



The Virginia Center for the Creative Arts (VCCA) provides residencies for national and international writers, visual artists and composers to pursue their creative work without distraction and in an egalitarian interdisciplinary community.

Each year, VCCA hosts over 400 artists at Mt. San Angelo in the Blue Ridge foothills of central Virginia and nearly 50 artists at the Moulin à Nef in the medieval village of Auvillar in southwestern France. The artists who come to VCCA are selected by peer review juries for residencies of up to eight weeks and are provided with a private studio, a private bedroom, and three meals a day. Founded in 1971, VCCA's "creative space" has advanced the work of over 5,700 Fellows.

**Job Title:** Kitchen Assistant

**Classification:** Non-Exempt

**Reports To:** Head of Food Services

**Job Summary/Objective:** The kitchen assistant will work under the supervision of the Executive Chef and Sous Chef to help with managing the daily operations of the VCCA kitchen.

**Position Type/Expected Work Hours:** Part time, up to 20 - 22 hours per week.

**Supervisory Responsibilities:** None

**Essential Responsibilities:**

- Prepare breakfast and lunch meals and deliver meals as needed on site
- Responsible for prep work and plating for the salad and dessert options
- Beverage service
- Prepare the dining room for opening, involving light cleaning or set up, and ensure a clean dining room following meals
- Wash all dishes for the kitchen and dining areas
- Other duties as assigned

**Required Qualifications:**

- High school diploma or equivalent
- Prior cooking or kitchen experience of 1 – 2 years
- Proficiency with email and willingness to learn and utilize correctly the online time card tracking and approval system
- Detail oriented and ability to respond in a flexible, positive manner to competing priorities

- Customer service focused
- Strong communication skills, both verbal and written
- Proactive approach to work responsibilities and communication with team members, supervisor, and customers

**Preferred Qualifications:**

- Kitchen or dining service experience of 2 – 4 years

**Work Environment:** Primarily indoor, kitchen environment.

**Physical Demands:** Extended periods of standing may be required. Ability to lift 50 lbs and reach various heights, which may include use of ladders.

**Travel:** N/A

**Deadline for Submission:** Review of applications will begin immediately and continue until the position has been filled.

**Other Duties:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

**How to Apply:** If applying for a staff position, please submit a [VCCA Employment Application](#), cover letter, résumé and three professional references to [vccaemployment@vcca.com](mailto:vccaemployment@vcca.com).

*The VCCA does not discriminate on the basis of gender, race, age or national origin.*