JOB OPENING: KITCHEN ASSISTANT

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. IMS offers an exceptional work environment centered on kindness, positivity and respect. Our generous benefits plan reflects our sincere appreciation for the contributions of our colleagues. New team members begin accruing up to six weeks of PTO and are eligible to participate in our outstanding benefits plan beginning on their first day of employment. A position at IMS offers an abundance of meditation resources, all within a friendly and caring environment. **Starting wage is $18.50/hour.**

We are seeking a Kitchen Assistant to help maintain a clean and safe kitchen in a silent retreat environment. Being part of the IMS kitchen team is an opportunity to support our retreatants, teachers, and staff by maintaining a safe and nourishing silent retreat environment. Work with skilled professionals in excellent working conditions to turn fresh, quality ingredients into healthy, delicious meals.

Primary Responsibilities

- Washes serving dishes, utensils and kitchen equipment.
- Brings prepared food to dining room and removes leftovers and dirty pans from dining room.
- Cleans and organizes kitchen, dining room, and related areas.
- Stocks food containers to ensure ingredients are readily available and rotated to maintain freshness.
- Performs food prep functions such as washing and chopping vegetables.
- Removes trash, recycling, and food scraps from kitchen.
- Assists with cleaning chores around the retreat centers between courses to prepare for the next course.
- Sweeps and mops kitchen.
- Checks in, puts away, and organizes deliveries.
- Required to work varying shifts as scheduled, with start times as early as 6:00am and ending times as late as 7:00pm; may include weekends and holidays.
- Position involves standing for long periods and requires physical labor including lifting, carrying, pushing or pulling objects weighing up to 50 pounds.
- Supports and protects silent retreat environment; upholds ethical principles.

Qualifications/Experience

- High School graduate or equivalent
- 1 year working in a commercial kitchen or similar experience preferred
- A strong customer service background with a commitment to providing a high level of service

Position Now Open

Qualified applicants: Please send a résumé and cover letter to IMSjobs@dharma.org.
This is a full-time, 40 hours/week position offering health, dental, and vision benefits, Flexible Spending Account, meal plan options, generous paid time off, and staff meditation resources.

Consistent with the Americans with Disabilities Act (ADA) and Massachusetts law, it is the policy of IMS to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact Human Resources at HR@dharma.org.

Insight Meditation Society is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.