



2025 Job Title and Description: Dishwasher

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:

The Dishwasher will perform a variety of supportive and janitorial kitchen tasks under the management of the Director of Food Services. They play a key role in our kitchen's operational flow, ensuring all kitchen utensils, cooking equipment and dishes are sanitized properly and readily available for use by kitchen and dining room staff. Additional responsibilities will include keeping all commercial spaces clean and prepared to receive 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.

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
- Primary responsibilities support all phases of dish maintenance including:
 - Maintains safety standards, order and cleanliness in all work stations
 - Ensure all dishes, pots, pans, glasses, utensils, etc. are cleaned and sanitized properly
 - Collect used kitchenware from dining and kitchen areas
 - Keep clean bus buckets available in the dining rooms and regularly empty and/or remove the dirty buckets
 - Scrape and sort dishes before loading them into the dishwashing machine for cleaning
 - Load and unload dishwashing machines
 - Monitor dish machine temperatures during the sanitation wash cycle
 - Wash specific items by hand (to be determined by the Director of Food Services)
 - Store clean dishes, glasses, utensils and other equipment appropriately
 - Set up and breakdown of bus carts and buckets; as well as maintenance and upkeep throughout the shift
 - Ensure there are always enough clean dishes, glasses and utensils available, especially during peak hours
 - Maintain adequate levels of detergent and other cleaning supplies, alert the Director when items need to be reordered and restocked
 - Check dishwashing machines' operation and promptly report any technical/performance issues
- Additional duties will include:
 - Vacuuming and/or sweeping and mopping the kitchen and dining area floors, especially in the event that something is spilled or broken
 - Emptying and sanitizing trash and recycling bins, sorting, disposing and running items out to the dumpster
 - Assisting the Lead Server with receiving deliveries from distributors; shelf and store items as directed in the appropriate locations: dry goods, walk-in cooler and freezer
 - Supporting other members of the Schooner Commons team with other tasks, as needed: such as food prep, cleaning, restocking stations

- Reports any situations or problems to the Director for troubleshooting and/or resolutions
- Contributes to a positive work environment

Qualifications:

- Minimal experience is needed and training is provided
- Willingness to comply with all safety standards. ServSafe Manager Certification will be offered if necessary, and would need to be obtained within six months of the start date
- Ability to work well under the pressures of a commercial kitchen environment
- A team player with good communication and customer service skills
- Excellent organizational and time management abilities with attention to detail and accuracy

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 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 to full-time, hourly, non-exempt position located at 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 "Dishwasher" 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.