

Dhanakosa Recruitment 2025

House & Grounds Team: Kitchen Manager

The Dhanakosa Community is a Triratna Buddhist practice context for Order members and Mitra's who have asked for ordination, where community living and work as practice are an integral part of the practice vision. You will be living, practicing and working in a rural retreat centre as part of the residential Operations Team of 6 people, with up to 1,000 guests a year. The ideal candidate will be either a member of the Triratna Buddhist Order or actively engaged in training for Ordination and will work within the Operations: House & Grounds Team, with responsibility for the kitchen management.

The position is fully financially supported, and open to people of all gender identities.

Job Description

Principal responsibilities. As the Kitchen Manager you will be responsible for:

- Providing nutritious and delicious vegan food for up to 30 people each week and around 50 retreats a year
- Managing the team of volunteer cooks who do the majority of cooking for retreats – recruitment, supervision, training, planning annual cooking rota
- Managing all food ordering for the retreat centre and community, including appropriate storage and rotation
- Monitoring and complying with food hygiene and safety requirements
- Cooking for retreats as needed, which can be at short notice (the Kitchen Manager usually cooks 6-8 weeks a year)
- Developing recipes and Dhanakosa recipe books (for internal use and published for sale)
- Training and supporting other team members to cook and provide cover as needed
- Deputise for Retreat Centre Manager when they are away or otherwise as required

You will work with the Kitchen Support role, another team member who gives 2 days/week to support the Kitchen Manager. You need to work co-operatively together and with good communication to cover the kitchen related tasks, as detailed above.

General responsibilities of the Dhanakosa Operations Team. The Operations Team is responsible for the administrative and practical support to facilitate the smooth running of retreats. All members of the team need to be able to:

- Work co-operatively with each other
- Assist with the general working of the centre as required:
 - Weekly cleaning at retreat changeover
 - Cooking cover as required
 - General maintenance as required e.g. lawn mowing, managing water supply
 - Supporting agreed projects
- Respond to a wide range of out of hours emergencies,
- Maintain appropriate communication with retreat teams and guests,

- Support the spiritual aspirations of the Dhanakosa Trust to maintain the Operations Team and community as an effective Triratna practice context.

Person Specification

Role specific specifications: The following skills and attributes are considered essential to the work area:

- Personable, friendly and responsive when dealing with retreatants, retreat teams, volunteers and co-workers
- Confident and experienced vegan cook – either personally or professionally
- An organised and thorough approach to administration
- A reasonable level of computer literacy and IT skills
- A good level of physical fitness and stamina – cooking and kitchen management can require being on your feet for several hours a day and lifting heavy pots, oven trays and boxes of produce.

Desirable skills and attributes are:

- Food hygiene qualification
- Retreat centre or commercial cooking experience
- Kitchen management experience
- Volunteer management experience

General specifications: Although the principal work area is the kitchen, all team members can expect to be asked to assist with general maintenance, cleaning and housekeeping tasks, driving the vehicles and cooking on a regular basis. All team members need to:

- be flexible and willing team workers able to take initiative
- be able to take responsibility for an area of work
- be interested in communication
- be capable of sustaining moderate physical tasks
- have some significant experience of the Triratna Buddhist Community and a serious desire to engage with community living and right livelihood
- be able to show a clear commitment to the Triratna Buddhist Community ideally at the level of being part of, or having asked to join, the Order
- be in possession of a current UK driving licence
- have a reasonable degree of emotional maturity and robustness, and psychological self-knowledge

If you would like to talk to someone about this opportunity contact Nayaka on 01877 384 213 or at nayaka@dhanakosa.org Copies of our organisation ethos statement, statement of occupational requirements and support package are available on request.

To apply, please return our application form (available to download from www.dhanakosa.com/working-dhanakosa or by request from the email address above), a CV, and a covering letter giving us some background as to your interest in joining the team and a short summary of any relevant experience of work, community living and the Triratna Buddhist Community.

Apply either by e-mail to info@dhanakosa.com, or by post to Senior Team, Dhanakosa, Balquhiddy, Lochearnhead, FK19 8PQ. **Closing date for applications is Friday 29th August 2025**