



PENDLE HILL

A QUAKER CENTER STUDY, RETREAT AND CONFERENCE CENTER

338 Plush Mill Road
Wallingford, PA
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(610) 566-4507
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OCTOBER 2017

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 (where up to 130 people per meal are served). Work hours are for the breakfast shift: 6:30 a.m. to 12:00 Noon, including weekends and some weekdays.

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 and rental space on our beautiful 24-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.

REQUIRED 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 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).
2. Familiarity with Quaker faith and practices, and a commitment to learning more and/or a willingness to gain, deepen, and nurture such knowledge.
3. Appreciation of the role of Quakerism in the mission of Pendle Hill.

TIME EXPECTATIONS: This is a part-time, non-exempt position.

COMPENSATION AND BENEFITS: Compensation includes hourly wage (\$12.00 per hour) 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.

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 letter explaining your interest and qualifications and include contact information for two references, to Martie McBreen at Pendle Hill, 338 Plush Mill Road, Wallingford, PA 19086 or mmcbreen@pendlehill.org. Please put Kitchen Porter and your last name in the email subject line.

Review of applicants will begin on November 9th and continue until the position is filled, with an anticipated start as soon as possible or in December 2017.