



2026 Job Title and Description: Chef/Cook (*Breakfast, Lunch and/or Dinner*)

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 Chef/Cook supports the daily operations at Schooner Commons to deliver an exceptional dining experience. This fast-paced, event-driven role requires preparing high-quality, nutritious meals for up to 120 guests during peak season. The successful candidate will be adept at navigating diverse dietary restrictions and age-specific requirements.

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 regarding menu ingredients and dietary restrictions.

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

Primary Responsibilities:

- **Culinary Leadership:** Lead shift teams in preparing high-quality meals and snacks for daily service and special events (on and off-campus).
- **Menu & Dietary Management:** Partner with the Director of Food Services to develop menus that accommodate diverse dietary restrictions and all age groups.
- **Safety & Compliance:** Train staff and oversee strict adherence to sanitation standards, Maine state laws and regulations.
- **Financial Stewardship:** Assist the Director with maintaining inventory and purchasing to control costs and minimize waste.
- **Operational Excellence:** Maintain a professional demeanor with visitors, staff, and vendors, prioritizing exceptional customer service.
- **Flexible Availability:** Work shifts that include weekends and holidays as needed.

Qualifications:

- **Experience:** 2–5 years in food service, restaurant operations, or a related field.
- **Supervisory Skills:** Proven ability to lead a team and provide professional references.
- **Certification:** Current ServSafe certification (or willingness to obtain and display one immediately).
- **Adaptability:** Deep understanding of current culinary trends and a wide array of dietary needs (e.g., allergies, vegan, gluten-free).

- **Communication:** Strong interpersonal skills with a commitment to treating all guests and staff with respect.
- **Autonomy:** Ability to work independently while contributing to a collaborative team environment.
- **Requirements:** Valid Driver's License and High School Diploma/GED. A relevant certification program is beneficial but not required.

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 **"Chef/Cook"** 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.