



Title: Housekeeper

Reports To: Housekeeping Manager

Position Description - Effective February 2024

About Schoodic Institute

At Schoodic Institute, our mission is inspiring science, learning, and community for a changing world. As a 501(c)(3) nonprofit organization, we serve as Acadia National Park's primary partner in science and education. Together, we manage the largest of 17 National Park Service Research Learning Centers. Schoodic Institute's focus is understanding environmental change taking place in Acadia and beyond, and helping managers respond and adapt to change. Through rigorous research and strong partnerships, we develop successful models for engaging people of all ages in science and supporting researchers and educators. We are also creating professional pathways for early-career scientists, educators, and science communicators working in conservation.

Our 100-acre campus is open year-round and hosts groups of up to 150 people. We offer classrooms, labs, overnight accommodations, dining, meeting space, and a 124-seat auditorium where we bring people together for immersive educational and professional development opportunities. We invite you to visit our campus, explore the trails, and host your next event in Acadia.

Introduction:

This is a seasonal position located at Schoodic Institute in the Schoodic Section of Acadia National Park in Winter Harbor, Maine.

Major Duties:

- Responsible for cleaning all lodging units (2-bedroom, 4-bedroom, cabins, suites, bunkhouse), Schooner Commons Dining Rooms, Moore Auditorium and breakout rooms, Operations Building, Wright Hall, Eliot Hall, Dorr Classroom and other areas as assigned by the housekeeping manager.
- Cleaning includes routine cleaning during the in-season (March-November).
- Fall cleaning for unit closure.
- Spring cleaning for opening of units prior to in-season.
- Other duties as assigned.

Skills and Knowledge Required:

- Knowledge of cleaning standards, OSHA and MSDS procedures and standards.
- Willingness to participate in necessary safety and health training.

- Knowledge of basic customer service practices and organizational skills is a must.
- Excellent interpersonal skills are critical.

Responsibility:

Work is generally recurring and similar in nature, however, the individual needs and volume of booking organizations may cause variances in the turnover time of units and cleaning schedules required for all areas of responsibility. While work is primarily during the daytime hours there may be a need for after hours housekeeping on occasion. Weekend availability is a must.

Cleaning assignments will be made on an as-needed basis by the Housekeeping Manager. Work will typically be done by teams of two or more people per assignment. Team members will vary depending on workload and staff schedules. It is expected that the work will be performed in accordance with the cleaning procedures outlined in the Housekeeping Cleaning Procedures Guideline, as well as, in accordance with the direction given by the Head Housekeeper.

The Housekeeping Manager is responsible for all housekeeping matters.

The employee is expected to perform as a critical member of the housekeeping team. The consistent and standardized goals and outcome in specific areas of responsibility is imperative.

Physical Effort:

The work requires some lifting and relocation of material/equipment to various campus facilities, typically up to 25lbs. Considerable walking, stooping, bending, stair climbing and arm movement is required. Some movement of furniture or lifting may be necessary. Due to the widespread location of SERC facilities the employee is required to move back and forth and around campus in an expedient and timely manner.

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. Please refer to the Schoodic Institute Dress Code Policy in the employee handbook for more specific detail.

Smoking is NOT permitted in any campus building, facility or agency vehicle. Cigarette refuse must be disposed of in proper receptacles.

Employees must possess and maintain a valid state of Maine driver's license.

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

To Apply:

Please send your resume or application to search@schoodicinstitute.org or mail to: PO Box 277 Winter Harbor, Maine 04693. For further information, please contact Housekeeping Services at 207-288-1342.