



# PENDLE HILL

A Quaker Study, Retreat, and Conference Center

338 Plush Mill Road  
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[www.pendlehill.org](http://www.pendlehill.org)

**May 2019**

**POSITION:** Cook

**REPORTS TO:** Dining Services Manager

**SUPERVISES:** None

**GENERAL SUMMARY:** The Cook position shares in the responsibility for planning and cooking three meals a day, year-round, for buffet-style meal service that varies in size from approximately 10 to 120 persons. Meals are prepared under the supervision of the Dining Services Manager using raw ingredients sourced from our organic garden and local farms. All cooking staff, including Porters, Cooks, Shift Supervisors, and the Dining Services Manager, 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. Assist in planning and preparing meals with “healthy, sustainable and delicious” as the aim for each meal.
2. Set up, introduce, and clean up meal service in collaboration with other kitchen staff.
3. Review and perform tasks from the daily prep sheet.
4. Provide leadership in satellite kitchen location as needed.
5. Perform quality control as needed.
6. Assist in maintaining staple items inventory (e.g. bread, granola, yogurt, brownies etc.)
7. Bake bread and prepare homemade refreshments and desserts as needed.
8. Receive food deliveries, ensuring full delivery and proper food quality.
9. Maintain the organization of kitchen, walk-in refrigerator, and storerooms, as well as standards of cleanliness for all kitchen work spaces / surfaces and equipment.
10. Maintain and promote kitchen policies in cooperation with the Dining Services Manager.
11. Participate in the work of catered events.
12. Prepare and test recipes for publication on request.
13. Exhibit a friendly, helpful demeanor with diners.

14. Other duties as required.

### **REQUIRED QUALIFICATIONS**

1. Experience cooking for large and small groups (from 10 to 120 people).
2. A working knowledge of healthy nutrition and sustainable food practices.
3. An understanding of processing and preserving garden produce.
4. Ability to bake bread and prepare homemade desserts.
5. Valid driver's license.
6. Ability to lift 50lbs.
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](mailto:hmayer@pendlehill.org). Please put Cook and your last name in the email subject line.

Review of applications will begin on May 24<sup>th</sup> and continue until the position is filled, with an anticipated start date on June 15<sup>th</sup>, 2019.