

The PRWS Hot Lunch Cook position is an hourly, non-teaching staff position at Pleasant Ridge Waldorf School.

Pleasant Ridge Waldorf School is an “at-will” employer.

This is a year-by-year position.

There is a 30-day probationary period followed by a review conversation to determine the continuation of the agreed position and terms during the first year of hire.

- ◇ Monday through Thursday while school is in session (September – May)
- ◇ Hours are 9:00 a.m. to 2:00 p.m. or until kitchen is cleaned
- ◇ Additional 4 hours per week are allotted for prep and planning purposes
- ◇ Create monthly menu
- ◇ Managing the kitchen budget
- ◇ Responsible use of a credit card and filing all receipts
- ◇ Sourcing and ordering of food
- ◇ Prepare meals for the students and staff of PRWS according to the monthly menu
- ◇ Oversee the dishwasher/food prep assistant and kitchen volunteers
- ◇ Maintains cleanliness and organization of the kitchen
- ◇ Deep cleaning of kitchen at start of each school year and as needed throughout year
- ◇ Coordination of volunteer helpers for lunch prep and serving

Skills and knowledge:

- ◇ Organization and planning in the realm of food preparation
- ◇ Knowledge of and commitment to safe use of kitchen equipment
- ◇ Commitment to good hygienic practices
- ◇ Ability to manage, direct, and oversee kitchen assistants and volunteers
- ◇ Professional communication with all staff, students, and community members
- ◇ Flexibility and warmth
- ◇ Dedication to healthy meal creation for the students

Compensation and Benefits:

- ◇ This is an hourly, 9-month position, with scheduled school breaks and summers off
- ◇ Starting pay is \$11-12/hour, based on experience
- ◇ 24-hour accident insurance available
- ◇ Paid Time Off (PTO) days are offered each year. PTO can be used for school breaks, sick days, weather closings, or as requested and approved two weeks in advance
- ◇ Partial tuition remission available