

Rod

INSTRUCTIONS FOR HUTMASTERS 1930

You are the Club's official representative, and it is necessary that you conduct yourself in a gentlemanly and courteous manner at all times. I realize that it is very easy to cuss among men, but this must be refrained from and all practice of it held to a very low minimum as our guests judge us by our conversations and actions. Don't let the so-called "goofer" get under your skin but pass him off easily at the same time holding your dignity. There are not many that may "get your goat" but try to treat them with the same courtesy as you do the "old timers." At all times try to answer the "goofer questions" intelligently, as too much kidding may cause guests to be sorely peeved, and we only want the best of feeling between patrons of the huts and the Club's representatives.

A rising bell or signal warning should be sounded at 6:30. This will give everyone a half hour to prepare for breakfast. Men getting breakfast should be up at 5:30. All hutmen should be up at 6:30, unless ill, and should give the men preparing breakfast a hand at whatever is necessary to have the meal on the tables on time. All meals should be on the tables ready for serving at our advertised time as posted in each hut. If one or more hutmen are missing previous to meal time, the others should make due allowance and start the meal in advance of usual starting time. Meal time is up one hour after our advertised time of serving and after that order-cooking will be in order.

Meal call should be made as soon as soup is poured and the meal is ready to be served. Men serving at the tables should have clean shirts and jeans and look as neat as possible. A sloppy looking crew is very repulsive at meal times and does not add to the attractiveness of our huts.

A cook book of national reputation will be part of each huts kitchen equipment. Suggestions for meals to be served in the huts will be issued to each hut and this is to be posted in the kitchen and referred to unless the hutmaster has other constructive ideas.

As we have had some criticism of the calibre of noon lunches served by different huts a list will be issued, to be posted in the kitchen and dining rooms of huts, with lunches from \$.30 to \$1.00 for guests to choose from. It occurs often that a tramper does not desire a full noon meal and this will give him or her a chance to choose from an established list. Don't confuse this with the list for order cooking that applies between meals. Of course if you have a crowd in for a regular noon lunch use your discretion if someone arrives and wants a light lunch, set him or her off at a different table if possible.

As soon as meals are finished tables should be cleared and barred down with a HOP CLOTH, kept purposely for this use, and all gummy substances removed. Fill sugar bowls at this time and prepare for dish washing. Keep catsup bottles, clean and salts and peppers full. On the ridge use open containers for salt. Remove sprens from sugar bowls and wash with the rest of the silver after each meal. Try to make tables attractive with our limited equipment

by setting them systematically. At each place: bowl in plate, cup at top of knife and silver consisting of fork at left of plate, knife at right followed by tea and soup spoons.

When guests wash dishes a hutman should inspect the dishes as they come from the driers to see that they are clean for the next meal. Do not be rough with the enameled ware or allow guests to handle it roughly as it is never the same after it has been chipped.

Dish towels should be rinsed after each breakfast and hung to dry. During prolonged stormy weather this may be suspended but as soon as fine weather comes a thorough washing of the towels should be made. Keep your towels clean. Also the bar rags. Keep a clean supply on hand to be issued to guests when they request to dry dishes. When necessary, requisition these two items, as guests will judge your housekeeping by your towels and general neatness.

Bunk rooms are to be swept and cleaned early in the morning and blankets folded and stacked, three to a bunk except during rush season when they are to be stacked in bundles and issued out by the hutmaster after supper.

Parties are to be assigned bunks by number and if they cannot find the proper bunk it is your duty to show them. In case of a mix-up try and fix the tangle for the good of the greatest number involved.

Keep kettles and pots clean and see that your oil stoves do not smoke. To prevent smoking a charring-off operation on the Perfection stoves periodically will help. Keep stoves clean by washing down after each meal with a hot cloth. Keep your cooking tables clean at all times and your utensils neat and in convenient places so that meals can be prepared quickly without hunting all over the place for some necessary tool.

