205 N King Street

Centralia, WA 98531

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Chris Ridgley

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| Summary |  | Motivated, dependable, trust-worthy, loyal employee looking for entry-level, full-time position. Willing to work hard, varied hours. Able to work independently, with minimal oversight. Good problem-solver who takes initiative. Proven long-term employment. |
| Skills & Abilities |  | **Manage Inventory:** build weekly orders based on planned menus, place orders using mobile device and application, receive order and confirm invoice  **Vendor Interface:** meet with supply vendors, establish collaborative working relationship, ensure vendors provide needed services  **Food Preparation:** Prepare meals for up to 200 individuals, follow individual service plans, substitute ingredients if needed  **Administrative:** Track staff food service cards, send in payroll |
| Experience |  | Headstart Head Cook, Virgin Kitchens, LLC December 2014 - current  Duties:  Prepare daily meals in advance for up to 200 students. Deliver meals to remote location to be served later and serve meals at temperature at primary location. Order supplies according to Headstart menu, receive inventory, track staff health cards and send in payroll.  Examples of success:  Company changed food service supplier due to recurring problems. Established relationship and clear expectations with new supplier, switched company to a mobile app for food order placement. Led to a smooth working relationship and more effective ordering with clear confirmations and accurate delivery.  Staff health cards often close to expiring or expiring. Noticed that there was no system or routine for tracking expiration dates for staff. Initiated routine for checking staff expirations monthly. No staff member has had an expired card since. |
| Education |  | Centralia High School, Centralia WA High school diploma. Completed three summer courses at New Market Skills Center in culinary and robotics programs. |
| Community Service |  | Run lights for local theatre performances: youth summer musical program, several programs for Centralia Ballet Academy, Centralia Ballet Nutcracker, performed in the Centralia Ballet Academy Nutcracker.  Participated in several community service projects: Salvation Army toy distribution, neighborhood clean-ups, two mission trips outside of WA state. |
| Interests |  | Avid reader, snow boarder, support my family |
| References |  | Available Upon Request |