March 2019

POSITION: Cook/Garden Supervisor

REPORTS TO: Dining Services Manager

SUPERVISES: Garden Volunteers

GENERAL SUMMARY: This position is an integral part of Pendle Hill’s garden-to-table experience, helping to foster and sustain a holistic, cost-effective, land-centered food ethic. The Cook/Garden Supervisor is part of the kitchen team, which plans and cooks three meals a day for a community including staff, conference guests and visitors varying from 30-120 persons. The team works from a food philosophy which incorporates the abundance of the ½ acre organic garden into the daily meals we serve; this position serves as the essential liaison between the kitchen and the garden, with approximately 60% time devoted to the kitchen and 40% devoted to the garden. Our goal in both the kitchen and garden is to nurture the body and spirit of the Pendle Hill community in accordance with our food philosophy and Quaker Testimonies.

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:

Kitchen:
1. Plan and prepare meals (breakfast, lunch and dinner) including food preparation, meal set up, service and break down.
2. Provide kitchen leadership on occasional shifts.
3. Review and perform tasks from the daily prep sheet.
4. Execute quality control in collaboration 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. Share oversight of organization and maintenance of kitchen, walk-in refrigerator and storerooms.
8. Maintain and promote kitchen practices under the guidance of the Dining Services Manager.
9. Maintain standards of cleanliness and participate directly in cleaning and maintenance.
10. Participate in the work of catered events.
11. Prepare and test recipes for publication on request.
12. Other duties as required.

Garden:
1. Plan the year-round operation of the organic garden in consultation with the Dining Services Manager.
2. Oversee and participate in the planting, care, and harvesting of vegetables, fruits, and herbs, including management of fertility irrigation and organic pest and disease control.
3. Organize, supervise, teach, and schedule those staff who have daily chores in the garden and work crews utilizing interns and volunteer labor.
4. Maintain (and as necessary, procure) garden tools, seeds, other equipment and supplies.
5. Maintain the cob greenhouse and hoop house.
6. Maintain the composting system.

REQUIRED QUALIFICATIONS
- Experience cooking for large groups, a positive attitude and a willingness to work hard and learn.
- Highly organized with good time-management skills.
- Valid driver’s license.
- Ability to lift 50lbs.
- An understanding of processing and preserving garden produce.
- Ability to bake bread and prepare homemade desserts.
- Ability to work under pressure.
- Experience in organic gardening practices including garden planning and plant propagation through harvesting.
- Knowledge of effective season extension practices.
- Experience in the safe use of hand tools, rototillers and other equipment.
- A willingness to work irregular weekly, weekend and holiday hours.

DESIRED QUALIFICATIONS
- Experience in volunteer management.
- A working knowledge of plant-based, sustainable nutrition.

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, which splits time between the kitchen (approximately 60%) and the garden (approximately 40%). The work week will be five 8-hour days, with two days off per week. Weekend availability is a must.

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 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 at hmayer@pendlehill.org or at 338 Plush Mill Road, Wallingford, PA 19086. Please put Cook/Garden Supervisor and your last name in the email subject line. Review of applications will begin on March 18th and continue until the position is filled, with an anticipated start date of April 1st.