Be sure lamps are filled in the morning hours and in good order for the following night. Keep mantles and generators on gas lamps in good order. Try to prevent guests from trying to light gas lamps as a great loss is suffered by their damaging mantles. Heat your generators with two matches thoroughly to make this part of the lamp last and function as it should. Keep oil lamp chimneys polished and surplus kerosene wiped off.

Chemical toilets will function best if they are watched daily. Do not allow them to become too filled. Toilets at Madison and Carter require closer watching and recharging these should be oftener. A charge for these is one cup of disinfecting solution to a 10 qt. pail of water. If odor arises pour in a little solution while the tank is in operation. A charge for the tanks at Pinkham, Lakes and Eagle Lake is one drum of crystals to each seat. The crystals to be dissolved in an old pail and poured in the man hole and water added till there is three inches of solution at the man hole end. Tanks should be kept well agitated for maximum effectiveness in disposal. Before leaching tanks a very active agitation should take place and constant stirring while the sewerage is leaving the tanks. Containers should be maintained in the ladies' toilets for absorbent materials and should be watched and not allowed to become full. Bowls and seats should be

washed every day and kept in a very sanitary manner also paper replenished and spare rolls on hand. Sweep out toilets daily and do not allow an accumulation of paper around toilets. Signs should be maintained in all toilets requesting an agitation after using and additional signs in the women's toilets warning to dispose of absorbent materials in containers for such.

Keep grounds adjacent to huts in neat order, picking up paper and refuse regularly. Burn old rubbish and accumulated paper and cardboard at a regular incinerating place.

Do not allow "goats" or garbage pails to become full. Clean them often inside and out with lye-water and spray the inside with Creonoid.

See that trail and direction signs are in their proper places and that trails near the hut are properly cairned for foggy weather.

Hut men will be allowed two days off every two weeks this year instead of the schedule of one day off a week as in former years. This will afford a better chance to visit the more distant huts and keep within the prescribed time limit. A list will be issued for each hut and this will be the schedule of your days off. This list will also include the days off for men in all huts so if your days fall with someone in another hut, previous arrangements can be made for a meeting and a chummy good trip can be had. It is my desire that you make the most of your days off and acquaint yourself with the trails and huts. A good knowledge of the hills will be very useful in imparting advice to trampers. Learn all you can of the history of the locality and the traditions and stories of the hills as folks like to hear these stories in the evening. Swapping of days off must not be a practice and the schedule must be adhered to closely. If awfully poor weather exists a day's leeway is allowed but I want to know if such a change is made by letter. The reasons for this schedule are two fold; to try to have every man get his due time off and so that I may know whom to expect at a hut on a visit, with intent to do some odd job or so. If a man wants more time off he should first get permission from the manager.

The hutmaster at Pinkham will act as my assistant and in my absence will act for me when questions arise and handle requisitions and money sent down here.

Weekly reports should be made out after breakfast Sunday by the Hutmaster, including Saturday night's business in the report as of Saturday. Presidential range hutmasters should get these reports to a specified place or to Pinkham by Sunday night, with money. Do not trust reports with anyone but a reliable messenger as Hutmasters are responsible for the safe delivery of reports and moneys. If money piles up during the week, ship down some of it to the manager, making a slip of the amount and place it in the cash box to be sent down with the final week's balance. Franconia range hutmasters make out reports after breakfast Sunday the same as on the Presidential range and get money down to base hut by 8 A. M. Monday. The truck driver in Franconia will be furnished heavy manila money envelopes and send the respective reports to me on the morning train from Littleton by Registered Mail. I would

like a personal report from each hutmaster on how things were going in general, probability of needed supplies, how men are performing, and anything of personal interest or of a constructive nature for the good of the system. This report to be included with the financial report weekly.

I hope to be able to have our wholesale food supply dealers furnish duplicate bills so that hutmasters will know the cost of foods and this will aid in constructing economy in preparation of meals and in ordering.

