



**PENDLE HILL**  
A Quaker Study, Retreat, and Conference Center

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## November 2018

**POSITION:** Cook/Garden Supervisor

**REPORTS TO:** Dining Services Manager

**SUPERVISES:** Garden Volunteers

**GENERAL SUMMARY:** The Cook/Garden Supervisor cooks as part of the kitchen team and designs and institutes a working relationship between Pendle Hill's community kitchen and its organic garden. The Cook/Garden Supervisor's work is split between the kitchen (approximately 60%) and the garden (approximately 40%) with the needs of food service taking top priority. The responsibilities and how they are divided will vary with the season and the needs of the kitchen staff.

Depending on the season, the Cook/Garden Supervisor shares in the responsibility for planning and cooking three meals a day for a community. The number of patrons for each meal fluctuates from approximately 30 to 120 persons due to number of guests and residents on campus at a given time. Cooks exhibit care, great time management and an ability to work as a team that includes highly experienced and novice kitchen workers.

Garden responsibilities include incorporation of our garden produce and outside local foods, storage of the harvest, and coordinating the use of our community labor. Our goal is to foster and sustain a holistic, cost-effective, land-centered food ethic that nurtures the body and spirit of the Pendle Hill community in accordance with our food philosophy and Quaker Testimonies.

**WORKING ENVIRONMENT:** Pendle Hill is a Quaker study, retreat and conference center that offers programs to people of all faiths and backgrounds. Pendle Hill offers residential, commuter, and online study programs, weekend workshops and retreats, conferences, scholarship opportunities, publications, bookstore, and rental space on our beautiful 24-acre campus. Pendle Hill is a fragrance-free, pet-free community.

## DUTIES AND RESPONSIBILITIES:

### Kitchen:

1. Plan and prepare meals (breakfast, lunch and dinner) including set up, service and break down.
2. Provide kitchen leadership on occasional shifts.

3. Review and perform tasks from the daily prep sheet.
4. Execute quality control in collaboration with the other cooks.
5. Assist in maintaining staple items inventory (e.g. bread, granola, yogurt, brownies etc.)
6. Receive deliveries and note any errors on the invoices.
7. Share oversight of organization and maintenance of kitchen, walk-in refrigerator and storerooms.
8. Maintain and promote kitchen practices under the guidance of the Dining Services Manager.
9. Maintain standards of cleanliness and participate directly in cleaning and maintenance.
10. Participate in the work of catered events.
11. Prepare and test recipes for publication on request.
12. Other duties as required.

**Garden:**

1. Plan the year-round operation of the organic garden in consultation with the Dining Services Manager.
2. Oversee and participate in the planting, care, and harvesting of vegetables, fruits, and herbs, including management of fertility irrigation and organic pest and disease control.
3. Organize, supervise, teach, and schedule those staff who have daily chores in the garden and work crews utilizing interns and volunteer labor.
4. Maintain (and as necessary, procure) garden tools, seeds, other equipment and supplies.
5. Maintain the cob greenhouse and hoop house.
6. Maintain the composting system and the till-free "hugelkulture" beds.

**REQUIRED QUALIFICATIONS**

- Experience successfully cooking for large groups in restaurants, cafeterias, or similar settings.
- Highly organized with good time-management skills.
- Valid driver's license.
- Ability to lift 50lbs.
- An understanding of processing and preserving garden produce.
- Ability to bake bread and prepare homemade desserts.
- Ability to work under pressure.
- Knowledge of food preservation and season extension.
- Experience in organic gardening practices including garden planning and plant propagation through harvesting.
- Experience in the safe use of hand tools, rototillers and other equipment.
- Experience with garden food processing.
- A willingness to work irregular weekly, weekend and holiday hours.

**DESIRED QUALIFICATIONS**

- A working knowledge of plant-based, sustainable nutrition.
- Familiarity with raising chicken/poultry; aquaponics, and other “green” elements of farm-to-table work.

**EXPECTATIONS OF ALL PENDLE HILL EMPLOYEES:**

- A highly welcoming attitude and willingness to provide hospitality for members of, and visitors to, the Pendle Hill community. Openness to a wide range of spiritual beliefs and experiences, cultural backgrounds and practices, and differences (of all kinds).
- Familiarity with Quaker faith and practices, and a commitment to learning more and/or a willingness to gain, deepen, and nurture such knowledge.
- Appreciation of the role of Quakerism in the mission of Pendle Hill. Please see our mission, vision, and values statements as part of familiarizing yourself with Pendle Hill.

**TIME EXPECTATIONS:** This is a full-time, non-exempt position. Typical shifts will be 10am to 6pm Thursday through Monday. Advanced notice will be given for weeks or days when different timing will be required. Full-time staff at Pendle Hill spend a few work hours each week contributing to the community through meal time, housekeeping, or maintenance work.

**COMPENSATION AND BENEFITS:** \$26,500 yearly compensation plus benefits including medical, dental and life insurance, a retirement plan, generous paid vacation days (20), sick days (15), and holidays (10), the opportunity to obtain a Swarthmore College ID card, which enables access to the Swarthmore library and recreational facilities, and the opportunity to take Pendle Hill courses for free. Overall taxable compensation may also include on-campus residence and board (depending on the availability of housing, at Pendle Hill’s discretion).

**NONDISCRIMINATION POLICY:** Pendle Hill appoints individuals without discrimination based on color, ethnicity, race, sexual orientation, class, gender identity or expression, pregnancy, age, national origin, ancestry, ability, marital status, domestic partnership or civil union status, religious affiliation, or any other category protected by law. Pendle Hill recognizes that some of these categories are social constructs, not rooted in science. Our aim is to be inclusive and affirming.

**BACKGROUND CHECKS:** Pendle Hill will conduct a background check for all candidates prior to hire.

**INTERESTED?** Please submit a current resume; contact information for three references, two of which are people who have supervised your work (we will not contact your references without checking with you first); and a cover letter describing your qualifications, including how you heard about the position (resumes received without a cover letter will not be considered), to Hannah Mayer, 338 Plush Mill Road, Wallingford, PA 19086 or hmayer@pendlehill.org. Please put Cook/Garden Supervisor and your last

name in the email subject line. Review of applications will begin on December 3<sup>rd</sup> and continue until the position is filled, with an anticipated start date of December 15<sup>th</sup>.