

# ROBERT SMITH

## Food Coordinator

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### SUMMARY

To continue my career with an organization that will utilize my management, leadership, and educational skills to benefit mutual growth and success.

### SKILLS

Management, Customer Service.

### WORK EXPERIENCE

#### Food Coordinator

ABC Corporation - August 2009 – June 2011

- Developed nutritional and appetizing menus suitable for 60 children.
- Supervised activities of workers engaged in preparing, cooking, and serving food.
- Maintained daily record of meals served to children and staff.
- Recreational Counselor Assisted children with assignments and reinforced learning concepts presented by teachers.
- Facilitated and organized weekly bible study lesson materials and bulletin board displays.
- Observed students performance and recorded relevant data to assess progress both in and outside the classroom.
- Organized and supervised games and other recreational activities to promote physical, mental, and social development.

#### Food Coordinator

Delta Corporation - 2007 – 2009

- Posted weekly school lunch menus outside main office; Assisted with food preparation and serving; supervised kitchen staff; made regular orders of .
- Responsible for all inventory including paper, plastics, produce, and beverages.
- Create daily menu and specials in coordination with available produce to insure all food is utilized with little to no waste.
- Suggest menu items to fit customers demand and to increase sales.
- Maintain quality of all products and insure all food safety regulations are met in accordance with Nyc Department of Health and Mental Hygiene.
- Managed, coordinated and oversaw the day-to-day food service operations Organized safe storage of food and maintained a sanitary kitchen Ensured .
- Utilized computer software such as Microsoft Excel in order to input and organize information on all sites Filed paperwork each week to compile .

- Associate Of Applied Science