

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

Position Description – Effective January 1, 2021

Title: Schooner Shift Cook

Reports To: Kitchen 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 fulltime (40 hours per week) during the peak season of operation from June thru mid-November.

The food philosophy at Schooner Commons is to serve “institutional gourmet” menu items to our guests in a cafeteria setting; the food served should always taste good, look attractive, use fresh and healthy ingredients as much as possible, and offer a sufficient variety of choices to meet the individual requirements of our guests.

The shift breakdown for Schooner Shift Cooks may be for breakfast, lunch, breakfast/lunch and/or dinner. Shifts will be determined on a seasonal basis and will be determined by the staff hired and the requirements of the organization.

Major Duties:

To support the food philosophy of the Schooner Commons Dining Hall and work with the Kitchen Manager to offer a product of the utmost quality and quantity.

Responsible for the preparation and presentation of all food items on the menu for the employee’s specific shift.

The shift cook MUST take responsibility for the preparation of all entrees, side dishes, soups, ala carte items, etc that are required by the daily shift menu; this will always includes taste and presentation.

All food items must be ready in a timely and complete manner that meets the requirements of the event meal schedule.

The shift cook must support the use of fresh, local produce and be able to work it into recipes and menu items.

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The shift cook must work effectively and communicate with the Kitchen Manager on all kitchen requirements.

The shift cook must be able to direct the appropriate storage of food and supplies and maintains safety standards throughout all food preparation and storage areas

Must monitor and maintains the inventory of food and supplies and communicate ordering requirements to the Kitchen Manager.

Must monitors and assists in daily clean-up of kitchen

Lifts and carries cartons of food and serving containers about the kitchen and to/from serving areas and/or dining rooms.

Skills and Knowledge Required:

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.

Food Handling Certification and/or training required.

Responsibility

The Shift Cook is expected to work independently and have a clear understanding of the process and end product 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.

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:

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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 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 is an Equal Opportunity Employer.

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