ROBERT SMITH

Assistant Kitchen Manager II

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Experienced and goal oriented Assistant Kitchen Manager II with 15 plus years of experience and with a track record of consistently managing efficient food service operations for Country Clubs/Resorts while exceeding member/guest standards and expectations. I am skilled in computer operations including Microsoft Office, Jonas software, and Chieftec. Driven to raise the bar for fine dining and all aspects of guest relations.

CORE COMPETENCIES

55 WPM Typing, Access, Excel, MS Office, Word, Leadership Experience, Eagle Scout, Training & Development, Marketing, Sales Support, Employee Relations, Mentoring

PROFESSIONAL EXPERIENCE

Assistant Kitchen Manager II

Post Office Pies - August 2016 – Present

Key Deliverables:

- Directly supervising the shift employees in food preparations, maintaining a clean and safe environment, and providing exceptional customer service.
- Performing as the kitchen manager in their absence. Contributing to reducing food, paper, and labor costs.
- Exercising the responsibility of ordering and receiving products and maintaining inventory records using Windows-based software including excel.
- Performed all opening and closing procedures including record keeping, cash handling, inventory management.
- Expediting, kitchen maintenance and repairs, ensuring food quality and specifications.
- Scheduling and directing the staff in daily work assignments to maximize productivity.
- Efficiently resolving problems or concerns to the satisfaction of all involved parties.

Assistant Kitchen Manager

ABC Corp - November 2005 – August 2016

Key Deliverables:

- Minimized loss and misuse of equipment through proper restaurant supervision and staff training.
- Monitored food preparation methods, portion sizes, and garnishing and presentation of food to ensure that food is prepared in an acceptable manner.
- Trained all new cooks as well as new managers in the managers in the development program.

2259 Oak Street, Old Forge, New York, 13420

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- Managed the staff on day to day basis preparing schedules and assigning specific duties.
- Oversaw the quality of food and the prepping, following company guidelines as well as with food safety guidelines.
- Determined staffing requirements, hiring and training to help make the restaurant succeed.
- Read the financial statements to determine what can be improved in any given area.

EDUCATION

Marketing And Accounting - August 2001 to July 2003(University Of Alabama At Birmingham - Birmingham, AL)High School Diploma - May 2001(Jess Lanier High School)

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