



PENDLE HILL

A Quaker Study, Retreat, and Conference Center

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January 2020

POSITION: Farm-to-Table Organic Garden Summer Intern

REPORTS TO: Cook/Garden Supervisor

GENERAL SUMMARY: The Pendle Hill Garden is a half-acre vegetable garden, which uses organic gardening practices and aspects of permaculture design. Utilizing no-till techniques, the garden produces a variety of fruits and vegetables that are incorporated into the meals served at Pendle Hill.

The Summer Garden Intern will participate in the day-to-day garden tasks and projects under the guidance of the Cook/Garden Supervisor, with the goal of fostering and sustaining a holistic, cost-effective, land-centered food ethic that nurtures the body and spirit of the Pendle Hill community in accordance with our food philosophy and Quaker Testimonies. While the majority of the Summer Garden Intern's time will be spent in the garden, the hottest few hours of the day will be spent in the kitchen, assisting in the incorporation of garden produce into meals, as well as performing other tasks as assigned by the Dining Services Manager. The Garden Intern will also spend one full day a week working in the kitchen.

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. Participate in the planting, care, and harvesting of vegetables, fruits, and herbs.
2. Work closely with garden volunteers, at times guiding their work.
3. Help staff in Garden Education Workshops and Garden Art Workshops.
4. Organize and host four Saturday Garden Workdays.
5. In consultation with the Cook/Garden Supervisor, design, plan, develop, and execute a garden-related project of the Summer Garden Intern's choosing.
6. Assist in the maintenance of the composting system.
7. Assist in the maintenance of garden tools, seeds, other equipment and supplies.
8. Assist in the maintenance of the Cob House and Hoop House.
9. Participate with the kitchen team in preparing meals including set up, service, clean up and break down
10. Maintain standards of kitchen cleanliness and participate directly in kitchen cleaning and maintenance, especially before, during and after assigned meals.

REQUIRED QUALIFICATIONS:

- Some experience with and passion about organic gardening practices
- Experience with the safe use of hand tools and other equipment
- Good time-management skills
- Ability to work independently; ability to follow a task list
- A willingness to learn and try new things
- Ability to lift 50lbs.

DESIRED QUALIFICATIONS

- Experience in permaculture gardening practices
- A working knowledge of plant-based, sustainable nutrition.
- Familiarity with farm-to-table work and concepts.
- Experience with garden produce processing
- Valid driver's license
- Experience cooking for large groups

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, term limited position which will extend from 11 to 13 weeks based on Summer Garden Intern's availability. This position requires a Tuesday through Saturday workweek.

COMPENSATION AND BENEFITS: \$10.00/hour plus:

- 3 meals a day (meals added to taxable compensation)
- Small Pendle Hill studio apartment (without kitchen) available at a modest cost
- The opportunity to obtain a Swarthmore College ID card, which enables access to the Swarthmore library and recreational facilities.
- The opportunity to take Pendle Hill courses for free (provided supervisor has at least two weeks' notice to modify work schedule).

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 Summer Garden Intern and your last name in the email subject line. Review of applications will begin on March 9th and continue until the position is filled, with an anticipated start date in mid to late May 2020.