



PENDLE HILL

A QUAKER CENTER STUDY, RETREAT AND CONFERENCE CENTER

338 Plush Mill Road
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JANUARY 2018

POSITION: Kitchen Porter

REPORTS TO: Dining Services Manager

GENERAL SUMMARY: Kitchen Porters provide cleaning, dishwashing, and basic food preparation duties in the kitchen and dining room at Pendle Hill (where up to 130 people per meal are served).

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. Setting-up breakfast as needed, and some food preparation support.
3. Collecting and washing pots, pans, plates, and cutlery, and returning them quickly to their storage places for reuse.
4. Washing and disinfecting work surfaces, appliances, and walls.
5. Unloading of food deliveries and organizing of stock rooms, refrigerators, and freezers.
6. Removal of trash, recycling, and composting.
7. Sweeping and mopping floors.
8. Coordinating staff and resident daily jobs.
9. 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 at times, 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 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 other differences.
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 full-time, salaried, nonexempt position which frequently includes evening and weekend hours, and work on holidays. All full-time staff members spend a few work hours each week contributing to the community through meal time, housekeeping or maintenance work (“daily jobs”).

The schedule for this position will generally be Wednesday through Sunday, 12 noon to 8 p.m., with Monday and Tuesday off. Occasional earlier shifts should be expected.

COMPENSATION AND BENEFITS: \$23,000 yearly salary and benefits including medical and dental insurance, retirement match, generous paid vacation (20) and (10) holidays, and the opportunity to take Pendle Hill courses for free or at a significantly discounted rate. Overall taxable compensation may also include on-campus residence and board (depending on the availability of housing, at Pendle Hill’s discretion). For this position, residence on the Pendle Hill campus is strongly preferred.

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

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 Hannah Mayer at Pendle Hill, 338 Plush Mill Road, Wallingford, PA 19086 or hmayer@pendlehill.org. Please put Kitchen Porter and your last name in the email subject line.