



JOB OPENING: SUPERVISING COOK – RETREAT CENTER

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.

We are seeking a Supervising Cook who purchases and manages inventory of all food and supplies for the Retreat Center (RC). The Supervising Cook fills cooking shifts and provides hand on technical support to Cooks on duty as needed. This position supervises Cooks in the absence of the Kitchen Manager. Assists the Kitchen Manager with training programs and supports compliance with kitchen policies and practices.

Primary Responsibilities

- Purchases and manages Retreat Center inventory of all food and supplies needed to support all IMS programs.
- Ensures safe storage, handling and preparation of food in accordance with food safety best practices.
- Prepares and distributes meals and food in collaboration with other Kitchen staff. Supervises staff to ensure a high level of food quality and to ensure that the proper food quantity is prepared.
- Maintains order and cleanliness of food preparation and storage areas including proper labeling for optimal organization.
- Assesses ordering needs from current inventory and menu plans; minimizes waste of food and products.
- Maintains productive relationships with vendors; evaluates supply lines and actively seeks new or better products, prices and sources with a focus on procuring quality ingredients.
- Ensures ingredient lists are accurate and up to date for all menu items as food products change.
- Coordinates kitchen operations to include assigning retreatant jobs, ensuring retreatants are trained by cooks, monitoring and taking action on retreatant notes, and maintaining regular communication and collaboration with Forest Refuge (FR) manager as needed. Manages day to day changes at the Retreat Center.
- Supervises and supports kitchen staff when the Kitchen Manager is away or unavailable.
- Participates in the training of Kitchen staff.
- Assists with coding invoices for payment.
- Cooks at least one shift per week at Retreat Center.
- Covers Forest Refuge when Forest Refuge Supervising Cook is absent.
- Required to work varying shifts as scheduled, with start times as early as 6:00 am and ending times as late as 7:00 pm; 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 diploma or equivalent
- 3 years or more professional food service experience; including cooking for large groups
- Knowledge of food safety practices; ServSafe certification preferred
- Experience purchasing food and equipment preferred
- Supervisory experience in a professional setting preferred
- Valid driver's license with a clean driving record



- 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. Pay rate for the position is \$20.00/hour.

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.