



PENDLE HILL

A QUAKER STUDY, RETREAT & CONFERENCE CENTER

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FEBRUARY 2016

POSITION: German Program Assistant/Kitchen Assistant

REPORTS TO: Dining Services Manager

GENERAL SUMMARY: The GPA/KA will help greet and orient incoming German year-long volunteers to our workplace. In this role, the GPA/KA will live on campus and provide helpful supports to the arriving and continuing volunteers. The GPA/KA will also provide assistance to the kitchen and hospitality staff by preparing and helping to cook meals (especially sharing knowledge of German meals and foods). The cooking work is shared with three other full-time kitchen staff members. Meals are prepared from raw ingredients sourced from our organic garden and local farms. Breakfast, lunch and dinner are served buffet style; meal counts range from 30 to 150 people. The GPA/KA will help to set-up for and clean up after meals, greeting groups, setting up their rooms and refreshments, and providing hospitality supports.

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. Plan and prepare meals (breakfast, lunch and dinner) including set up, service and break down.
2. Provide kitchen assistance four shifts per week. Review and perform tasks off the daily prep sheet.
3. Assist in maintaining staple items inventory (e.g. bread, granola, yogurt, brownies etc.)
4. Help receive deliveries and note any errors on the invoices.
5. Assist in the cleaning of kitchen, walk-in refrigerator and storerooms.
6. Maintains and promotes kitchen cleanliness in cooperation with the Dining Services Manager.
7. Live in a communal household with German volunteers and greet, orient and train them for their year-long volunteer placements.
8. Provide the group, individually and as a cohort, with a helpful introduction to living in the U.S. and to living in residential community, specifically.

9. Help the arriving volunteers to understand the routines and expectations of daily life in spiritual community.
10. Maintain standards of cleanliness and participates directly in cleaning maintenance (kitchen and household).
11. Participates in the work of catered events.
12. Participate in the set up and cleanup of meeting spaces and dining rooms
13. Set up and monitor AV equipment in meeting spaces. Support and troubleshoot AV technologies.
14. Set up and organize refreshments for programs, conferences, and special events.
15. Participate in the hospitality and emergency cell phone “on call” duty during working hours.
16. Assist and support volunteers in their dining, hospitality, and housekeeping services. Help resolve any conflicts that might arise.
17. Share understanding of German food preparation; prepare such meals on occasion.
18. Other duties as required.

REQUIRED QUALIFICATIONS:

1. German language fluency (written, spoken).
2. A working knowledge of healthy nutrition and food practices. Basic cooking abilities.
3. Ability to lift 50lbs.
4. An understanding of processing and preserving garden produce.
5. Ability to bake bread and prepare homemade desserts. Skill with preparing at least four different German desserts for large groups.
6. Ability to work with a wide range of staff, students, and volunteers.
7. Experience in event coordination and hospitality services.
8. Understanding of AV set up, technology, and equipment.
9. Excellent customer service skills.
10. Proficient in Microsoft programs, especially in Excel and Word.
11. Willingness and ability to work irregular weekly and weekend hours, including several holidays.
12. Experience living in a residential work-setting.
13. Ability to provide mature leadership to young adults (aged 18-22).
14. Works well under direction.

DESIRED QUALIFICATIONS:

1. Some experience working in a restaurant kitchen.
2. Experience providing leadership to groups of young adults
3. Bachelor’s degree or equivalent in work experience.
4. Strong understanding of the needs and conditions necessary for spiritual retreat.

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, non-exempt position. Residence on the Pendle Hill campus is required. 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: Compensation includes cash salary and benefits together with 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 also includes 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, at least one of whom is someone who has supervised your work; and a cover letter describing your qualifications (including how you heard about the position) to Martie McBreen at Pendle Hill, 338 Plush Mill Road, Wallingford, PA 19086 or mmcbreen@pendlehill.org. Please put GPA/KA Position and your last name in the email subject line.

Review of applicants will begin June 27th, 2016 and continue until the position is filled.