

**Schoodic Institute**  
**PO Box 277**  
**Winter Harbor, ME 04693**

**Position Description – Effective January 1, 2021**

**Title: Schooner Food Services Custodian**

**Reports To: Shift Cook or Food Systems Manager**

**About Schoodic Institute**

Schoodic Institute at Acadia National Park is a 501(c)3 non-profit organization and center for inclusive science, learning, and inspiration in a rapidly changing world. In close partnership with the National Park Service, we co-manage the Research Learning Center campus located within the Schoodic District of Acadia. We are passionate about observing and stewarding the natural world – we celebrate wonder, we ask questions, and we commit to solving problems together. We believe everyone deserves to contribute to science and be inspired by the natural world. To all who come to our beautiful campus, we provide outstanding amenities, service, and comfort.

**Introduction:**

This is a seasonal position with flexible hours located at the Schoodic Education and Research Center in the Schoodic section of Acadia National Park in Winter Harbor, Maine. The intensity of work, hours and responsibilities change with the seasons; however, hours are expected to be full time during peak season of operation (approx. June thru mid-November), otherwise will be dependent on the event schedule to include weekends and holidays.

The shift breakdown for Schooner food service custodian may be for breakfast, lunch and dinner or a combination of these. Shift hours will be determined on a weekly basis as needed and determined by the Food Systems Manager.

**Major Duties:**

Responsible for keeping dishes, pots, pans and utensils clean, properly organized, and put away throughout the shift; sweeping & mopping the serving room floor; vacuuming the Acadia Room floor after meals and helping out wherever needed.

Responsible for meal time cart/bucket setup in dining room area, monitoring and retrieving the carts as needed to empty and return them to dining areas.

Keep the dish room clean & organized. Empty trash cans, break down and dispose of recycling to outside dumpster enclosure.

During downtime the food services custodian will report to the shift cook or manager to help with other tasks as needed. This may include helping with any prep, stocking or organizing the stock area, cleaning stock areas or walk-ins or helping with inventory.

**Skills and Knowledge Required:**

Employees must, possess excellent interpersonal and customer service skills.

Employees must work well with others and be part of an efficient food service team.

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Employee must be self- motivated, but able to follow direction.

**Responsibility**

The food services custodian is expected to work independently and have a clear understanding of the process of the particular shift. Work is generally recurring, similar in nature and well defined, however, the individual needs of booking organizations may have extreme variances and an understanding of the unique requirements of each group is important to the task at hand. Additional assignments may be made on an as-needed basis under the direction of the Kitchen Manager or Shift Cook.

The food services custodian is expected to report, on time, for each of his/her scheduled shifts. If the custodian cannot make their shift it is their responsibility to secure coverage for that shift. Any change in a scheduled shift must be approved, in advance, by the Food Systems Manager either via email, phone, or text.

**Physical Effort**

The work requires physical effort in lifting and carrying miscellaneous cartons of food weighing up to 50lbs. May need to stand for long periods of time; stooping, bending and arm movement is required.

**Working Conditions:**

It is expected that workers will be professional at all times in their relationships with all other Schoodic Institute Staff, National Park Service Staff and guests.

Appearance will be expected to be neat and well-groomed at all times. You will be required to adhere to Schoodic Institute's dress code.

Dress is appropriate to the work being done. At no time is employee permitted to wear open toed shoes of any kind, halter tops, or any clothing that could be considered a safety hazard. Hats or hairnets and gloves must be worn at all times and sanitary conditions must be maintained. Proper hand washing techniques must be practiced at all times. Please refer to the Schoodic Institute Dress Code Policy for more specific detail.

Smoking is NOT permitted in any campus building, facility or agency vehicle. Smoking in private vehicles, while on campus, is highly discouraged. Cigarette refuse must be disposed of in proper receptacles.

Use of cell phones for personal reasons is restricted to break time. At all other times cell phones should be stowed away in a secure place. If an emergency arises & cell phone use is necessary, please step out of the kitchen to make your call. If your cell phone is needed for a recipe or procedure keep your usage limited to that or request that the manager print off a copy for you.

Schoodic Institute at Acadia National Park is an Equal Opportunity Employer.

Send your resume or application to [search@schoodicinstitute.org](mailto:search@schoodicinstitute.org) or mail to: PO Box 277 Winter Harbor, ME 04693. Further questions can be directed to Food Services 207-288-1332.