



NRC Backup Cook

We are looking for a Backup Cook to join our team at the Neighborhood Resource Center.

Location: Richmond, Virginia

Job Type: Part-time, occasional

Application Deadline: Applications are accepted until the position is filled.

About the job

We are seeking an experienced and passionate Backup Cook to join our team. The ideal candidate will be able to follow our recipes to prepare meals from scratch, follow sanitation and safety standards, and deliver meals to our youth meals program sites in a Neighborhood Resource Center vehicle. As a Backup Cook at The Neighborhood Resource Center, you will play a key role in ensuring that youth are able to receive nutritious meals without interruption in service when our full time staff member is off of work or has other administrative functions to perform. This is an in-person position in an area with inadequate public transit, so consistent access to a personal vehicle to get to and from work is required. This is a part-time occasional position with a typical schedule of up to 16 hours a month and more hours available during our full time staff member's time off. The initial onboarding training will take about 20 hours to complete over a week or two week period. This program is funded through pass-through federal dollars, so this position does require a background check and we are not permitted to hire anyone into this role that has criminal convictions.

About the organization

The Neighborhood Resource Center is a 501(c)3 non-profit educational, cultural and nutrition center in Richmond, Virginia's east end. We pride ourselves on our mission to build relationships, share resources, and develop skills to enhance lives in Greater Fulton and East Henrico County. Our success is driven by our ability to listen to community needs and our talented and dedicated team of professionals who work together to achieve our goals.

Role and responsibilities

The role's primary focus will be to cook and deliver meals for our youth program sites. The Backup Cook will serve as stand-in for our Food and Outreach Program Manager in their role as our primary chef. They will wash, cut and prepare foods, measure and mix ingredients, operate large volume cooking equipment such as grills, an oven, and steamer. The Backup Cook will clean, stock, and restock the pantry and coolers, receive and put away food and supplies, load food into hot holding boxes, wash dishes and clean the kitchen. Program staff currently includes one full time manager and will include one part-time temporary kitchen assistant apprentice every four weeks. The Backup Cook will ensure that meals are delivered on time to all food program sites.

This position requires occasional use of a computer and email and fine detail work involving the hands. The Backup Cook must be able to engage in frequent heavy lifting of 50 lbs or more, bending, kneeling, climbing up and down a ladder, reaching, pushing, and pulling. They must be able to tolerate temperature

fluctuations due to cooking and dishwashing. They must be able to lay in a prone position or kneel to light the oven or and squat or bend to reach items on low shelves.

On a typical day

A typical day for the Backup Cook involves coming in at the start of the shift in the morning to wash, cut, and prepare foods designated for cooking the recipes of the day. They will check email to verify food counts, but will determine the volume for preparation based on the estimated count per site. They will clean and wash dishes as they go. The Backup Cook will spend most of their time in food preparation, but will have time for a break. They will load up for food deliveries by early afternoon and will drive to make deliveries by designated times. They will return to the NRC Fulton in time for food pickup from our out of area sites. They wrap up their day by preparing the kitchen to be ready for the following day.

About you

You have experience working in a commercial kitchen. You are open to learning and growing. You juggle multiple priorities and complete a few tasks at the same time. You are dependable and arrive on time and are ready to work at the start of your shift. You have a commitment to the community that we serve, particularly youth that benefit from our meals.

We offer

\$20 hour

Professional development opportunities, including ServSafe Certification.

How to apply

If you are a dependable and conscientious Backup Cook looking to contribute to our organization's success, we'd love to hear from you. Please submit your resume detailing your qualifications and how you can contribute to our team's success. Visit our posting on Indeed to apply.

About the application process

We are eager to fill this position with the right candidate quickly. A first round half-hour interview will be held via Google Meet with video cameras active. Second round interviews will be in-person at the Neighborhood Resource Center. All applications are reviewed by a human and not Artificial Intelligence (AI).

Any questions? Ask Breanne Armbrust, Executive Director, jobs@nrccafe.org, 804-864-5797.

The Neighborhood Resource Center is an equal opportunity employer committed to diversity and equity in the workplace. We strongly encourage those who reflect the communities we serve to apply, including individuals with disabilities and/or people of color.

Neighborhood Resource Center | 1519 Williamsburg Rd. Richmond VA 23231

nrccafe.org | 804-864-5797