



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

Position Summary:

Under the management of the Director of Food Services, the Banquet Server/Food Prep role supports the daily operations of Schooner Commons ensuring a high-quality dining experience for up to 120 guests during the peak season. This fast-paced, event-driven position involves food preparation, meal service, and facility maintenance.

Beyond the main dining hall, you will occasionally manage food preparation, transport, and setup for snacks and beverage service at various on-campus and off-campus locations.

We seek a positive team player who thrives in a fast-paced commercial kitchen. You must be prepared to engage professionally with guests, visitors and staff; responding quickly and helpfully to questions.

Flexibility in this role is essential, as shifts are dictated by our booking calendar and include days, nights, weekends, and holidays.

Primary Responsibilities:

- **Service & Setup:** Execute banquet and table service; set up and restock stations (salad bar, beverages, etc.); transport food to various on/off-campus locations.
- **Food Preparation:** Wash, chop, and prep ingredients; assemble simple dishes and plates according to Director specifications.
- **Cleanliness & Sanitation:** Maintains all safety standards with labeled, organized, cleanliness of kitchen and dining area(s); perform dishwashing and floor cleaning.
- **Linen Management:** Wash, iron, and organize dining room linens (tablecloths, napkins).
- **Teamwork:** Collaborate with the kitchen team to solve problems and maintain a positive work environment.

Qualifications:

- **Experience:** Restaurant experience preferred, but on-the-job training is provided.
- **Certification:** ServSafe Certification required (can be obtained within 6 months of hire).
- **Skills:** Manual dexterity for knife work; strong time management; ability to remain patient under pressure.
- **Customer Service:** Collaborative team player with excellent communication skills and a proven track record of meeting shared goals
- **Requirements:** Valid Driver's License and High School Diploma/GED.

Working Conditions

- **Physical Effort:** Ability to stand for long periods, repetitive movements and the ability to lift and carry up to 50 lbs.
- **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.
- **Tobacco Policy:** Smoke-free campus; smoking/vaping permitted only in designated outdoor areas.

Employment Details:

Position: Seasonal (Part-Time to Full-Time options available)

Classification: Hourly; Non-Exempt

Location: Schoodic Institute at Acadia National Park, Winter Harbor, Maine

Compensation: Competitive hourly rate (commensurate with experience)

Benefits: Seasonal Paid Time Off (PTO) is available

How To Apply:

Complete the online application or submit a resume and cover letter to search@schoodicinstitute.org with the subject line **“Kitchen Prep/Server”** 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. Based in Winter Harbor, Maine, on Wabanaki homeland, Schoodic Institute is the largest of 18 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.