



## **JOB OPENING: FACILITIES WORKER**

IMS is seeking a self-starter with a maintenance background to become a member of its Facilities Department. This team is responsible for ensuring a safe, efficient physical plant, pleasant grounds, and a clean, neat and aesthetically pleasing environment at both our meditation centers – the Retreat Center and the Forest Refuge. This position is based at the Retreat Center.

IMS's facilities are set among 240 secluded wooded acres in the quiet countryside of central Massachusetts. A position at IMS offers an abundance of dharma resources and support, within a friendly and caring environment.

### **Responsibilities**

- Preventative maintenance and general care of IMS facilities.
- Work on upgrades and improvements to IMS buildings and grounds.
- Response to electrical, plumbing, fire alarm and weather-related emergencies.
- Moving and assembly of equipment and furniture.
- Training and support of retreatants and volunteers performing housekeeping and maintenance tasks.
- Cleaning duties, including vacuuming, bathroom cleaning, making beds, window washing, laundry, tracking inventory, organizing, restocking supplies and similar housekeeping tasks.
- Snow removal work including shoveling and operating a snow blower.
- Meet IMS's expectations for service excellence.
- Support and protect silent retreat environment; uphold ethical principles.

### **Qualifications/Experience**

- 1 year or more general maintenance, carpentry or construction experience including use of power and hand tools.
- A strong customer service background and orientation.
- A solid work ethic with strong organizational, time-management and problem-solving capabilities.
- Ability to work well independently and as part of a team.
- Good verbal and written communication skills using the English language.
- Computer literacy with working knowledge of Microsoft Word and Excel.
- Housekeeping experience, with knowledge of cleaning equipment, products and techniques.
- A good aesthetic sense with excellent attention to detail.
- Valid driver's license and clean driving record.
- An established meditation practice or a sincere interest in meditation and practicing mindfulness in daily life.

### **Physical Demands**

- Requires heavy physical work. Includes snow removal as well as lifting, pushing, or pulling of objects weighing 50 pounds or more.

### **Position to start immediately**

This is a full-time, 40 hours/week position, paid hourly, offering health benefits, meal plan options and generous paid time off, as well as participation in the Staff Sangha Program.

On site housing is available; residential employee preferred.

Qualified applicants please send Staff Application (available on website) to:

HR Manager, IMS, at the address below or email [hr@dharm.org](mailto:hr@dharm.org).

*IMS is a spiritual refuge for all who seek freedom of mind and heart. We offer meditation retreats rooted in the Theravada 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 is an Equal Opportunity Employer