

## JOB OPENING: PER DIEM COOK

We are seeking a Per Diem Cook to prepare healthy vegetarian food, much of it organic and locally sourced, to guests on meditation retreat. The IMS Kitchen Department is responsible for providing smooth-running food service at the Retreat Center and the Forest Refuge and operates kitchens in both locations. IMS's kitchens serve appealing and nourishing vegetarian meals daily to retreatants, teachers, staff and guests.

### Responsibilities

- Prepares and serves breakfast meals and lunch, side dishes, and salad bar items.
- Includes baking breads, cakes, cookies and others desserts.
- Maintains a clean, orderly and efficient workplace.
- Performs support cook duties including food preparation, cleaning, organizing and special projects.
- Ensures work environment meets or surpasses hygiene and safety standards.
- Trains and supports retreatants and volunteers in performing kitchen tasks.
- Required to work varying shifts as scheduled, with start times as early as 5:30 am and ending times as late as 8:00 pm; may include weekends and holidays.
- Supports and protects silent retreat environment; upholds ethical principles.

### Qualifications/Experience

- High school diploma or equivalent
- 1 or more year(s) professional food service experience preferred; experience with vegetarian cooking for large groups strongly preferred
- Must have schedule flexibility to work irregular shifts as needed
- A strong customer service background with a commitment to providing a high level of service
- Familiarity with or sincere interest in meditation or mindfulness preferred

**This is a per diem position.**

**Hours worked will vary including some weeks when the Per Diem Cook is not scheduled to work at all.**

Qualified applicants: Please send Staff Application (available at [www.dharma.org](http://www.dharma.org)) to [IMSjobs@dharma.org](mailto:IMSjobs@dharma.org).  
Include a résumé and cover letter detailing your interest in the position.

A position at IMS offers an abundance of meditation resources, all within a friendly and caring environment.

IMS is an Equal Opportunity Employer and actively seeks candidates from diverse backgrounds.

*IMS is a spiritual refuge for all who seek freedom of mind and heart. We offer meditation retreats rooted in the early Buddhist teachings of ethics, concentration and wisdom. These practices help develop awareness and compassion in ourselves, giving rise to greater peace and happiness in the world.*