

# Robert Smith

## Food Coordinator

### PERSONAL STATEMENT

As a Food Coordinator, responsible for Purchasing, receiving, and inventories all food supplies, noting any discrepancies and reporting problems to the Director of Facilities, Monitoring, supervising, and evaluating the performance of staff in the assistance with the Director Facilities.

### WORK EXPERIENCE

#### **Food Coordinator**

**ABC Corporation - June 2013 - March 2015**

##### *Responsibilities:*

- Planned Monthly Meal and Snack menu.
- Oversaw the completion and timely submission of the food program forms.
- Reviewed the food program logs to ensure accurate tracking of all meals served.
- Coordinated the Food shopping list with supports of the food vendor and cottage staff.
- Tracked cleanliness of all food storage areas. Ensures all food is stored and marked correctly.
- Completed a weekly safety/operational check of all appliances, kitchens and food serving areas.
- Provided training in the areas of appropriate Food Handling, Services and Storage.

#### **Food Coordinator**

**Delta Corporation - 2010 - 2013**

##### *Responsibilities:*

- Provided logistical support for the Occupy Austin movement.
- Responsible for planning meals, soliciting donations, maintaining inventory, supplies and facilities, scheduling labor and transportation, and .
- Negotiated with City Council representatives to address concerns of local interests.
- Role My job was to plan monthly events, keep a very detailed food schedule through the week, managed and track over a electronic invotry spread .
- Sub Cook.
- Bake, serve food, clean up.
- Deliver food to elderly/special needs.

### Education

GED

### **CONTACT DETAILS**

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

### **SKILLS**

Customer service,  
Communication, Data  
entry.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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