



# 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)

**June 2022**

**POSITION:** Cook

**REPORTS TO:** Dining Services Manager

**GENERAL SUMMARY:** The Cook position shares in the responsibility for planning and cooking three meals a day, year-round, for buffet-style meal service that varies in size from approximately 10 to 120 persons. Meals are prepared from scratch under the supervision of the Dining Services Manager using raw ingredients often sourced from our organic garden and local farms. All cooking staff plan and work as a team with shared responsibilities.

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

**DUTIES AND RESPONSIBILITIES:**

1. Assist in planning and preparing meals with “healthy, sustainable and delicious” criteria as the aim for each meal.
2. Set up, introduce, and clean up meal service in collaboration with other kitchen staff.
3. Provide leadership in satellite kitchen location as needed.
4. Perform quality control as needed.
5. Assist in maintaining staple items inventory
6. Bake bread and prepare homemade refreshments and desserts as needed.
7. Receive food deliveries, ensuring full delivery and proper food quality.
8. Ensure that food deliveries are properly put away following standard ServSafe protocol.
9. Maintain the organization of kitchen, walk-in refrigerator, and storerooms, as well as standards of cleanliness for all kitchen work spaces / surfaces and equipment.
10. Understands and upholds ServSafe and OSHA standards for maintenance of health, safety, cleanliness and risk avoidance in the kitchen and adjacent areas.
11. Maintain and promote kitchen policies in cooperation with the Dining Services Manager.
12. Participate in the work of catered events.
13. Prepare and test recipes for publication on request.

14. Exhibits warmth, friendliness and receptivity to all diners' questions.
15. Other duties as required.

### **REQUIRED QUALIFICATIONS**

1. Experience cooking for large and small groups (from 10 to 120 people).
2. A working knowledge of healthy nutrition, food allergens and sustainable food practices.
3. An understanding of processing and preserving garden produce.
4. Ability to bake bread and prepare homemade desserts.
5. A demonstrated ability to work under pressure amidst competing priorities and be flexible, working well with a wide range of people (such as guests, colleagues, interns or other trainees and volunteers)
6. Valid driver's license.
7. Ability to lift 50lbs.
8. A willingness to work irregular and weekend hours.

### **DESIRED QUALIFICATIONS**

1. ServSafe certification
2. Some experience in team management and supervision of personnel.
3. Experience with OSHA/ServSafe standards

### **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. Out of respect for work-life balance, "full-time" at Pendle Hill is 37.5 hours per week, with 7.5-hour typical workdays. Hours will vary and include occasional evenings, early mornings, weekends, and holidays.

**COMPENSATION AND BENEFITS:** \$15.00 - \$16.50 per hour, depending on experience, plus benefits including medical, dental and life insurance, a retirement plan, generous paid vacation days (20), sick days (15), and holidays (11), and the opportunity to take Pendle Hill courses for free. 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. Full time staff are eligible for competitively priced on-campus housing (depending on availability, and at Pendle Hill's discretion).

**Pendle Hill staff are required to be fully vaccinated against COVID-19, except for those who cannot receive the vaccine for medical or religious reasons.**