



# PENDLE HILL

A QUAKER STUDY, RETREAT & CONFERENCE CENTER

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**October 2014**

**POSITION:** Sous Chef  
**REPORTS TO:** Dining Services Manager

**GENERAL SUMMARY:** The Sous Chef position shares in the responsibility for planning and cooking three meals a day, year round, for a community that varies in size from approximately 30 to 120 persons. The variance in the number of covers is due to our growing Conference Center business and our Short term Educational Programs.

While the Director of Operations is responsible for the long-term strategy of kitchen/dining services, and the Dining Services Manager has the major responsibility for day-to-day kitchen management and supervision, all cooking staff plan and work as a team with shared responsibilities.

**WORKING ENVIRONMENT:** Pendle Hill is a Quaker retreat and study center that offers programs to people of all faiths. Pendle Hill offers weekend workshops and retreats, short courses, publications, leadership training for young adults, and a full-service bookstore.

**DUTIES AND RESPONSIBILITIES:**

1. Writes menus and prepares meals including service and clean up.
2. Shares responsibility for quality control with the other cooks.
3. Places orders and ensures deliveries match invoices and notes any differences for the Dining Services Manager.
4. Shares oversight and management of walk-in refrigerator/freezer, dry goods pantry, and storage areas.
5. Prepares weekly produce and frozen goods inventory report to be presented Monday morning to Dining Services Manager.
6. Supervises student helpers and interns.
7. Maintains and promotes kitchen policies in cooperation with the Director of Operations and the Dining Services Manager.
8. Maintains standards of cleanliness and participates directly in cleaning maintenance.
9. Bakes bread and instructs others in how to bake.
10. Prepares homemade desserts.
11. Participates in catered events.
12. Prepares recipes for publication online and in print media.
13. Searches for new recipes and meal ideas to introduce into meal schedule.

**DESIRED QUALIFICATIONS:**

1. Experience in cooking for large and small groups.
2. A working knowledge of nutrition is very desirable.
3. An understanding of garden food processing.
4. Ability to bake bread and prepare homemade desserts.
5. Ability to work under pressure.
6. Ability to work with a wide range of people (staff, students, and volunteers).
7. A desire to work in community is necessary.
8. Willingness to work irregular weekly and weekend hours. Willingness to be flexible.
9. A welcoming attitude and appreciation of hospitality for adult learners and all seeking spiritual renewal.
10. Sincere interest and ability to create and maintain a positive perception of Pendle Hill and its mission.
11. Experience in multicultural work settings and commitment to racial justice.

**TIME EXPECTATIONS:**

This is a full-time, exempt position with benefits. 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:**

- Taxable compensation includes cash salary, housing on campus, and meals while on campus.
- Benefits include medical and dental insurance, retirement, 20 paid vacation days, and 10 holidays.
- Opportunity to take Pendle Hill courses for free or at a significantly discounted rate.
- Opportunity to obtain a Swarthmore College ID card to access the Swarthmore library and recreational facilities.

**NONDISCRIMINATION POLICY:**

Pendle Hill encourages the participation of all and seeks to appoint to its staff individuals of diverse backgrounds and to do so without discrimination on the basis of gender, religion, race, color, age, sexual orientation or national origin.

**BACKGROUND CHECKS:**

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

**INTERESTED?**

Please submit a current resume, contact information for 3 references, and a cover letter describing your qualifications (including how you heard about the position) to Sandy Horne at Pendle Hill, 338 Plush Mill Road, Wallingford, PA 19086 or [shorne@pendlehill.org](mailto:shorne@pendlehill.org). Please put Sous Chef and your last name in the email subject line.

Review of applicants will begin immediately and continue until the position is filled. Position starts October 13, 2014.