



**Chef and Organic Farm Assistant  
for the 2020 Artists-in-Residence Program**  
at the  
**Oak Spring Garden Foundation**

The Oak Spring Garden Foundation (OSGF) is accepting applications for a unique opportunity for a chef who is also interested in working on the OSGF Biocultural Conservation Farm (BCCF) – an organic farm – at the Oak Spring Garden Foundation.

The successful applicant will be responsible for creating healthy, locally sourced, communal meals for our Artist in Residence (“AiR”) participants and also for supporting the production of fresh healthy food to supply resident artists and local food banks.

To learn more about the Oak Spring Garden Foundation AiR program, please visit [www.osgf.org/artists](http://www.osgf.org/artists).

*The Oak Spring Garden Foundation (OSGF) is a 501(c)3 private operating foundation based in Upperville, Virginia with a mission to perpetuate and share Rachel Lambert Mellon's home, garden, estate and Library to serve the public interest. The Foundation is dedicated to inspiring and facilitating scholarship and public dialogue on the history and future of plants, including the culture of gardens and landscapes and the importance of plants for human well-being.*

*For additional information, please visit [www.osgf.org](http://www.osgf.org).*

Schedule:	Monday through Friday (40 hours a week), with some flexibility in hours to facilitate participating in and cleaning-up meals while the artists are in residence (mainly June through September).
Location:	Upperville, VA; The Oak Spring estate is located in rural northern Virginia, 15 minutes from the nearest town.
Payment:	This is a 8-9-month position (ca. March/April to Thanksgiving) - 40 hours a week (\$16 an hour). On-site housing is available in shared accommodation if needed at no charge. The successful applicant will have an ample budget to purchase food. S/he will be reimbursed for travel on a mileage basis when obtaining local food/groceries or participating in outreach activities.
Closing Date:	Review of applications will begin February 14 <sup>th</sup> and will continue until the position is filled. Applicants selected for an interview will be contacted by telephone/email and may be asked to prepare a sample meal and to propose a meal plan for Monday to Friday dinners.

## **The Chef and Organic Farm Assistant Role**

We are searching for a talented and resourceful chef who is passionate about providing healthy meals for OSGF Artists in Residence, and who is also interested in contributing to, and gaining experience of, the diverse day-to-day work that supports an organic farm. The key goal is to use fresh food that is grown on the OSGF Biocultural Conservation Farm, or that can be sourced locally, to create a culinary experience that supports and nourishes the artist community at Oak Spring.

The Oak Spring estate is located in Upperville, Virginia nestled in the Virginia Piedmont, between the Blue Ridge and Bull Run mountains. The location of OSGF in the foothills of Appalachia places us in the north-eastern fringe of a region rich in agro-biodiversity. Regional Appalachian crop varieties are a key focus of the OSGF Bio-Cultural Conservation Farm (BCCF). We are looking for an individual who will highlight these and other crops in creative and artistic ways that will inspire and tell the story of the food we are growing. Candidates are encouraged to visit [www.osgf/bccf](http://www.osgf/bccf) for more information about the BCCF.

In addition to their work in the kitchen, as time allows, and especially in those intervals when Oak Spring is not hosting residents, the successful candidate will work actively on the Biocultural Conservation Farm. It is the intent of this recruitment to seamlessly integrate the Oak Spring OSGF Artist-in-Residence and BCCF programs so that both are well supported and can continue to develop in a mutually supportive and integrated way.

We also envisage that the Chef and Organic Farm Assistant will have some opportunity to engage with our local communities and neighbors by creating and helping deliver workshops, classes and themed dinners during times when Oak Spring is not hosting residents.

### **Summary of Position:**

While the Artists in Residence are on-site, the primary responsibility of the Chef and Organic Farm Assistant will be preparing dinners, and post-dinner clean-up, Monday through Friday for a group of approximately 9 – 12 people. The foremost goal in menu planning should be to provide the group with a communal meal and community experience using locally sourced products that will be enjoyed by all. Creation of menus should take into consideration the preferences of the group of residents, and their specific dietary needs. The chef will be expected to attend all dinners (Monday - Friday) and their presence will be an integral part of the overall residential experience.

While the Artists in Residence are on-site, the Chef and Organic Farm Assistant may also have some responsibility for providing a daily rotating menu of simple self-serve breakfast and lunch options.

