# Job Description

**Position: Household and Retreat Attendant**

# Hours: Fulltime residential

# Terms: Practising Sangha volunteer with generous monthly allowance

## Line Manager: Retreat and Practice Manager

Hold and support the boundaries and environment for personal retreatants in Centre House. Support the daily practice, and the shrine area as needed. Support the daily meditation and Loving Kindness classes; and contemplative breaks as they develop. Overview the cleaning and laundry, and look after the catering and household needs for retreatants, practising sangha and guests in Longchen and Centre House.

Works closely with the Retreat and Practice Manager, the Practice Co-ordinator and the Shrine, Ritual and Environment Volunteer.

**Responsibilities:**

1. Overview the cleaning, general and personal laundry, and preparation of retreat and guest rooms, liaising with the Accommodation Manager.
2. Overview the security and maintenance of Centre House, liaising with the Site Manager.
3. Look after all catering, household and practical requirements for retreatants, practicing sangha

and guests including breakfast, lunch and dinner supplies

1. Hold the boundaries and environment for personal retreatants in Centre House.
2. Dispose of Longchen retreatants' tsok offerings, kitchen waste and rubbish, and any other tasks to support the retreatants
3. Help to prepare and set up Longchen for nyenpas
4. Support and attend the daily practice, including set-up and clean-up.
5. Support the Retreat Manager, Practice Co-ordinator and Chopon when and where needed.
6. Support the daily meditation and Loving Kindness classes.
7. Help in the development of instructor-supported Contemplative Breaks for the public.

**A typical working day is 6 hours and a working week is 5 days.**

**You are asked to make an initial commitment of 6 months to a year, with a 6-week trial period.**

**Requirements**

* Rigpa instructor preferable
* Experienced Vajrayana practitioner preferable
* Good team worker and ability to work on own initiative
* Flexible
* Sociable