

Schoodic Institute at Acadia National Park
PO Box 277
Winter Harbor, Maine 04693

Position Description: Schoodic Marine Center, LLC Caretaker/Maintenance

Effective Start Date: 05/04/2020

Reports To: Maintenance Manager

This is a part-time, (20-32 hours per week) seasonal position located at the Schoodic Marine Center, LLC in Winter Harbor, Maine.

Primary Responsibilities

The Seasonal Manager is responsible for the daily operations of the Schoodic Marine Center, LLC and Marina Cottage during the summer season starting in May and ending in October.

Duties:

- Act as on-site representative between the Marina and third parties including ferry companies, cruise captains, outside contractors, boat owners, mooring renters, laundry and shower customers and other parties working with the Marina.
- Manage washer/dryer/shower and vending coin-operated machines including emptying coin depositories, ensuring coinage availability, and weekly deposits to bank. Provide backup of deposits to Schoodic Institute.
- Maintain adequate levels of facility supplies and submit orders to SI for purchasing when needed.
- Janitorial duties include but are not limited to emptying trash cans, removing litter and debris found on premises, cleaning shower stalls, office, and restroom as well as upkeep of work skiff.
- Routinely inspect facilities for safety and maintenance concerns. Report any concerns to supervisor.
- Coordinate with contractor to install docks in the spring and removal in the fall
- Coordinate with any needed contractors to open up Marina cottage and Marina buildings in the Spring and for winterizing in the fall
- Mow lawns (including Marina Cottage) and remove or trim weeds
- Submit paperwork to Schoodic Institute for deposits, vendor invoices, purchases, etc.
- Oversee maintenance of all onsite equipment and tools
- Act as caretaker and contact for marina cottage tenants
- Answer and respond to marina phone calls
- Ensure security of buildings at closing times.
- Other miscellaneous duties as assigned

Required Skills and Knowledge:

- Personable, professional, and helpful at all times to marina partners, vendors, and visitors
- Independent, self-motivated, reliable and require minimal supervision
- Flexibility in schedule when necessary
- Basic janitorial and maintenance skills including the use of power tools and mower equipment
- Basic understanding of technology including Gmail

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Our desired candidate has several years of experience working in a maintenance/upkeep/cleaning, customer service, or similar business and takes great pride in their work.

Physical Effort

The manager will be required at times to lift heavy objects such as trash receptacles as well as daily physical activities that include both janitorial and landscaping duties.

Salary and Benefits

Compensation is commensurate with experience. This is a seasonal position with no benefits.

Schoodic Institute at Acadia National Park is an Equal Opportunity Employer

Send resume and cover letter to Search@schoodicinstitute.org