

# ROBERT SMITH

## Bakery Supervisor/Clerk

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Bakery Supervisor with expertise providing customer support in high call volume environments. Exceptional computer aptitude and telephone etiquette.

### **MARCH 2013 - MARCH 2015**

#### **BAKERY SUPERVISOR/CLERK - ABC CORPORATION**

- Followed proper standards for product freshness, food safety, weights and measures, refrigeration, and sanitation.
- Supervised, trained, and developed team members in accordance with company policies and procedures.
- Conducted weekly sales meetings with team members to establish merchandising, sales, and profit objectives.
- Received, inspected, and logged all products for accuracy of shipment, temperature, and quality.
- Maintained an atmosphere of enthusiastic customer service.
- Managed daily operations of a staff of up to 6 employees.
- Implemented continuous improvements in processes.

### **2008 - 2013**

#### **BAKERY SUPERVISOR - DELTA CORPORATION**

- Maintained an attractive and productive bakery department for the highest number of sales in the Southeast region for 6 months straight.
- Also handled baking, ordering, scheduling, and inventory.
- Supervision of employees in Bakery/Deli, Ordering, Scheduling, Hiring, Merchandising, Production, Stocking, and all other duties to run the.
- Prepare a wide range of desserts for 1500 students, 300 faculty and staff, and a multitude of catering functions Research and test new recipes daily.
- Handled product -Filled orders.
- Supervised bakery associates and delegated assigned tasks daily Trained associates in food and safety guidelines and customer service.
- This is Dummy Description data, Replace with job description relevant to your current role.

## **EDUCATION**

High School Diploma - (LaSalle High School - South Bend, IN)

## **SKILLS**

Photography, Graphic Design, Customer Service.