



## **JOB OPPORTUNITY: KITCHEN ASSISTANT - INTENTIONAL PRACTICE PROGRAM**

IMS is offering an extraordinary and unique employment opportunity to two individuals who are interested in serving IMS while deepening their personal practice. The Kitchen Assistant - Intentional Practice Program Participant helps maintain a clean and safe kitchen in a silent retreat environment. The Kitchen Assistant - Intentional Practice Program Participant is a part time, 25 hour per week, temporary position lasting 18 months. Employees hired for this position are expected to stay for the entire 18 month term. Position start date is April 1, 2026.

The Intentional Practice Program offers a practice experience that combines the depth of residential retreat and formal daily practice, with the breadth of daily practice, and learning how to meet the challenges of daily life, including living and working with others, so that the resulting experience is one that is onward leading towards greater happiness.

The Kitchen Assistant - Intensive Practice Program Participant will fully engage in formal practice in accordance with the IPP guidelines. They will live harmoniously in community, including practicing deliberately with oneself and others when in conflict. They will attend at least one residential retreat of 5 days or longer every 6 months, or three times within the 18-month program period.

### **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.
- Attends regularly scheduled departmental and staff meetings as required.
- Participates in maintaining a positive, professional work environment in the department and throughout the organization.
- Meets IMS's expectations for service excellence.
- Supports and protects silent retreat environment; upholds ethical principles.
- Available on Opening days of retreats to conduct tours, train bell ringing yogis, greet yogis and other tasks as needed.
- Work a flexible work schedule that is communicated to participant with ample notice.
- Position involves standing for long periods and requires physical labor including lifting, carrying, pushing or pulling objects weighing up to 50 pounds.
- Other duties as assigned.

The 18 month Intensive Practice Program runs concurrently with the 18 month term of the Kitchen Assistant - Intensive Practice Program position. The Kitchen Assistant - Intensive Practice Program Participant must successfully perform their work responsibilities in order to participate in the Intentional Practice Program.

### **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
- Minimum of 5 years of deliberate Early Buddhist practice, including:



- 3 residential retreats of 5 days or longer in Early Buddhist practice or other tradition. If in another tradition, proven ability to understand and practice in the Early Buddhist tradition.
- 3 years or more of committed daily formal practice
- Previous and ongoing commitment to Five Lay Training Guidelines
- Diversity, Equity and Inclusion (DEI) training or a proven skillset such as involvement with program(s) and/or event(s) that support DEI causes, initiatives or events.

**Qualified candidates: Please send a summary of qualifications including names of teachers and dates of retreats and a cover letter describing your professional experience (commercial kitchen experience preferred) and interest in this role to [IMSjobs@dharm.org](mailto:IMSjobs@dharm.org).**

This is a part-time, temporary, 25 hours/week position. In addition to a starting salary of \$18.50 per hour, IMS offers employees a variety of benefits including an exceptional Blue Cross Blue Shield of MA health insurance plan, dental, vision and life insurance, Flexible Spending Accounts, a retirement savings plan, six weeks PTO, Paid Parental Leave and a variety of meditation benefits.

*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@dharm.org](mailto:HR@dharm.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.*