



**2026 Job Title and Description:** Seasonal Housekeeper

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

**Supervisor:** Housekeeping Manager

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

**Position Summary:**

Under the direction and supervision of the Housekeeping Manager, the Seasonal Housekeeper ensures guest rooms and campus facilities to the highest professional standards. This hands-on role is vital to the guest experience, requiring a dedicated physical presence during our peak season (April–November).

To ensure efficiency and safety, assignments are typically completed in pairs following established procedures for campus apartments and facilities. While tasks are generally recurring, candidates must be adaptable to fluctuating turnover times driven by guest volume and reservation needs.

As a key and visible member of the hospitality team, you will provide outstanding customer service and represent Schoodic Institute professionally when interacting with guests, staff, and National Park Service partners.

Schedules are event-driven and developed based on guest reservations. Flexibility is essential in this role, as shifts include a mix of early mornings, evenings, and weekends.

**Primary Responsibilities:**

- **Campus-Wide Cleaning:** Collaborate with the team to provide high-quality housekeeping for all lodging (apartments, cabins, bunkhouses), dining facilities, classrooms, and offices.
- **Seasonal Deep Cleaning:** Perform thorough "Spring Opening" and "Fall Closing" procedures to prepare seasonal units for occupancy or winterization.
- **Room Turnover & Reporting:** Provide real-time updates on room status to ensure the reservation system is accurate and units are ready for daily inspection.
- **Guest Support:** Assist with key collection and guest evaluations; promptly report lost and found items, guest requests, or immediate concerns to management.
- **Inventory & Maintenance:** Monitor and restock housekeeping closets; perform light maintenance (e.g., changing light bulbs) and report any facility deficiencies or broken equipment.
- **Safety & Compliance:** Adhere to strict safety protocols in all tasks, ensuring full compliance with SDS and OSHA regulations.

**Qualifications:**

- **Experience:** Previous commercial housekeeping or hospitality experience is preferred, especially in high-volume environments.
- **Reliability:** Must be a punctual, dependable team player with a commitment to providing outstanding service to all guests.
- **Autonomy:** Ability to follow detailed instructions while working independently with minimal supervision when required.
- **Adaptability:** A proactive learner with a willingness to acquire new skills and adapt to changing campus needs.
- **Mobility:** Must possess and maintain a valid Driver's License to navigate between campus facilities.

- **Education:** High School Diploma or GED required. Professional housekeeping certifications are a plus but not mandatory.

**Physical Effort:**

- Ability to lift, carry, and relocate materials or equipment weighing up to 25 pounds. This includes the occasional repositioning and moving of furniture.
- Capacity for considerable walking and standing for extended periods. The role requires navigating a large, widespread campus efficiently and in a timely manner.
- Frequent bending, stooping, reaching, and repetitive arm movements are necessary to complete cleaning and maintenance tasks.
- Ability to move between various indoor and outdoor facilities across the Schoodic Institute campus in all weather conditions.

**Working Conditions**

- **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](mailto:search@schoodicinstitute.org) with the subject line **“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. 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.