



PENDLE HILL

A Quaker Study, Retreat, and Conference Center

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January 2023

POSITION: Porter and Kitchen Associate – 50%

REPORTS TO: Dining Services Manager

GENERAL SUMMARY: The Porter 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 three meals a day, approximately 360 days per year.

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:

- Cleans workspaces, furnishings, and equipment within kitchen and dining area.
- Sweeps and mops floors in between meal services and as needed.
- Removes trash, recycling, and compost buckets daily.
- Collects and washes pots, pans, plates, and cutlery.
- Keeps a clean and safe work environment in alignment with ServSafe standards.
- Unloads food deliveries and organizes stock rooms, refrigerators, and freezers.
- Washes linens for the kitchen as needed.
- Assists with informing guests of Pendle Hill's sanitation standards at the beginning of meals.
- Completes food preparation as needed.
- Attends cook meetings with the Dining Services Manager and other kitchen staff.
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

- Ability to work quickly and efficiently in a fast-paced environment.
- Ability to follow instructions, take initiative, and work independently as well as in a team environment.
- Experience providing warm, kind, and courteous hospitality to guests.
- Good verbal communication skills, and the ability to effectively train others in our dish washing and handling procedures.
- 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.
- Either a familiarity with Quaker faith and practices and a commitment to learning more or a willingness to gain, and over time deepen, such knowledge.
- Appreciation of the role of Quakerism in the mission of Pendle Hill.

TIME & LOCATION EXPECTATIONS: This is a 50% part-time, non-exempt position which is not eligible for remote work. Out of respect for work-life balance, “full-time” at Pendle Hill is 37.5 hours per week, with 7.5-hour typical workdays. This scales to all part-time positions, thus this 50% position works 18.75 hours per week. The schedule of work will be Sunday and Monday from 12-8 p.m. and Tuesday evenings from 4-8 p.m., and may include work on holidays (to be made up with proximal days off).

COMPENSATION AND BENEFITS: \$15.00 per hour compensation plus benefits including 4 paid vacation days in their first year of employment, six days paid leave in their second year of employment, and eight days paid leave in their third and subsequent years of employment. Additionally, a retirement plan is available to all those working more than 1000 hours per year, and there is 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.

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.

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.

BACKGROUND CHECKS: Pendle Hill will conduct a background check for all candidates prior to hire.

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

1. a current resume
2. and contact information for three references, at least two of whom are professional.

Applications will be considered on a rolling basis, with priority given to those received before February 17, 2023. The anticipated start date is in March 2023.