The Society of St. Margaret
50 Harden Hill Road
Duxbury, MA 02332
718-934-9477 ext. 702
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Cook/Kitchen Manager

The Society of St. Margaret seeks a full-time cook/kitchen manager for our convent in Duxbury, Massachusetts. The convent is the main residence of our sisters, and our campus and guesthouses serve as a retreat center for people seeking spiritual sustenance in their lives. The ideal candidate will contribute to that by supporting our atmosphere of quiet and calm.

We are committed to establishing a productive working environment for our staff and maintaining the highest levels of quality and service for our guests.

Hours are Wednesday through Sunday, with weekends required, approximately 32-40 hours per week. You will prepare and serve buffet-style meals, making accommodations for dietary requirements as necessary, for approximately 6 sisters and between 1-20 guests, depending on the week.

There may be some flexibility on the specific work schedule, and we may be willing to split the job for the right candidate.

Responsibilities include:

- Prepare and make meal items from a given menu and clean up afterwards.
- Manage inventory so that all necessary ingredients are stocked.
- Maintain a clean and organized kitchen, adhering to food safety and sanitation standards.
- Maintain regular cleaning standards for the kitchen and kitchen laundry.
- Coordinate for deeper cleaning or cleaning projects with our cleaning team.

Job requirements:

- Restaurant or commercial kitchen experience preferred
- Food-handler certification
- Able to self-direct work and perform it quietly, mindful of our retreat atmosphere
- Able to read, write, and speak English
- Ability to operate or handle and clean a variety of kitchen tools and appliances
- Ability to exert moderate physical effort in medium work requiring bending, reaching, stretching, lifting, grasping, and being on your feet for your work period
- High school diploma or GED
- Own transportation

- Successful completion of CORI background check
- Successful completion of SafeChurch training (online course with no cost to applicant)
- Successful completion of three-month probationary period
- Non-smoker/non-vaper
- No religious/faith affiliation is required

Benefits

- Hourly rate $28.00-$32.00, depending on experience
- 32-40 hours per week
- Medical & Dental is 100% employer paid for full-time employees
- Paid daily breaks and lunch
- 403B employer match
- Vacation time accrued
- 13 Paid Holidays

The Society of St. Margaret is a religious community for women in the Episcopal Church. For more information on our community, please visit www.ssmbos.org.

For more information or to apply, please email Dante Tavolaro, Director of Strategic Initiatives at dante@ssmbos.org. Applications received until May 8, 2026.