On all orders from here you will receive a duplicate of my order so that you will know what to expect in shipments.

Duplicate order books will be furnished each hut for your orders to the manager so you will have a record of your own requisition.

A cross check list should be maintained in your storeroom and in the hut. On loading up, items taken from the supply house should be checked off and added to the list in the hut and as supplies are used in the hut these should be checked off. This will help materially in knowing where you stand on your supplies. These lists could be made up from your bills and on the arrival of supplies.

Hutmasters dependent on the support of the trucks should make up a schedule with the truck driver for specified days of the week and hours and to have these work they must be adhere to. Madison, Carter and Eagle Lake hutmasters take note.

Price lists of supplies will be furnished each hut.

The cash book should always balance with the cash box and hutmasters should see that their assistants write up each sale after it is made.

Close each days business and total in the evening. Be very careful in making out reports and see that the vertical columns correspond to the cross additions. Errors in your reports cause delay and all sorts of trouble to the manager as one of your reports goes to the Hut Committee each week and unless the check here is right I have to hold the whole report up. Make an entry in each called-for column of your report. Cash books should balance with total receipts in the report.

Parties paying by check and if not known, or at all questionable, be sure and have them leave their address, so if the check is not good it will give us a chance to collect later.

The Hutmaster is in charge and if he has a good system of doing things the assistants should follow his ways. When an assistant finds another way he should call the hutmasters attention to it and they will then decide which is best.

There will be no carfare to and from jobs. You are hired in Pinkham Notch and released from the same point.

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Mattresses are to be turned every other day so that they will hold their shape and not get damp.

Sinks must be kept clean and sanitary. Wash down after each dish washing with hot water and do not allow sink baskets to accumulate refuse or burnt matches.

Keep a wood supply ahead for stormy days when guests will need heat to dry clothes. At the Lakes save all cases and old sleepers can be obtained from the railroad and this makes excellent wood.

About the third week in July prepare to order August supplies needed to tide you over the rush.

Send requisitions to the manager for approval and action will be taken here.

Keep your supplies up through August and do not let them pile up in September so there will be large amounts left over for the winter. Watch this carefully. Do not over order. Make a note of food and supplies transferred from hut to hut and turn these slips over to the manager for credit to your accounts.

Keep your orders for fresh food; butter, eggs, meats and bread well in advance so that shippers can get your supplies to destination in time. Forward all voucher or counter slips with weekly reports. Post cards, maps, relief maps, guidebooks and supplements should be on hand and a display made of them along with chocolate, crackers and light, trampers' food supplies. These supplies should be watched for replenishment.

Requisition paint necessary to preserve wood and metal at all huts. This should be done in the early season.

Report all accidents to employees to the Manager, listing nature of accident, time it took place, date, who was in charge, if unavoidable, probable time of incapacitation and any other "dope."

If medical aid is needed, rush the man out to the nearest Doctor in Gorham or Littleton.

Requisition floor oil as needed. All floors should be oiled in the spring and if needed again during the season.

Money taken in during the month of June, write in your first report which will be of the week ending June 28th.

Radio schedules will be made after the installations are completed and a series of tests made. Probably one schedule a day will be all that is necessary, about 7:30 P. M. We will have to test these units out to find out the best working frequencies and the probable hours of schedule will work out with use.

These instructions are not infallible, but in general they should be followed closely. The manager would appreciate suggestions to better the system at all times, and it is his hope that at the end of every season each hutmaster will write a letter to him with criticisms and ideas gained so that much "dope" can be

handed on to the next fellow.

These instructions should be consulted often as you will be checked up periodically as I am going to be more free this year to make hut visits.

What do you say, fellers? Let's get organized and get into gear and make this the greatest season of all in the huts. We've got the best crew together and things ought to go smoothly.

.....*Lee Dodge*.....
HUT MANAGER