



PENDLE HILL

A QUAKER STUDY, RETREAT & CONFERENCE CENTER

338 Plush Mill Road
Wallingford, PA
19086-6023
(610) 566-4507
FAX (610) 566-3679
www.pendlehill.org

October 2015

POSITION: Sous Chef
REPORTS TO: Dining Services Manager

GENERAL SUMMARY: The Sous Chef shares in the responsibility for planning and cooking three meals a day, year round, for meal service that varies in size from approximately 20 to 120 persons. The variance in the number of covers is due to our numerous Educational and Retreat offerings, in addition to our resident community of staff and scholars.

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 members of the 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, bookstore, and rental space on our beautiful 23-acre campus. Pendle Hill is a fragrance-free, pet-free community.

DUTIES AND RESPONSIBILITIES:

1. Plans and prepares meals including service and clean up.
2. Shares responsibility for quality control with the other cooks.
3. Does some ordering and receiving.
4. Shares oversight of organization and maintenance of kitchen and storerooms.
5. Supervises student helpers and interns.
6. Maintains and promotes kitchen practices in cooperation with the Director of Operations and the Dining Services Manager.
7. Maintains standards of cleanliness and participates directly in cleaning maintenance.
8. Bakes bread and instructs others in how to bake.
9. Prepares homemade desserts.
10. Participates in catered events.

REQUIRED QUALIFICATIONS:

1. Love of cooking and experience cooking for large groups.
2. A demonstrated ability to work under pressure amidst competing priorities; be flexible, and work well with a wide range of people (such as the colleagues, guests, and trainees that one will work with here).
3. The ability to work irregular weekly and weekend hours.

DESIRED QUALIFICATIONS:

1. Experience with OSHA/Serv-Safe standards.
2. A working knowledge of nutrition.
3. Ability to bake bread and prepare homemade desserts a plus.
4. Experience in a dining service environment that is part of a larger organization.
5. Experience in processing, and the preservation of, garden produce.

EXPECTATIONS OF ALL PENDLE HILL EMPLOYEES:

1. A 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.
2. Familiarity with Quaker faith and practices, and/or a willingness to gain and deepen such knowledge.
3. Appreciation for the role of Quakerism in the mission of Pendle Hill. Please see our mission, vision, and value statements as part of familiarizing yourself with Pendle Hill.

TIME EXPECTATIONS:

This is a full-time, exempt position.

Full-time staff members at Pendle Hill spend a few work hours each week contributing to the community through meal time support, housekeeping or maintenance work.

COMPENSATION AND BENEFITS:

Compensation includes cash salary and benefits including medical and dental insurance, retirement, generous paid vacation and holidays, and the opportunity to take Pendle Hill courses for free or at a significantly discounted rate.

Compensation may also include on-campus residence and board (depending on the availability of housing, at Pendle Hill's discretion).

The opportunity to obtain a Swarthmore College ID card, which will enable you to access the Swarthmore library and recreational facilities.

Thanks to a partnership with FGC, employees receive a 20 percent discount at the *QuakerBooks* bookstore at Pendle Hill.

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, disability, national origin or any other category protected by law.

BACKGROUND CHECKS:

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

INTERESTED? Please submit a current resume; contact information for three references, two of which are people who have supervised your work (we will not contact your references without checking with you first); and a cover letter describing your qualifications, including how you heard about the position (resumes received without a cover letter will not be considered), to Martie McBreen at Pendle Hill, 338 Plush Mill Road, Wallingford, PA 19086 or mmcbreen@pendlehill.org. Please put **Sous Chef** and your last name in the email subject line.

Review of applicants will begin on November 3, 2015, and continue until the position is filled, with a start date soon after hire.