

Milarepa Center

1344 US Route 5 South
Barnet, Vermont 05821 USA

Lama Thubten Yeshe: Founder
Lama Zopa Rinpoche: Spiritual Director

Job Opportunity

Position title: Cook/Kitchen Manager

Organization name: Milarepa Center, Barnet Vermont, USA

Organization overview: Milarepa Center is an FPMT affiliated Tibetan Buddhist retreat center located on 276 acres of stunning beauty in the Green Mountains of northern Vermont, offering a wide variety of programs encompassing compassion and wisdom through study, meditation and service.

Position overview: We are looking for a creative, innovative, well-organized team-player, skilled in the kitchen and cooking to be our new Cook/Kitchen Manager. This is a full-time (minimum 40 hours per week) residential position where one will perform and supervise tasks related to the cooking and the kitchen management. Willingness to be part of a team and help grow Milarepa Center is important.

Position responsibilities:

- Create and be a part of a harmonious and welcoming environment for guests and staff
- Prepare and cook vegan and vegetarian (and occasional non-vegetarian) meals for breakfast, lunch and dinner for staff, work study residents, program attendants, and personal retreaters; accommodate program participants and staff with special dietary needs (vegan, gluten-free, diabetic, allergies, etc.)
- Provide delicious, nutritious meals, including desserts
- Plan weekly menus consisting of a grain, protein source, cooked vegetable, and salad
- Plan and coordinate garden, harvesting of vegetables, and the closing of the garden annually
- Ensure quality of food and correct portion sizes
- Serve meals promptly at designated times, and oversee meal clean-up
- Delegate and direct tasks to kitchen assistant and other kitchen volunteers
- Arrange meal delivery for retreaters when applicable
- Maintain a clean kitchen and work area; clean thoroughly on a weekly basis inside and outside refrigerators, all counter spaces, compost bucket, range and oven, sinks, dish rack area, floor mats, and any other necessary areas; sweep kitchen floor at least once a day; wash and put away pots and pans and utensils on a daily basis.
- Oversee food budget, inventory, and product purchasing
- Work with the Director to develop plans and timelines to accomplish seasonal projects with attention to priority projects
- Welcome newcomers to the center and give tours
- Participate in weekly staff meetings
- Be available to cover other staff positions as needed, or contribute volunteer hours to aid the residential community's need, if necessary, for example, in the case of other staff taking vacation or becoming ill.
- Be flexible with which days are taken off taking into consideration the schedule of program events
- Perform other job-appropriate activities as requested by Director

Other Responsibilities: Help run programs and retreats. Assist with some aspect of the spiritual program at Milarepa Center with the help of other team members, such as the daily water bowl practice and monthly pujas.



Required:

- Able to plan and execute delicious, healthy meals for large groups
 - Able to work well under pressure and in short time frames
 - Excellent Project Management and Event Management skills
 - Able to work both independently and collaboratively
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- Computer savvy and Microsoft Suite proficient
 - Excellent written and verbal English skills
 - Able to read and pick-up on non-verbal cues
 - Must be already legal to work in the United States before applying. Milarepa is unable to assist with obtaining visas.

Preferred:

- A genuine interest in Buddhism and living in a community of other practitioners
- Familiarity with and respect for Rinpoche and the FPMT organization
- Experience with community living
- Previous experience managing people
- A good heart
- Able to work well with individuals from a wide range of backgrounds and cultures

Compensation: Room, board, \$800/month, and participation in spiritual programs when appropriate around work. Fifteen days paid vacation and retreat time, including all U.S. and Vermont public holidays.

How to Apply:

Submit in Word or PDF format to *Director@MilarepaCenter.org* by May 22, 2015.

1. Cover Letter (one to two pages)
2. Resume
3. Completed Application

Please submit all three items in one email. Thank you!

