



PENDLE HILL

A Quaker Study, Retreat, and Conference Center

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February 2019

POSITION: Assistant Dining Services Manager

REPORTS TO: Dining Services Manager

SUPERVISES: Gives oversight and guidance to kitchen staff in the absence of Dining Services Manager.

GENERAL SUMMARY: The Assistant Dining Services Manager (ADSM) supports the Dining Services Manager (DSM) in efficient management of the food service operation of Pendle Hill. This includes planning and cooking three meals a day, year-round, for meal service that varies in size from approximately 20 to 120 persons, maintaining a collegial and caring environment, and presenting Pendle Hill's values as they are expressed through dining services (such as locally sourced and non-processed foods). The Assistant Dining Services Manager takes on all duties of the Dining Services Manager in his or her absence. All members of the cooking staff work as a team with several 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, bookstore, and rental space on our beautiful 24-acre campus. Pendle Hill is a fragrance-free, pet-free community.

DUTIES AND RESPONSIBILITIES:

1. Assists with scheduling work shifts for kitchen staff.
2. Supervises staff in the absence of Dining Services Manager.
3. Plans and prepares meals with "healthy, sustainable and delicious" as the aim for each meal
4. Sets up, introduces, and cleans-up meal services.
5. Shares responsibility for quality control with the other cooks
6. Does occasional ordering and receiving
7. Helps keep the kitchen and storerooms organized, well stocked, and clean.
8. Understands and upholds ServSafe and OSHA standards for maintenance of health, safety, cleanliness and risk avoidance in the kitchen and adjacent areas.
9. Maintains standards of cleanliness regarding clean work spaces/surfaces and equipment.
10. Bakes bread and instructs others in how to bake.
11. Prepares homemade refreshments and desserts.

12. Supports occasional catered events.
13. Exhibits warmth, friendliness and receptivity to all diner questions.

REQUIRED QUALIFICATIONS:

1. Some experience in kitchen management, including supervising and participating in all phases of food handling: preparation and processing, portion control, recording inventories, ordering and receiving, menu planning, and creating recipes.
2. Some experience in team management and supervision of personnel.
3. Experience professionally cooking for small and large groups (from 20 to 120 people).
4. A working knowledge of nutrition.
5. An understanding of processing and preserving garden produce.
6. A demonstrated ability to work under pressure amidst competing priorities; be flexible and work well with a wide range of people (such as the colleagues, guests, and interns or other trainees).
7. The ability to work irregular weekly and weekend hours.
8. Valid driver's license.
9. Ability to lift up to 50lbs.

DESIRED QUALIFICATIONS:

- Experience with OSHA/ServSafe standards.
- Ability to bake bread and prepare homemade desserts.
- Experience in a dining service environment that is part of a larger organization.

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. Residence on the Pendle Hill campus is strongly preferred.

COMPENSATION AND BENEFITS: \$30,000-\$32,000 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 Assistant Dining Services Manager and your last name in the email subject line.

Review of applications will begin in February and continue until the position is filled, with an anticipated start date at the end of March.