

Schoodic Institute
P. O. Box 277
Winter Harbor, Maine 04693

Position Description – Effective January 1, 2021

Title: Kitchen Prep/Server

Reports To: 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 would change with the seasons and is dependent on the event schedule; however, hours are expected to be between 30-40 hours per week during the peak season of operation to include weekends and holidays.

Major Duties:

Assist in the preparation of meals by peeling and chopping vegetables, making salads, arranging platters of cold items, snack preparation, putting together entrees, and a variety of other food preparation duties as assigned.

Although this role generally does not include any direct cooking of entrees, employee may be asked to bake desserts or breakfast pastries, prepare simple salads and the like.

This position provides the ideal opportunity to develop many other types of skills such as utilizing a wide range of kitchen tools and utensils, which include chopping knives and vegetable grinders. It also provides a perfect opportunity to learn cooking techniques and skills that might lead to other food service related positions.

Duties also include insuring that leftover food is stored properly in compliance with state and federal regulations, performing kitchen maintenance tasks such as emptying the trash and washing dishes, and testing and recording the temperature of food and internal temperature of refrigeration at specified intervals.

The kitchen prep/server may be responsible for serving food items at the serving line to guests.

The kitchen prep/server may have to deliver food to the serving rooms. The kitchen prep/server may also deliver meals, snacks and beverage service to off-site locations as dictated by the event schedule. The kitchen prep/server may also be responsible for the stocking of items that need to be maintained and inventoried on a weekly or as needed basis at off-site locations.

Skills and Knowledge Required:

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Must possess excellent interpersonal and customer service skills.

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

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

Must have knowledge of and an appreciation for current food service and culinary trends, and the use of organic and locally grown produce.

Participation in local food handling training on location will be required.

Responsibility:

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. Assignments will be made on an as-needed basis. Work will be done under the direction of the Food Systems Manager.

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.

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 hair nets 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 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 or mail to PO Box 277 Winter Harbor Maine 04693. For further information contact Food Services at 207-288-1332.