

# ROBERT SMITH

## Assistant Child Nutrition Program Director

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### SUMMARY

Primary purpose of this position is to serve as a first level supervisor and assist the Child Development Center Director in the supervision of the day-to-day operation of a Child Development Center. Assists with the supervision of the Child Development Center to provide specialized developmental childcare and instruction for children ages 6 weeks to 5 years of age.

### SKILLS

Cooking, Management, Sanitisation.

### WORK EXPERIENCE

#### Assistant Child Nutrition Program Director

WSFCS - 2015 – 2020

- Involved in the preparation and serving of food daily in the cafeteria, to include outside serving carts.
- Broke down dish machine, wipes down prep tables, sinks, and sweeps and mops floors.
- Utilized a computerized touch screen point of sale system with the responsibility to open and close tills, maintain a balanced cash drawer, correctly identify the customer, key in customer meal selections while verifying a USDA reimbursable meal versus ala carte sales, receive payments to customer accounts, and maintain strict confidentiality.
- Checked-in food and supply orders reporting any errors or discrepancies with deliveries to the manager such as shortages, damaged products, and/or incorrect invoices, using the established procedure and only signing invoices after each order has been verified.
- Assisted the Coordinator in providing services in response to disaster or emergency situations.
- Assisted the director in the administration of the USDA nutrition/food program.
- Assisted with designing and planning facilities that ensure high-quality customer service, wholesome food production, and efficient workflow.

#### Child Nutrition Assistant

Delta Corporation - 2009 – 2010

- Child Nutrition Sub Meet all scheduled meal times, portions, and serve the food as required by the departmental policies and procedures
- Prepare and cook food according to recipes provided Serve/Ring up students lunch in an accurate and timely manner Complete daily cleaning
- Prepared and cooked foods while meeting all federal and local health and safety regulations.
- Performed cleaning and stocking functions to ensure organized and sanitary workstations.
- Counted and documented inventory.
- Assigned Duties Prepared, Served, and Cashiered Breakfast & Lunch Menu Items To Students, Fast Pace & Physical Work Environment, Lead Cashier, End.

- Help translate and/or fill out application for each parent applying for school lunch, verify income, sort out files, handle mail, organize storage.

## SCHOLASTICS

- Diploma - (Martin Van Buren High School)