



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

August 2021

POSITION: Dishwasher and Kitchen Associate

REPORTS TO: Dining Services Manager

GENERAL SUMMARY: The Dishwasher and Kitchen Associate provides cleaning, dishwashing, and basic food preparation assistance in the kitchen and dining room at Pendle Hill (where 10 to 120 people are served per meal).

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

DUTIES AND RESPONSIBILITIES:

- Cleaning of work areas, furnishings, and equipment within kitchen and dining rooms.
- Collecting and washing pots, pans, plates, and cutlery, and returning them quickly to their storage places for reuse.
- Food preparation support as needed.
- Setting-up breakfast as needed.
- Unloading of food deliveries and organizing of stock rooms, refrigerators, and freezers.
- Removal of trash, recycling, and compost.
- Sweeping and mopping floors.
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

- Ability to work quickly and efficiently in a fast-paced environment.
- Ability to follow instructions, take initiative, work independently at times, and as part of a team at other times.
- Willingness to work irregular weekly and weekend hours, including holidays.
- Good verbal communication skills, and the ability to train others.
- Knowledge of sanitation and cleanliness and/or the ability to learn.
- Ability to lift to 50 lbs.

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 other differences.
- 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.

TIME EXPECTATIONS: This is a full-time, non-exempt position which frequently includes evening and weekend hours, and work on holidays. The schedule for this position will generally be Wednesday through Sunday, 12 noon to 8 p.m., with Monday and Tuesday off. Occasional earlier shifts may be expected. All full-time staff members spend a few work hours each week contributing to the community through meal time, housekeeping or maintenance work (“daily jobs”).

COMPENSATION AND BENEFITS: \$29,250 yearly compensation plus benefits including medical, dental and life insurance, a retirement plan, generous paid vacation days (20), sick days (15), and holidays (10), 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). Additional benefits include one meal a day from the Pendle Hill Kitchen (free to staff except for the tax), a 20% employee discount at the Pendle Hill Bookstore, free copies of all Pendle Hill pamphlets upon publication, a beautiful campus with walking trails, and fellowship with people from around the world.

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? INTERESTED? Please submit the following three items to Hannah Mayer, at hmayer@pendlehill.org, with “Dishwasher and Kitchen Associate” and your last name in the email subject line:

1. a current resume,
2. a cover letter that includes how you heard about the position, why you want to be considered and your qualifications (applications received without a cover letter will not be considered),
3. and contact information for three references at least two of whom are professional.

Review of applications will begin on July 12, 2021 and continue until the position is filled, with an anticipated start date in late August 2021.