

ROBERT SMITH

Dietary Supervisor/Executive

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

SUMMARY

To ensures all Dining Services staff members are adhering to department policies and procedures for food handling, preparation, and service. Monitors department food and non-food item inventory consistent with resident needs and the

CORE COMPETENCIES

Supervisory, Hostess, Hostess, CNA, LPN.

PROFESSIONAL EXPERIENCE

Dietary Supervisor/Executive

ABC Corporation - 2009 – 2014

Key Deliverables:

- Assured that meals and snacks are prepared according to the menus; that meals taste good, and are presentable.
- Assured that all items needed to prepare foods on the menu are available to dietary staff.
- Assured that appropriate inventories of food, supplies, and equipment are available.
- Assured that kitchen equipment is clean, in working order and available to dietary staff.
- Assured that all infection control procedures are maintained in the preparation and storage of food and equipment.
- Maintained and kept accurate accounting for all budgets assigned and informs Administrators prior to spending monies in excess of the budget.
- Monitored personal and staff compliance to all Federal and State regulations concerning bloodborne pathogens, infection control, use of hazardous materials, and fire safety.

Dietary Supervisor

Delta Corporation - 2008 – 2013

Key Deliverables:

- Coordinated all aspects of nutrition care with healthcare team members, in addition to delegating responsibilities.
- Counseled clients and caregivers to follow the recommended food guidelines for well-balanced diets.
- Served as a nutrition resource to departmental and healthcare staff to enhance nutritional services.
- Supervise team members to ensure meals were correctly and promptly prepared and sent to hospital floors for delivery.
- Managed up to 21 employees, directed my assistant supervisory in the dietary department; responsible for breakfast and lunch preparation and service .
- Managed daily food service shift while enforcing customer satisfaction standards.
- Trained and supervised 10-20 colleagues on operational policies and procedures.

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EDUCATION

- Human Services - 2012(University of Phoenix)