



PENDLE HILL

A QUAKER CENTER STUDY, RETREAT AND CONFERENCE CENTER

338 Plush Mill Road
Wallingford, PA
19086-6023
(610) 566-4507
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POSITION: Kitchen Porter – Part Time

REPORTS TO: Dining Services Manager

GENERAL SUMMARY: Kitchen Porters provide cleaning and food preparation duties in the kitchen and dining room at Pendle Hill serving up to 130 people per meal. Work hours vary.

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. Cleaning of work areas, furnishings, and equipment within kitchen and dining rooms.
2. Collecting and washing pots, pans, plates, and cutlery, and returning them quickly to their storage places for reuse.
3. Washing and disinfecting work surfaces, appliances, and walls.
4. Unloading of food deliveries and organizing of stock rooms, refrigerators, and freezers.
5. Removal of trash, recycling, and composting.
6. Sweeping and mopping floors.
7. Other duties as assigned.

DESIRED QUALIFICATIONS:

1. Ability to work quickly and efficiently in a fast-paced environment.
2. Ability to follow instructions, take initiative, work independently, and to work as part of a team.
3. Willingness to work irregular weekly and weekend hours, including holidays.
4. Good verbal communication skills, and the ability to train others.
5. Knowledge of sanitation and cleanliness and/or the ability to learn.
6. Ability to lift up to 50 lbs.

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 part-time, nonexempt position (Add percentage; numbers of days a week, etc.)

COMPENSATION AND BENEFITS: Compensation includes hourly wage and some meals as part of taxable compensation. Part-time employees who work at least 1,000 hours per fiscal year are eligible to participate in Pendle Hill's retirement plan.

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 contact Jason DiFilippo, Dining Services Manager at 610-566-4507 x139.