



PENDLE HILL

A Quaker Study, Retreat, and Conference Center

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November 2019

POSITION: Weekend Maintenance Associate – Part-time

REPORTS TO: Facilities Manager

GENERAL SUMMARY: The Weekend Maintenance Associate (WMA) helps provide needed repairs and maintenance to our buildings and helps steward the campus aesthetic and functionality for Pendle Hill visitors. The work includes both emergency maintenance and preventive maintenance. This person attends to daily checklists and alerts the managers about repair needs they observe (urgent and non-urgent). This position is a great opportunity for someone who wants to build their facilities management skills, or for someone with well developed skills to work in a friendly non-profit environment!

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 conference rental space on our beautiful 24-acre campus. Pendle Hill is a fragrance-free, pet-free community.

DUTIES AND RESPONSIBILITIES:

1. Provides hands-on assistance in the maintenance of facilities including use of tools, equipment, and machinery on a daily basis.
2. Uses high levels of energy and focus to accomplish scheduled maintenance lists.
3. Responds helpfully to priorities, breakdowns, and changes in scheduled maintenance.
4. Alerts the manager of recommended additions to task lists.

REQUIRED QUALIFICATIONS:

1. Knowledge and experience based on:
 - a. Previous maintenance skills
 - b. Ability to give quality care to buildings and equipment.
 - c. Ability to fix broken or overflowing toilets
2. Current driver's license.
3. Excellent time management skills.
4. Ability to lift 50 pounds.
5. Ability to work weekends.
6. Willingness to work occasional irregular hours (e.g. due to snowstorms).
7. Ability to work independently.

DESIRED QUALIFICATIONS:

1. Familiarity with maintaining and completing periodic maintenance lists.
2. Experience in formulating a plan of action and working toward a goal.
3. Ability to do ladder work.
4. Interest in learning new maintenance skills.

EXPECTATIONS OF ALL PENDLE HILL EMPLOYEES:

1. A 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.
2. Familiarity with Quaker faith and practices, and/or a willingness to gain and deepen such knowledge.
3. Appreciation for the role of Quakerism in the mission of Pendle Hill. Please see our mission, vision, and value statements as part of familiarizing yourself with Pendle Hill.

TIME EXPECTATIONS: This is a part-time, non-exempt position that is scheduled for weekend work. We are offering two schedules to pick from; a 3-day schedule - Friday through Sunday, 9:00 a.m.- to 5:00 p.m.; or a 4-day schedule - Thursday through Sunday with the same daily hours.

COMPENSATION AND BENEFITS: Both schedules pay \$20.00 per hour. The 4-day schedule benefits include affordable medical, and dental insurance, a matching retirement savings plan, 16 paid vacation days per year, a maximum of 12 paid sick days per year, 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.

The 3-day schedule benefits include three days paid time off per year, the matching retirement savings plan, the Swarthmore College ID card and Pendle Hill courses for free.

NONDISCRIMINATION POLICY: Pendle Hill hires 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 conducts a background check for all candidates prior to hire.

INTERESTED? Please submit a current resume, contact information for three references (two of whom have supervised your work), and a cover letter describing your qualifications (including how you heard about the position) to David Butterworth at Pendle Hill, 338 Plush Mill Road, Wallingford, PA 19086 or dbutterworth@pendlehill.org.

We won't contact your references without notifying you first. Please put **Weekend Maintenance Associate** and your last name in the email subject line. Review of applications will begin on November 25th and continue until the position is filled.