



BARRE CENTER *for* BUDDHIST STUDIES

Kitchen Manager/Cook

The Barre Center for Buddhist Studies seeks an experienced Kitchen Manager/Cook who will plan for, prepare, and serve a variety of delicious, wholesome vegetarian meals from scratch for retreatants and staff. Our small BCBS kitchen works largely with organic ingredients and sources many of our ingredients locally. Many weekend shifts required. Reports to the Executive Director and supervises Cooks.

Primary Duties:

- Prepare and submit food orders from a variety of suppliers
- Purchase kitchen hardware and other supplies as needed
- Create monthly meal and staffing calendar
- Supervise kitchen staff and facilitate kitchen meetings
- Develop, scale and print recipes from our database, highlight prep items
- Manage volunteers to serve our resident monk each morning and maintain schedule
- Follow recipes to prepare a variety of tasty and nutritious vegetarian meals for 25-45 people
- Maintain a clean, orderly and efficient kitchen work space
- Train and support retreatants to perform simple kitchen tasks such as chopping and pot washing
- Treat everyone at the center with kindness and respect
- Support a quiet, contemplative environment at the center during courses
- Other tasks as required

Qualifications:

- Three or more years of professional cooking experience in a high-volume scratch kitchen
- Outstanding organizational skills with ability to multitask effectively
- Flexibility with scheduling: available to work mornings, evenings and weekends
- Ability to remain calm in stressful situations
- Strong interpersonal communication skills; proven ability to work well with a team, as well as work independently
- Position involves standing for long periods and requires physical labor including occasional lifting and carrying up to 50 lbs

The ideal candidate will be passionate about culinary work and enthusiastic about supporting our courses and retreats. This is a full-time salaried position (35 hours per week, salary commensurate with experience) offering generous health and dental benefits, a retirement plan with a generous employer contribution, free meals when in session, 38 days of paid time off annually, and access to programs at BCBS and IMS.



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Send resume and cover letter to jobs@buddhisticquiry.org. No phone calls please.

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