Robert Smith

Director Of Food Service/Coordinator

CONTACT DETAILS

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PERSONAL STATEMENT

An organized, detail-oriented individual with strong time management skills. Able to learn new tasks quickly and effectively.

WORK EXPERIENCE

Director Of Food Service/Coordinator

Villages Of Saint Peters Memory Care - November 2015 – 2020

Responsibilities:

- Monitored workforce requirements and confer with other managers regarding team members hours to maximize hours utilization and minimize labor expense.
- Responsible for component accounting functions, Events planning, organization and supervision.
- Managed operations of the Food and Nutrition Department at a 109-bed nursing home.
- Supervised 15 staff members and Clinical Dietitian.
- Managed personnel, including recruitment, scheduling, training, and education.
- Provided branch support when necessary Prepared and executed business plans for accounts that included short, mid and long term goals.
- Assessed new and existing resident information to accurately implement plan of care within regulations.

Director Of Food Service

Delta Corporation - 2011 – 2015

Responsibilities:

- Managed kitchen operations for high grossing, fast-paced environment.
- Developed and implemented creative menus catering to residents with dementia and other cognitive disorders.
- Supervised 4 cooks, 2 prep cooks, and 9 dietary aides.
- Kept track of payroll and scheduling, along with the recruitment of staff.
- Ensured all of the resident diets were followed correctly by using a household breakdown sheet.
- Effectively managed food production for 130 - 200 people.
- Directed three managers and 20 sales representatives across three locations to execute our marketing strategies in the following channels of business.

Education

Bachelor Of Science In Nutrition Science - (Kaplan University - Davenport, IA)

SKILLS

Word Processing, Excel, Microsoft Outlook, Windows XP. Typing: 65WPM, Inventory, Shipping/Receiving.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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