



PENDLE HILL
A Quaker Study, Retreat, and Conference Center

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July 2018

POSITION: Cook

REPORTS TO: Dining Services Manager

SUPERVISES: None

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, a bookstore, and rental space on our beautiful 24-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 people who have a wide range of kitchen abilities: staff, interns and volunteers.
9. A willingness to work irregular and weekend hours.

EXPECTATIONS OF ALL PENDLE HILL EMPLOYEES:

- 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).
- Familiarity with Quaker faith and practices, and a commitment to learning more and/or a willingness to gain, deepen, and nurture such knowledge.
- Appreciation of the role of Quakerism in the mission of Pendle Hill. Please see our mission, vision, and values statements as part of familiarizing yourself with Pendle Hill.

TIME EXPECTATIONS: This is a full-time, non-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: \$26,500 yearly compensation plus benefits including medical, dental and life insurance, a retirement plan, generous paid vacation days (20), sick days (15), and holidays (10), the opportunity to obtain a Swarthmore College ID card, which enables access to the Swarthmore library and recreational facilities, and the opportunity to take Pendle Hill courses for free. Overall taxable compensation may also include on-campus residence and board (depending on the availability of housing, at Pendle Hill's discretion).

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

Review of applications will begin on July 24th and continue until the position is filled.