



**May 2021**

**POSITION:** Gardener and Grounds Associate

**REPORTS TO:** Grounds Manager

**GENERAL SUMMARY:** The Garden & Grounds Associate (GGA) is part of a team stewarding the campus aesthetic and functionality for Pendle Hill staff and visitors. The GGA does this by splitting time between care for the garden and care for the Grounds. In garden work (approximately 50%), the GGA provides leadership in planning our year-round half-acre garden and tending to its maintenance through their own effort and that of volunteers. In Grounds work (approximately 50%), the GGA participates on a team attending to our 24-acre campus, including many flower gardens, lawns, forested areas, paths, two ponds, and a wildflower field. The GGA participates in the on-call emergency-phone responsibilities along with the rest of the team.

**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:**

Garden:

1. Plan the year-round operation of the organic garden considering a farm to table model.
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 and the till-free "hugelkulture" beds.

Grounds:

1. Provide hands-on assistance in the maintenance of campus grounds including use of tools, equipment, and machinery on a daily basis.



# PENDLE HILL

A Quaker Study, Retreat, and Conference Center

338 Plush Mill Road  
Wallingford, PA 19086-6023  
610-566-4507 (worldwide)  
800-742-3150 (US)  
FAX 610-566-3679  
[www.pendlehill.org](http://www.pendlehill.org)

2. Complete projects in landscaping, grounds-keeping, basic forestry, ecological maintenance and pest control.
3. Cooperates closely with the Facilities staff, easily switching between functions.
4. Assists in the leadership of work crews and staff/volunteer work shifts.
5. Alerts the Director of Buildings and Grounds of recommended additions to task lists.
6. Works occasional weekends and irregular hours to manage campus safety on Grounds (e.g. snow removal).
7. Participates in the on-call emergency-phone responsibilities.
8. Other duties as assigned.

## REQUIRED QUALIFICATIONS

- Experience in organic gardening practices including garden planning and plant propagation through harvesting.
- Knowledge of soil care and enrichment through organic means.
- Experience in the safe use of hand tools, rototillers and other equipment.
- Knowledge and experience in the operation of landscaping equipment (e.g., lawn mower, trimmer, snow blower)
- Highly organized with good time-management skills.
- Knowledge of growing season extension practices.
- Valid driver's license.
- Ability to lift 50lbs.
- Ability to show responsive hospitality to any guest who calls the maintenance-emergency phone line during occasional stints with this responsibility.
- Basic computer proficiency.

## DESIRED QUALIFICATIONS:

- Experience in formulating a plan of action and working toward a goal
- Familiarity with maintaining and completing periodic maintenance lists
- Conscientious - demonstrates giving quality care to plants, soil, equipment, and grounds

## 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.



# PENDLE HILL

A Quaker Study, Retreat, and Conference Center

338 Plush Mill Road  
Wallingford, PA 19086-6023  
610-566-4507 (worldwide)  
800-742-3150 (US)  
FAX 610-566-3679  
[www.pendlehill.org](http://www.pendlehill.org)

- 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. Work times include occasional weekends and hours outside of 9AM-5PM as needed to maintain the safety of all on campus. 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:** \$29,000-\$32,000 yearly compensation depending on experience, 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 to Eric Evans, 338 Plush Mill Road, Wallingford, PA 19086 or [eevans@pendlehill.org](mailto:eevans@pendlehill.org). Please put Gardener and Grounds Associate and your last name in the email subject line. Review of applications will begin on April 15, and continue until the position is filled, with an anticipated start date in May, 2021.