The balance of time not devoted to meal preparation, especially during non-residency periods, will be devoted to supporting the work of the Biocultural Conservation Farm. There will also be opportunities for engagement in outreach activities with local communities. In the event that our on-site kitchen staff need assistance, the Chef and Organic Farm Assistant might be asked to help them as well.

## **Responsibilities:**

The Chef and Organic Farm Assistant will contribute to growing seasonal produce on the Bio-Cultural Conservation Farm (BCCF) and will utilize that produce in developing the meal plans and meals for the artists in residence. Responsibilities include:

- Developing the meals schedule and taking the headcount for each meal. Dinners will normally include the residents, the residency facilitator(s) and occasional special guests.
- Working directly with local food producers and sourcing local ingredients to supplement the produce grown and available on-site.
- Collaborating with the Residency Program Associate and/or Residency Facilitator to accommodate residents' dietary needs whenever possible.
- Preparing daily dinner menus and dinners, including post-meal clean up Monday through Friday, when artists are in residence.
- Exploring new recipes that utilize products from the Biocultural Conservation farm and other local sources.
- Developing and experimenting with new menus that employ local and seasonal ingredients in the provision of meals.
- Assisting with the Biocultural Conservation Farm for at least 4 hours a week during AiR sessions (up to 40 hours during weeks when there are no AiR sessions).
- When needed, developing breakfasts for the following day that can be distributed to artists after the evening meal to be taken and eaten in their living quarters.
- When needed, developing lunches that can be prepared in advance and distributed to artists after the evening meal to be taken and eaten in their living quarters.
- Collaborating with the Residency Program Associate and the Head of Events and Guest Services to develop a menu and dinner for occasional Artist Salons.
- Using personal vehicle to purchase local ingredients/groceries and will be reimbursed for mileage after submitting a properly prepared reimbursement request that details trips and mileage incurred.
- Submitting timely receipts for all purchases and working with the Director of Finance, Personnel and Administration to maintain budget.
- Meeting with local farmers, and others in neighboring communities, to source local food and to begin the development of relationships that would facilitate and support outreach programs.

## **Qualifications:**

- Relevant work experience preparing creative meals for a group with a strong focus on seasonal and locally-produced ingredients.
- Expertise in accommodating dietary restrictions when planning menus and preparing meals.
- Ability to meet the physical requirements of bending, standing for long periods of time, lifting, working with extremely hot/cold objects, stretching and working with sharp objects.
- Comfortable working outside, in varied weather conditions (including extreme heat and cold; and exposure to stinging, and biting insects and animals) in a working farm setting.
- Candidate must be able to legally work in the United States.

**Preferred Qualifications:**

- Experience in food preservation methods (canning, fermentation, freezing, drying etc.) that could contribute to storing excess produce from the farm

**Skills and Knowledge:**

- Experience working in a semi- or full commercial kitchen.
- Experience in all aspects of food safety, food allergies and preparation.
- Experience working on a farm or garden setting.
- Ability to do repetitive tasks (chopping, mincing, peeling, etc.)
- Ability to work independently and also as a part of a team.
- Excellent time-management, communication and organizational skills.
- Ability to concentrate on a task for long periods of time without being distracted.
- Excellent communication, community building skills.
- Dependable and collaborative team player.
- Physical stamina to prepare meals for a large group of people for multiple days in a row.
- Dependable and reliable transportation.
- Ability to lift at least 50 pounds.

**Working Conditions:**

The Chef and Organic Farm Assistant will be provided a designated kitchen, pantry and dining area that will be established as the Chef “studio” space. This space will be well equipped and outfitted with the necessary cooking appliances and equipment. The position will be both indoors and outdoors. The Chef must be flexible and willing to work in a variety of settings, including outside in the Virginia summer. The successful applicant will need to be able to drive to source local products and get groceries: needs to be comfortable driving.

To be considered for this position, please send a cover letter and resume to the Oak Spring Garden foundation at [HR@osgf.org](mailto:HR@osgf.org). with “Chef and Farm Assistant for Artist-in-Residences” and your name in the subject line.

*The Oak Spring Garden, LLC is an equal opportunity employer. All applicants will be considered for employment without attention to race, religion, color, national origin, gender, age, sex, gender identity, veteran, disability status or other applicable legally protected characteristics.*