ROBERT SMITH

Food Production Supervisor

info@qwikresume.com | https://Qwikresume.com

Food Production Supervisor with 4 years of experience in Maintaining employee time and attendance records in coordination with Human Resources, Demonstrating exceptional interpersonal, communication, decision-making, and team skills; Remaining approachable and accessible to employees at all times.

JULY 2013 – 2014

FOOD PRODUCTION SUPERVISOR - ABC CORPORATION

- Assigned, coordinated, and supervised all phases of food production, including Room Service, Banquets and Restaurant.
- Daily used of Inventory control and ordering systems.
- Aided in cross-training and development of all food production associates.
- Created daily production sheets for menu/schedule for the airline customers.
- Oversaw and assisted in the preparation of food items for the day and dating products.
- Analyzed, reconciled, resolved inventory discrepancies Supervises and trains staff.
- Developed skills and efficiencies for production and culinary staff.

2010 – 2013

FOOD PRODUCTION SUPERVISOR - DELTA CORPORATION

- Coordinated food production for all flights, improved quality and customer satisfaction.
- Audited food storerooms and purchasing department for consistent quality and specifications.
- Enforced safety procedures and cleanliness standards to ensure adherence to all health code requirements.
- Emergency Hire, Au Bon Pain, high-volume bistro.
- responsible for production planning for patients, cafeteria and catered functions; supervised staff involved with food preparation; participated with .
- Responsible for supervising food assemblers and bulk packers; assigning production duties; making sure customer specifications are being followed; .
- Overlook and supervise all operations within the kitchen as far as safety and making sure all food productions have met its standards and requirements.

EDUCATION

BS In Computer Science

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SKILLS

Powerpoint, Access, Adobe Photoshop, Administration, Data Entry, Computer Skills, Customer Service.