



PENDLE HILL  
A QUAKER STUDY, RETREAT & CONFERENCE CENTER

338 Plush Mill Road  
Wallingford, PA  
19086-6023  
(610) 566-4507  
FAX (610) 566-3679  
www.pendlehill.org

**JULY 2016**

**POSITION:** Cook/Gardener

**REPORTS TO:** Dining Services Manager

**GENERAL SUMMARY:** The Cook/Gardener, under the supervision of the Dining Services Manager, cooks and also designs and institutes a working relationship between Pendle Hill's organic garden and its community kitchen. This includes the incorporation of our garden produce and outside local foods, the storage of the harvest, and 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. The Cook/Gardener work is split between the garden and the kitchen; the responsibilities and how they are divided will vary greatly with the season and the needs of the kitchen staff.

Depending on the season, the Cook/Gardener shares in the responsibility for planning and cooking three meals a day, year round, for a community that varies in size from approximately 30 to 120 persons. The variance in the number of meals is due to fluctuations in conference and retreat guest numbers, in addition to our resident community of staff and scholars.

While the Director of Operations is responsible for the long-term strategy of kitchen/dining services, and the Dining Services Manager has the major responsibility for day-to-day kitchen management and supervision, all cooking staff plan and work as a team with shared responsibilities as assigned by the Manager.

**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:**

**Garden:**

1. Plans the year round operation of the organic garden in consultation with the Dining Services Manager.
2. Oversees and participates in the planting, care, and harvesting of vegetables, fruits, and herbs including management of fertility irrigation and organic pest and disease control.

3. Organizes, supervises, teaches, and schedules work crews utilizing interns and volunteer labor.
4. Maintains and orders garden tools, seeds, other equipment and supplies.
5. Maintains the cob greenhouse, hoop house, chicken coop and aquaponics system.
6. Maintains the composting system, (hugelkulture beds).
- 7.

**Kitchen:**

1. Incorporates the use of local produce and our garden harvest into food service in cooperation with the Dining Services Manager.
2. Plans and prepares meals including set-up and clean-up.
3. Shares responsibility for quality control with the other cooks.
4. Shares oversight of organization and maintenance of kitchen and storerooms.
5. Maintains high standards of cleanliness.
6. Assist Dining Services Manager as needed, including providing coverage in their absence.

**REQUIRED QUALIFICATIONS:**

1. Experience in organic gardening practices including garden planning and plant propagation through harvesting.
2. Experience in the safe use of hand tools, rototillers and other equipment.
3. Excellent knife skills.
4. Knowledge of food preservation and season extension.
5. Experience with garden food processing.
6. Employment experience cooking for large groups.
7. Though usually working on a set schedule, a willingness to work irregular weekly and weekend hours is required.
8. Ability to work under pressure.

**DESIRED QUALIFICATIONS:**

1. A working knowledge of nutrition is very desirable.
2. Ability to bake bread and prepare homemade desserts a plus.
3. Ability to cooperatively and cheerfully work alongside people in a range of roles in the kitchen (staff, interns, and volunteers).
4. Experience with raising chicken/poultry; aquaponics, various “green” elements of farm to table work.

**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. 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 including medical and dental insurance, retirement, generous paid vacation and holidays, and the opportunity to take Pendle Hill courses for free.

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 appoints individuals without discrimination on the basis of color, ethnicity, race, sexual orientation, gender identity or expression, pregnancy, age, national origin, ancestry, disability, marital status, domestic partnership or civil union status, religious affiliation, or any other category protected by law. Pendle Hill recognizes that a number of these categories are social constructs, not rooted in science. The 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 Martie McBreen at Pendle Hill, 338 Plush Mill Road, Wallingford, PA 19086 or [mmcbreen@pendlehill.org](mailto:mmcbreen@pendlehill.org). Please put Cook/Gardner and your last name in the email subject line.

Review of applicants will begin on August 10, 2016. Position starts as soon as possible.