, and other potentially hazardous

**LATIGO RANCH  
EMPLOYMENT APPLICATION PACKET**

items. To qualify for this job, a cook needs to be able to lift at least 50 lbs. and work for long hours in a standing position. Some of the work will be out of doors, and one may encounter rain, hail, and snow while working. The cooks will also assist with the inventory of food and supplies, and with putting away items received from our suppliers.

As with all of the ranch jobs, the cooks and chefs may be asked to assist with any of the other ranch chores.

**JOB DESCRIPTION – WAITER & WAITRESS**

The wait staff at Latigo plays a crucial role in providing hospitality to our guests. There are four positions which we fill. Wait staff schedules revolve around interactions with the guests at breakfast, lunch, and dinner, and often in between, and require that the person in the position be friendly, attentive, prompt, accommodating, and quick to serve. Although prior restaurant experience is helpful, it is not required. We expect to train our waiters and waitresses in the ways of gracious Latigo foodservice operations. The following is not intended to be an exhaustive explanation of the wait staff position but is to provide a broad overview of the job requirements.

The typical day's work schedule involves setting up, serving, and cleaning up after the three staff meals and three guest meals each day. The schedule allows for mid-morning and mid-afternoon breaks that vary depending on our guest load and the efficiency of the staff. In addition to serving the meals, the wait staff is responsible for maintaining the cleanliness of their workplace including the staff and guest dining rooms, dishes, glasses, flatware, and several areas in the kitchen and pantry. The staff breakfasts are cooked to order; lunch and dinner is served buffet-style. Guest breakfast is a combination of buffet and plate-service. Lunches are buffet style. Several dinners are individual plate-service.

If the weather permits, the ranch serves 3 meals outside each week. The wait staff will carry all that we need for these meals either to and from the cookout site or to and from the truck delivering the items to the cookout site. The wait staff will also assist in some food preparation, e.g. beverages, salads, sandwiches, deserts. During a typical week we may have two overnight pack trips for our guests, and the un-packing and cleaning of the dishes and unused food is also the responsibility of the wait staff.

Beer and wine are available for our guests, and the wait staff is frequently responsible for serving these beverages to our guests. We train the staff how to do this properly.

The waitress and waiter jobs require the use of cleaning and sanitizing chemicals, cleaning equipment, commercial dish washer, vacuum cleaners, carpet cleaning machines, ladders, knives, and other potentially hazardous items. To qualify for this job, you need to be able to lift at least 50 lbs. (A commercial sack of flour weighs that much.) Some of the work will be out of doors, and you may encounter rain, hail, and snow while working. The wait staff will also assist with the inventory of food and supplies and with putting away items received from our suppliers.

As with all of the ranch jobs, the waiters and waitresses may be asked to assist with any of the other ranch chores.

Those who become waiters or waitresses at Latigo have a unique opportunity to get to know people from all over the U.S. and the world. You will be serving these ranch guests for 3 to 7 days consecutively, and will become familiar with them. You are expected to greet them by name by their second day at the ranch. An important part of their ranch experience happens around meal times, and you will have significant impact on the quality of their stay at Latigo.

# INDEX

- Accidents, 6**
- Activities – Cookouts, 1, 3**
- Activities - Dances, 1, 9**
- Activities – Fishing, 1**
- Activities – Mountain Biking, 1**
- Activities – Riding, 1, 3, 4, 9, 13, 14, 15, 17**
- Activities – Swimming, 4**
- Address, 10, 16, 17**
- Age, 1, 15**
- Alarm Clock, 9**
- Alcoholic Beverages, 1, 4, 5, 25, 27**
- Appearance, 3, 4**
- Availability Dates, 1, 9, 16**
- Background Check, 8**
- Bonus, 18**
- Boots, 4, 9**
- Climate, 1, 9**
- Compensation, 1, 6, 18**
- Cook or Chef, 3, 25, 26**
- Counselor, 3, 14, 19**
- Diets – special, 6**
- Drugs, 1, 5**
- Experience, 2, 3, 15, 18, 25, 27**
- Facilities, 4**
- Firearms, 6**
- First Aid & CPR, 15, 16**
- Food, 1, 3, 6, 18**
- Guests, 1, 3, 4, 5, 6, 7, 8, 9, 11, 13, 14, 15, 17, 18, 19, 25, 27**
- Guidelines & Rules, 4**
- Horses, 3, 4, 7, 9, 11, 12, 13**
- Hospital, 2**
- Housekeeper, 3, 19**
- Housing, 5, 18**
- Is It ForYou?, 1**
- Job Descriptions, 19**
- Kitchen, 6**
- Laundry, 7**
- Linens, 9**
- Maintenance, 3, 4, 6**
- Medical Services, 2**
- Music, 5, 7**
- Owners, 15**
- Pets, 9**
- Physically Active Environment, 8**
- Positions, 3, 6, 16**
- Saddles, 9**
- Service, 1, 3, 5, 17, 18, 25, 27**
- Sexual Harassment, 7**
- Table of Contents, i**
- Teamwork, 1**
- Telephones, 5**
- Time Keeping & Alarms, 9**
- Tobacco, 1, 7**
- Tools, 3, 6, 8, 19**
- Training, 2, 3**
- Valuables & Security, 7**
- Vehicles, 6**
- Vision Statement, 1**
- Wait Staff, 3, 25, 27**
- Wholesome, 1, 4**
- Wrangler, 3, 4, 13, 14, 17**