

Robert Smith

Food Coordinator

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SUMMARY

Highly trainable, fast learner. Adapt well to changes and pressures in the workplace. Friendly with an upbeat attitude. A proven leader and very strong-willed. Ambitious and hardworking, committed to excellence. Effective communicator, both written and oral. Fluent in Spanish.

SKILLS

Attention to details, Customer Service.

WORK EXPERIENCE

Food Coordinator

ABC Corporation - July 2003 - August 2004

- Provided training to direct care staff regarding food handling, preparation and high nutritious and balanced meals for children in the program.
- Reported all unsafe conditions.
- Managed food intake.
- Transported donations from local stores and food drives.
- Distributed food to families during special distributions Commodities and Thanksgiving.
- Coordinated food drives.
- Developed and maintained relationships with food donors.

Food Coordinator

Delta Corporation - 1998 - 2003

- Schedule preselected meals for multiple sites throughout the Metro area Make sure meal tickets are correct Take daily count to meals served via .
- My Responsibilities on this job was to monitor Site Supervisors on Play Streets, Tot lots, and organizations and maintain paperwork of the quantities .
- Helping to get meals and snacks out to younger people.
- Skills Used The Skills I demonstrated was the ability to count, take a temperature, maintain paperwork, and oversee.
- Developed communication skills by taking care of 40+ customers per day Improved customer satisfaction by managing orders accurately 100% while .
- Stocked food -Prepared subs, soups, pizza, etc.
- Baked goods -Washed dishes, mopped, and swept Skills Used Provided Great Customer Service skills while preparing subs, sandwiches etc .

EDUCATION

BS In General Studies