

# ROBERT SMITH

## Food Coordinator

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

### SUMMARY

Reliable worker, good transportation, excellent communication, works well with team members. Excellent customer service skills.

### CORE COMPETENCIES

Flexible, Reliable, Dependable Hard-worker, Multi-tasking , Team-Player With Excellent Communication , Quick Learner, Motivated Self-starter With A Strong Desire To Learn, Professional Appearance, Attitude And Demeanor.

### PROFESSIONAL EXPERIENCE

#### Food Coordinator

**ABC Corporation - June 2014 – July 2014**

##### Key Deliverables:

- Used Good interpersonal skills allow me to participate effectively as a member of a team, satisfy the childrens expectations, make decisions, manage my time efficiently, take responsibility, and work effectively with the company to take trash out.
- Wipped down the doors and windows from spreading germs.
- Addressed guest situations to ensure a positive outcome for return.
- Used calculator, computer, telephone, and other equipment as needed.
- Properly lifted, pulled, and pushed up to 50lbs.
- Worked a flexible schedule of nights, days, weekends, and holidays.
- Planned, organized, and directed the preparation of meal provides instructions to kitchen staff and volunteers to assure quality menu preparation that meets menu requirements & program standards & served on a timely basis to congregate diners and Meals on Wheels diners.

#### Food Coordinator

**Delta Corporation - 2011 – 2014**

##### Key Deliverables:

- Duties include preparing menus, shopping, preparing and delivery of meals for 90 children Mon.
- For five weeks.
- Taking phone orders, catering orders, reservations, maintaining excellent customer satisfaction, and was entrusted with money management.
- Department Food & Nutrition Assist Chefs in the kitchen with preparing and cooking food for patients and the hospital cafeteria.
- Follow up and prepare special dietary foods with staff to ensure that patients get their needed nutrition.
- Provide assistance in bringing food to each department and serving food to the patients.
- Take patient order for breakfast, Lunch & Dinner based on their diet food.

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### EDUCATION

- Administrative Office Assistant