



Job Title and Description: Seasonal Housekeeper

FLSA Status: Full-time or Part-Time, Hourly, Non-Exempt

Supervisor: Housekeeping Manager

Work Location: Schoodic Institute's campus within Acadia National Park, Winter Harbor, Maine

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 requiring 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 reservations may cause variances in the turnover time of units and other facilities. Employee schedules are developed based on the number of guest reservations and may include early mornings, nights and weekends. Under the direction and supervision of the Housekeeping Manager, assignments and tasks will be completed by teams of two people in accordance with cleaning procedures outlined in the document "*Cleaning Procedures for 2- & 4-Bedroom Apartments*".

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, other Schoodic Institute employees, Acadia National Park partners and National Park Service staff.

Duties:

- Works collaboratively with the team to maintain high-quality housekeeping services for all campus facilities:
 - Lodging units (2-bedroom, 4-bedroom, cabins, suites and bunkhouses)
 - Schooner Commons' dining rooms
 - Moore Auditorium and breakout rooms
 - Rockefeller Hall Welcome Center and conference rooms
 - Includes additional areas on campus used jointly by staff and guests: Rockefeller Hall Administrative offices, Wright Hall offices and classrooms, Eliot Hall, Dorr Classroom, the Operations Building and other spaces as needed
 - Spring and Fall cleaning are required for the opening and closing of all seasonal units
- Report completed turnovers (which units are clean and ready for occupancy) to the Housekeeping Manager to keep the reservation system up-to-date. *The Housekeeping Manager will inspect rooms daily to ensure that quality is being maintained by the housekeepers and our guests are receiving a stellar product.*
- Assist the Housekeeping Manager with the collection of guest keys and guest evaluations
- Notify the Housekeeping Manager of guest requests and other guest issues that need to be addressed
- Monitor, maintain and stock inventory of housekeeping closets with linens, paper products, amenities, and cleaning chemicals; housekeepers will 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 housekeeping experience with the ability to work under pressure in a high-volume, hospitality environment 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 certifications are beneficial but not required.

Preferred Skills and Knowledge

- Ability to perform assigned tasks with little supervision when needed
- 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, full-time to 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 and use the subject line "Seasonal Housekeeper" or mail 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.