

# Robert Smith

## *Production Assistant- Child Nutrition*

### PERSONAL STATEMENT

Assistant Child Nutrition Program Director administers the federal Child Nutrition Programs, supervises a team of five Program Specialists, and provides assistance to the Office Administrator and Division Director in administrative functions.

### WORK EXPERIENCE

#### ***Production Assistant- Child Nutrition***

**ABC Corporation - August 2003 - August 2003**

##### *Responsibilities:*

- Cooked/Served food following state standardized recipes and guidelines for elementary school children and adults.
- Assisted with inventory count and stocking. Record daily production records using specified requirements.
- Received money and use POS system to log meals in individual accounts.
- Balanced cash drawer against data entered into accounts.
- Assisted with maintaining a clean and safe working environment by following all state and county regulations.
- Arranged food and beverage items for the purpose of making them available to students and staff.
- Cleaned utensils, equipment, and the storage food preparation and serving areas for the purpose of maintaining sanitary conditions.

#### ***Child Nutrition Assistant***

**Delta Corporation - 1998 - 2003**

##### *Responsibilities:*

- Clean, prepare and served food for grades K through 5.
- Monitored the inventory of food and tools supplies.
- Record daily lunches and breakfast menu.
- Prepared food items following set standards and guidelines.
- Maintained a clean and sanitary workstation.
- Follow recipes to provide healthy meals for students and staff Balance cash register.
- Adequately charge for meals Work as a team player.

### Education

Diploma in Management- (Carteret Community College Morehead City - Morehead City, NC)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
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[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Administrative,  
Management,  
Organising.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)