



**Job Title and Description:** Seasonal After-Hours Janitor

**FLSA Status:** Part-Time, Hourly, Non-Exempt

**Supervisor(s):** Housekeeping Manager

**Work Location:** Winter Harbor, Maine. Schoodic Institute campus within Acadia National Park.

### **Primary Responsibilities**

Primary duties include supporting the Housekeeping Department with ensuring guest rooms and campus facilities are maintained in accordance with professional cleaning procedures. This is a hands-on, event driven position requires a regular physical presence on our campus during the peak season, April-November.

The housekeeping tasks are generally recurring and similar in nature. However, the individual needs and volume of guests and visitors may cause variances in the turnover time of campus facilities. Employee schedules are developed based on the number of campus events; and will include late afternoon and evening hours. Assignments and tasks will be completed in accordance with standards determined by the Housekeeping Manager.

The employee is expected to perform as a critical member of the housekeeping team; and must represent Schoodic Institute with outstanding customer service when interacting with guests, Schoodic Institute employees, Acadia National Park partners and National Park Service staff.

### **Duties:**

- Works after-hours to maintain high-quality janitorial services for all campus facilities:
  - Moore Auditorium and breakout rooms
  - Rockefeller Hall Welcome Center and conference rooms
  - Wright Hall-offices, classrooms and labs
  - Eliot Hall-offices and classrooms
  - Dorr Hall-offices and classrooms
  - Operations building
  - Public restrooms in all buildings
  - Includes additional areas on campus used jointly by staff
- Maintaining reception areas, wiping down desks and counter tops
- Vacuum, sweep and wash floors
- Clean windows, doors and entryways
- Remove trash and returnables
- Monitor, maintain and stock inventory of housekeeping closets with linens, paper products, amenities, and cleaning chemicals; alert the Housekeeping Manager when inventory is low
- Perform light maintenance tasks, such as replacing light bulbs and fixing minor issues, to ensure the upkeep of the property; report and coordinate any facility deficiencies or broken items to the Housekeeping Manager
- Notify the Housekeeping Manager of all lost and found items
- Maintain safety standards in all phases of housekeeping, ensuring SDS and OSHA regulations and safety precautions are followed and updated as needed

### **Qualifications:**

- Commercial janitorial experience with the ability to work in a variety of spaces is preferable
- Must be customer oriented, friendly, punctual, dependable team-player committed to providing outstanding service to visitors and overnight guests

- Must possess and maintain a valid Driver's License
- High School Diploma or GED required. Professional Housekeeping or Janitorial certifications are beneficial but not required.

### **Preferred Skills and Knowledge**

- Ability to perform assigned tasks with little supervision
- Ability to acquire new skills as needed

### **Physical Effort:**

This position requires physical effort and the ability to lift, carry and relocate materials/equipment up to 25 pounds to various locations around campus. Considerable walking, the ability to stand for long periods of time, stooping, bending, and frequent arm movement is required. Repositioning, moving, and lifting of furniture may be necessary. Due to the widespread location of Schoodic Institute's facilities the employee is required to move back and forth around campus in an expedient and timely manner.

### **Dress Code:**

Employees are expected to wear clothing and comfortable shoes that are appropriate for the work being done. You will be provided with two shirts bearing the Schoodic Institute logo, these should be worn with khaki or black pants. At no time is it permissible to wear opened-toed shoes or any clothing that could be considered a safety hazard.

### **Smoking Policy:**

Smoking and/or vaping of tobacco, nicotine substitutes or CBD products are NOT permitted within any buildings, outdoor facilities, or company vehicles on Schoodic Institute's campus. Smoking breaks are permitted at designated areas. Employees must fully extinguish cigarettes; as well as disposing of butts, matches and ashes in proper receptacles.

### **Employment Details:**

This is a seasonal, part-time, hourly, non-exempt position located at the Schoodic Institute at Acadia National Park in Winter Harbor, Maine. Compensation is hourly. Professional development opportunities may be available.

### **To Apply:**

Please complete the online application or submit a resume and cover letter to: [search@schoodicinstitute.org](mailto:search@schoodicinstitute.org) and use the subject line "After-Hours Janitor" or mail it to: Attn: Human Resources, PO Box 277, Winter Harbor, ME 04693.

### **About Schoodic Institute**

Established in 2004, Schoodic Institute at Acadia National Park is a 501(c)(3) nonprofit organization and Acadia National Park's primary partner in science and education. Together, we manage the largest of 18 National Park Service Research Learning Centers in the United States. Schoodic Institute is based in Winter Harbor, Maine, in Wabanaki homeland. Our mission is inspiring science, learning, and community for a changing world. Schoodic Institute's focus is understanding environmental change taking place in Acadia and beyond, and helping land managers respond and adapt to change.

Open year round, our 100-acre campus hosts groups of up to 150 people, and offers classrooms, lab space, overnight accommodations, dining, meeting space, and a 124-seat auditorium where we bring people together for immersive educational and professional development opportunities.

Schoodic Institute at Acadia National Park is committed to increasing diversity in environmental science, education, conservation and hospitality. We are highly collaborative, inclusive, and committed to a team environment that is

safe and free from bullying, harassment, and discrimination. Team members are encouraged to share ideas, enthusiasm, and knowledge with each other. Schoodic Institute is an Equal Opportunity Employer.