



# PENDLE HILL

A QUAKER STUDY, RETREAT & CONFERENCE CENTER

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## FEBRUARY 2016

**POSITION:** Cook

**REPORTS TO:** Dining Services Manager

**GENERAL SUMMARY:** The Cook position shares in the responsibility for planning and cooking meals. The cooking work is shared with three other full-time kitchen staff members. Meals are prepared from raw ingredients sourced from our organic garden and local farms. Breakfast, lunch and dinner are served buffet style; meal counts range from 30 to 150 people.

While the Director of Operations is responsible for the long-term strategy for kitchen/dining services, the kitchen staff have primary responsibility for day-to-day kitchen functions under the supervision of the Dining Services Manager. All cooking staff plan and work as a team with shared responsibilities.

**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 23-acre campus. Pendle Hill is a fragrance-free, pet-free community.

### DUTIES AND RESPONSIBILITIES:

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 off the daily prep sheet.
4. Shares responsibility for quality control 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. Shares oversight of organization and maintenance of kitchen, walk-in refrigerator and storerooms.
8. Maintains and promotes kitchen policies in cooperation with the Director of Operations and the Dining Services Manager.
9. Maintains standards of cleanliness and participates directly in cleaning maintenance.
10. Participates in the work of catered events.

11. Prepares and tests recipes for publication on request.
12. Other duties as required.

**REQUIRED QUALIFICATIONS:**

1. Experience successfully cooking for large groups.
2. A working knowledge of healthy nutrition and sustainable food practices.
3. Valid driver's license.
4. Ability to lift 50lbs.
5. An understanding of processing and preserving garden produce.
6. Ability to bake bread and prepare homemade desserts.
7. Ability to work under pressure.
8. Ability to work with a wide range of staff, students, and volunteers.
9. A willingness to work irregular and weekend hours.

**EXPECTATIONS OF ALL PENDLE HILL EMPLOYEES:**

1. A 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.
2. Familiarity with Quaker faith and practices, and/or a willingness to gain and deepen such knowledge.
3. Appreciation for the role of Quakerism in the mission of Pendle Hill. Please see our mission, vision, and value statements as part of familiarizing yourself with Pendle Hill.

**TIME EXPECTATIONS:**

This is a full-time, exempt position. Residence on the Pendle Hill campus is preferred. 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:** Compensation includes cash salary and benefits together with medical and dental insurance, retirement, generous paid vacation and holidays, and the opportunity to take Pendle Hill courses for free or at a significantly discounted rate. Compensation may also include on-campus residence and board (depending on the availability of housing, at Pendle Hill's discretion).

The opportunity to obtain a Swarthmore College ID card, which will enable you to access the Swarthmore library and recreational facilities.

Thanks to a partnership with FGC, employees receive a 20 percent discount at the *QuakerBooks* bookstore at Pendle Hill.

**NONDISCRIMINATION POLICY:**

Pendle Hill encourages the participation of all and seeks to appoint to its staff individuals of diverse backgrounds and to do so without discrimination on the

basis of gender, religion, race, color, age, sexual orientation, disability, national origin or any other category protected by law.

**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, at least one of which is someone who has supervised your work; and a cover letter describing your qualifications (including how you heard about the position) to Martie McBreen at Pendle Hill, 338 Plush Mill Road, Wallingford, PA 19086 or [mmcbreen@pendlehill.org](mailto:mmcbreen@pendlehill.org). Please put Cook Position and your last name in the email subject line.

Review of applicants will begin February 28, 2016 and continue until the position is filled.