



# PENDLE HILL

A Quaker Study, Retreat, and Conference Center

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**September 2023**

**POSITION: Porter and Kitchen Associate**  
**REPORTS TO: Dining Services Manager**

**POSITION 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.

**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, able to work independently as well as in a team environment.
- Willingness to work irregular weekly and weekend hours, including holidays.
- 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 (of all kinds).

- Either a familiarity with Quakerism or a willingness to learn about it, as well as an appreciation for the role of Quakerism in the mission of Pendle Hill.
- A commitment to abiding by all Pendle Hill policies, including maintaining a fragrance-free campus.

**TIME EXPECTATIONS:** This is a full-time, non-exempt position. “Full-time” at Pendle Hill is 37.5 hours per week, with 7.5-hour typical workdays, not including a half-hour lunch break. 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, and work hours may include holidays (to be made up with proximal paid days off). All full-time staff members spend a few work hours each week contributing to the community through mealtime, housekeeping or maintenance work (“daily jobs”).

**COMPENSATION AND BENEFITS:** \$15.00 per hour compensation 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).