

# Robert Smith

## Food Coordinator

### PERSONAL STATEMENT

A hard-working, goal-oriented, dedicated individual who has the ambition to succeed at any given task and in any environment. Although I have a great deal of experience in the restaurant industry, I love to learn and capable of taking on any challenge. I am a team player who can also work efficiently on my own. Seeking a position where I can continuously enhance and develop skills while presenting my absolute best to my employer.

### WORK EXPERIENCE

#### **Food Coordinator**

**De'Ville's Catering - July 2012 - 2021**

##### *Responsibilities:*

- Prepared and Served food.
- Accurately recorded customer orders.
- Cleaned and tidied service areas.
- Collected the correct items for customer orders on trays for serving.
- Worked quickly in a fast-paced environment.
- Provided strong, friendly customer service.
- Ordered food and supplies weekly utilizing vendor order guide; maintained inventory of food items.

#### **Food Coordinator**

**Delta Corporation - 2008 - 2012**

##### *Responsibilities:*

- Prepare the meals for breakfast and lunch for students K-8th grade. Do orders, inventory, and also putting smile on kids face Accomplishments Food .
- Product delivery and presentation.
- Inventory current with over 20 items required for daily store operations.
- Grill station and store front, customer satisfaction.
- Food preparation Food server Maintenance of large fry vats Knowledge of state regulations on safety in the work area.
- Career Summary Prepared and served lunch/dinner to the adult residents of the Windsor Pointe retirement community.
- Key duties also included hosting and serving during special occasions as well as working alongside other employees by assisting in prepping meals and .

### Education

GED

### **CONTACT DETAILS**

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

### **SKILLS**

Closing,  
Communication ,  
Customer Service, Lotus  
Notes, Microsoft Office,  
Problem Solving, Typing,  
English, Microsoft  
Access, Microsoft  
Windows, Photography,  
Telephone , Cashier,  
Machinery, Writing,  
Safety.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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