

## Cook

**Job title:** Cook  
**Department:** Academic  
**Reports to:** Head Chef  
**Status:** Full or Part-time

**Purpose of position:** To provide nutritional food for students attending West Ridge Academy.

### Essential Duties and Responsibilities:

- Supervise students in various settings.
- Prep, cook and serve meals to students and staff.
- Pickup food orders from various vendors.
- Maintain kitchen cleanliness and food preparation within Food Handler's Permit and OSHA standards.

### Recommended Qualifications:

- Previous cafeteria or food service experience.
- Current Food Handler's Permit.

### Required Skills/Abilities:

- Verbal and written communication skills.
- Compassionate and empathetic with a strong ability to establish and build trust.
- Excellent listening skills.
- Ability to remain calm and reassuring in tense situations and to de-escalate arguments.
- Ability to build relationships while maintaining proper boundaries with staff and students.
- Ability to address issues of concern with staff and students.

### Physical Requirements:

- Prolonged periods sitting, listening, and observing.
- Must be able to lift up to 75 pounds at times.
- Regular reliable attendance.
- Must be able to remain alert during your assigned shift.
- Must be able to perform work at West Ridge Academy's main office/Campus.

### To Apply:

Please submit a resume and letter of interest:

**Tammy Harter** | Human Resource Manager  
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