

Dhanakosa Recruitment 2025

Operations Team: Office and Kitchen



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 vision. You will be living, practicing and working in a rural retreat centre as part of a residential team of 6 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 Team.

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

Job Description

You will work in a role with dual responsibilities, with approximately 2 days/week as part of the Office team covering reception and bookings, 2 days/week supporting the Kitchen Manager with cooking and administration, and 1 day/week on shared team tasks. You will work with the Kitchen Manager Steve and line management and supervision is provided by the Team and Office Manager Dharmavasini.

Office Reception:

You will work as office reception, which includes:

- Processing retreat bookings using the Retreat Guru online booking system and database
- Responding to email and phone enquiries
- Using Word, Excel and Outlook
- Updating website

Kitchen Manager Support:

You will support the Kitchen Manager, which will include:

- Providing cooking cover - creating a nutritious and delicious vegan lunch and dinner for up to 30 people
- Communicating with the team of volunteer cooks
- Placing food orders, monitoring food stock levels and rotation
- Monitoring and complying with food hygiene and safety requirements

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 Operations 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 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
- Interest and experience in cooking vegan food
- Able to offer a warm and friendly presence in the retreat centre kitchen and respond positively to people's questions and requirements about the food
- A skilled communicator – able to explain clearly about Dhanakosa's retreats and booking policies, respond sensitively to emotionally delicate situations and hold boundaries kindly and confidently
- Computer literacy – primarily Word, Excel and Outlook
- Keen eye for detail and high level of accuracy, with a commitment to quality
- Ability to prioritise, manage multiple tasks simultaneously and meet deadlines

Desirable skills and attributes are:

- Database management
- Website editing experience
- IT network and troubleshooting experience
- Food hygiene qualification
- Retreat centre or commercial cooking experience
- Kitchen management experience

General specifications: All operations 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 Dharmavasini on 01877 384 213 or at info@dhanakosa.com. 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), and a CV. The application will ask for 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, you are also welcome to send a covering letter if that helps you include any relevant information not covered in the application form and CV.

Apply either by e-mail to info@dhanakosa.com, or by post to Senior Team, Dhanakosa, Balquhidder, Lochearnhead, FK19 8PQ.

Closing date for applications is **Sunday 16th February 2025**.