



Job Title: Kitchen Assistant/Cook

Classification: Non-Exempt

Reports To: Head of Food Services

Job Summary/Objective: VCCA is one of the largest and most prominent artist colonies in the country, housing 25 artists at a time and providing three meals a day for all artists. The Kitchen Assistant/Cook helps with preparing meals for VCCA programs, providing backup staffing for cooking, prep work, and other miscellaneous kitchen duties as assigned.

Position Type/Expected Work Hours: Full time, 40 hours per week, with benefits. Hourly pay rate will be \$10.50 payable bi-weekly.

Supervisory Responsibilities: May assist with monitoring and directing other kitchen assistants as needed.

Essential Responsibilities: The role includes cooking breakfast for 25 VCCA fellows in the Fellows Residence, preparing and delivering lunch to the Studio Barn, preparing salad, cutting and plating desserts, making coffee, getting the dining room ready for opening, washing dishes and cleaning.

This position also requires being available as a substitute cook, preparing dinner for VCCA artists when needed.

Required Qualifications:

- High school diploma or equivalent
- Social Security card
- Valid Driver's License
- Reliable car
- Must have a working phone and respond when called
- Strong communications skills, including written and verbal communication
- Prior experience in food service field
- Open to learning and direction
- Proficient with basic computer skills such as email, online time card tracking and approvals, and willingness to utilize the electronic time card system
- Reliable and takes initiative to be proactive with projects and needs of the organization and the team
- Maintain a high standard of safety and efficiency
- Flexible, able to respond quickly to unexpected needs and to react to change productively in order to handle multiple tasks and priorities as assigned
- Ability to work with little or no supervision and maintain a high level of performance
- Adhere to rules and regulations of health and safety

- Sensitive to the creative environment at VCCA

Preferred Qualifications:

- Experience in food service field

Work Environment: Primarily indoor, kitchen environment. Part of essential personnel and required to work in emergency situations (inclement weather)

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.

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

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 6,000 Fellows.