



VSC Staff-Artist – Kitchen Coordinator

The kitchen coordinator is responsible for assisting with the daily kitchen functions at VSC. This is a one-year live-in staff-artist position averaging 29 hours per week (schedule varies over the course of the month). Compensation includes private room, private studio, all meals, access to Visiting Artists & Writers, a stipend of \$200 per week, 11 paid holidays, 1 personal day (6 hours) and two weeks (60 hours) of vacation time.

Kitchen duties include:

- Learning all kitchen shifts (breakfast, lunch, and dinner)
- Training new residents on breakfast, lunch, and dinner shifts at the beginning of each session
- Cooking one weekend day*
- Assisting the chef and supervising the kitchen 2-3 days per week
- Picking up kitchen shifts when necessary

On supervisory days, the kitchen coordinator will oversee the kitchen's operations, including:

- Making sure all kitchen jobs are done properly and efficiently
- Ensuring all work-exchange residents are on time and on task
- Putting away food orders
- Checking and replacing beverages
- Assisting chef in food preparations when necessary
- Making sure work areas are clean and orderly

The chef and kitchen manager will train the coordinator in all cooking responsibilities. Once the coordinator's hourly obligation is reached, a \$100 bonus will be given for taking on additional cooking days when the chef and/or kitchen manager take vacation time.

The kitchen is open holidays; therefore, if the coordinator is scheduled to work on an observed VSC holiday, those holiday hours will be deferred until the following pay period (or as arranged with supervisors).

The kitchen coordinator must have experience working in a kitchen, the ability to work well with others, a positive attitude, and the flexibility to work early mornings (6:30 am)/late nights (8pm)/weekends/extra shifts as necessary. A willingness to participate in VSC's diverse community and think creatively and hospitably on behalf of VSC and the artists and writers it supports is an essential part of the position.

This position has a start date of late August 2017. Apply online at <https://vsc.slideroom.com/#!/permalink/program/34062/hbDMDY4ztn>.

**Weekend menu is due to the chef every Wednesday by lunch*