

Schoodic Institute
P. O. Box 277
Winter Harbor, Maine 04693

Position Description – Effective January 1, 2019

Title: Housekeeper

Reports To: Housekeeping Manager or Assistant Housekeeping Manager

About Schoodic Institute: Schoodic Institute at Acadia National Park is a 501(c) 3 non-profit organization with a mission to guide present and future generations to greater understanding and respect for nature by providing research and learning opportunities through its outstanding Acadia National Park setting, unique coastal Maine facilities, and innovative partnership programs.

Schoodic Institute is based in the Schoodic District of Acadia National Park. The Institute partners with the National Park Service to support of science and education initiatives throughout the Park and the region and manages the Schoodic Education and Research Center campus. Schoodic Institute is a regional catalyst for ecosystem research and education, linked to Acadia's powerful opportunity to reach millions of visitors.

Education and research at Schoodic Institute are deliberately intertwined, with experts, students, and participants of all ages contributing and learning through innovative Citizen Science projects. Programs at Schoodic Institute focus on improving knowledge of and interest in science, technology, engineering, and mathematics (STEM) while connecting people of all ages to nature through both art and research that informs natural resource managers in a time of rapid environmental change.

Introduction:

This position is a seasonal position located at the Schoodic Education and Research Center in the Schoodic Section of Acadia National Park in Winter Harbor, Maine.

Major Duties:

- Responsible for cleaning all lodging units (2-bedroom, 4-bedroom, cabins, suites, bunkhouse), Schooner Commons Dining Rooms, Moore Auditorium and breakout rooms, Operations Building, Wright Hall, Eliot Hall, Dorr Classroom and other areas as assigned by Head Housekeeper.
- Cleaning includes routine cleaning during the in-season (May-November).
- Fall cleaning for unit closure.
- Spring cleaning for opening of units prior to in-season.
- Other duties as assigned.

Skills and Knowledge Required:

Knowledge of cleaning standards, OSHA and MSDS procedures and standards.

Knowledge of basic customer service practices and organizational skills a must.
Excellent interpersonal skills.

Responsibility

Work is generally recurring and similar in nature, however, the individual needs and volume of booking organizations may cause variances in the turnover time of units and cleaning schedules required for all areas of responsibility.

Cleaning assignments will be made on an as-needed basis by the Head Housekeeper. Work will typically be done by teams of two or more people per assignment. Team members will vary depending on workload and staff schedules. It is expected that the work will be performed in accordance with the cleaning procedures outlined in the *Housekeeping Cleaning Procedures Guideline*, as well as, in accordance with the direction given by the Head Housekeeper.

The Head Housekeeper is responsible for all housekeeping matters.

The employee is expected to perform as a critical member of the housekeeping team. The consistent and standardized goals and outcome in specific areas of responsibility is imperative.

Physical Effort:

The work requires some lifting and relocation of material/equipment to various campus facilities, typically up to 25lbs. Considerable walking, stooping, bending, stair climbing and arm movement is required. Some movement of furniture or lifting may be necessary. Due to the widespread location of SERC facilities the employee is required to move back and forth and around campus in an expedient and timely manner.

Working Conditions:

It is expected that workers will be professional at all times in their relationships with all other Schoodic Institute Staff, National Park Service Staff and guests.

Dress is appropriate to the work being done. At no time is employee permitted to wear flip-flops, halter tops, or any clothing that could be considered a safety hazard. Please refer to the SERC Institute Dress Code Policy for more specific detail.

Smoking is NOT permitted in any campus building, facility or agency vehicle. Cigarette butts must be disposed of in proper receptacles.

Employee must possess and maintain a valid state of Maine driver's license.