



**2025 Job Title and Description:** Banquet Server/Food Prep

**FLSA Status:** Seasonal, Part-Time to Full-Time, Hourly, Non-Exempt

**Supervisor:** Director of Food Services

**Work Location:** Schoodic Institute at Acadia National Park, Winter Harbor, Maine  
Schooner Commons-Commercial Kitchen and Dining Facilities

**Primary Responsibilities:**

Under the management of the Director of Food Services, the Banquet Server provides a supportive role in the operations of our dining rooms and kitchen by performing various tasks to ensure our facilities remain efficient in providing a positive, high-quality, dining experience for guests.

This position requires a regular physical presence in our Schooner Commons' kitchen and primary dining facilities on Schoodic Institute's campus where we host up to 120 individuals on a regular basis throughout the peak season. Meals are routinely prepared and served to accommodate small and large groups; this includes serving guests three meals a day, seven days a week, in addition to some holidays. Occasionally, other on-campus (and off-campus) locations require meal, break or beverage service, this includes food preparation, transport and set-up at these various sites.

Qualified applicants excel at working in fast-paced commercial kitchen in a professional, engaging manner as well as being a positive team player. This seasonal position is event driven and will require the employee to work days, nights, weekends and some holidays.

**Duties:**

- Works collaboratively and under the supervision of the Director of Food Services
- Support all phases of banquet serving, table service and dining room operations, including:
  - Maintains safety standards, order and cleanliness in setting up and stocking all work stations; ensures all food is stored and labeled correctly: kitchen (in its entirety), service area(s), dining room(s), food preparation zone(s), beverage station(s), walk-in refrigerator, freezer and dry-goods storage
  - Responsible for maintaining the appearance of the dining room(s) and the service work station(s) within those rooms: banquet line, salad bar, beverage stations, etc.
  - Ensures the quality, presentation and delivery of bulk servings of prepared food and/or plated meals served to guests: both on the banquet line and with table service
  - Follows the prep list of direction(s) with precision and in accordance with the Director's specifications for stocking the salad bar, and other self-serve food and beverage stations used by guests
  - Washing, chopping and sorting ingredients such as: fruits, vegetables, garnishes, etc.
  - Prepare simple dishes such as salads, plating prepared entrees
  - Maintaining the sanitation, cleanliness and appearance of all linens for the dining room(s): tablecloths, napkins, table runners, table skirts, etc.
  - Ironing the linens after they have been laundered
  - Maintaining the inventory and upkeep of the linen storage areas
  - Additional duties will include:
    - Dishwashing tasks: emptying bus buckets, loading the dishwasher, keeping stations stocked with clean cookware and dining ware
    - Maintaining the cleanliness of floors in the kitchen and dining areas
    - Supporting all members of the Schooner Commons team with additional tasks, as needed
    - Reports any situations or problems to the Director for troubleshooting and/or resolutions
    - Contributes to a positive work environment

**Qualifications:**

- Restaurant experience is advantageous, however on-the-job training is provided
- Familiarity and willingness to comply with safe and sanitary food handling and preparations is expected. ServSafe Certification is required, will be offered if necessary, and needs to be obtained within six months of the start date
- Exhibits good manual dexterity skills with the ability to operate cutting tools and kitchen utensils
- Ability to stay patient and positive under the pressures of a commercial kitchen environment
- A team player with outstanding in-person customer service and communication skills with a track record of working collaboratively with others to accomplish goals and common objectives
- Excellent organizational and time management skills with attention to detail and accuracy
- Must possess and maintain a valid Driver's License
- High School Diploma or GED required; a relevant certificate program is beneficial but not necessary

**Preferred Skills and Knowledge**

- Takes direction well from supervisor(s)
- Ability to perform assigned tasks with little supervision when needed
- Ability to acquire new skills as needed

**Physical Effort:**

The position requires physical effort and the ability to lift and carry miscellaneous trays or serving containers of food, buckets of dishes, as well as food cartons weighing up to 50 pounds. It also involves long periods of time standing, moving back and forth, stooping, bending, and repetitive arm movements.

**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.

**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 "Kitchen Prep/Server" 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. Based in Winter Harbor, Maine, on Wabanaki homeland, Schoodic Institute is the largest of 17 National Park Service Research Learning Centers found in the United States. 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.