ROBERT SMITH

Head Cook/Shift Leader

E-mail: info@qwikresumc.com **Phone:** (0123)-456-789

SUMMARY

A position as an office or administrative support worker. Ability Summary Experience in performing varied duties in an office environment. Good phone etiquette and excellent customer service skills. Employment History Store Manager 11/2007 - 02/2014 Bon Worth 800 S James Campbell Blvd # 6, Columbia, TN Plan, direct, or coordinate the actual distribution or movement of a product or service to the customer.

SKILLS

Microsoft Office,excel,spreadsheet & More.

WORK EXPERIENCE

Head Cook/Shift Leader

ABC Corporation - November 2011 – May 2013

- Prepared breakfast and lunch on a daily basis.
- Prepared meals for individuals with special dietary needs.
- Cleaned and inspected galley equipment, kitchen appliances, and work areas to ensure cleanliness and proper functionality.
- Apportioned food accurately to serve facility residents, patrons and employees.
- Washed pots, pans, dishes, utensils and other cooking equipment.
- Compiled and maintained records of food use and expenditures.
- Conducted inventory of supplies and equipment.

Head Cook

ABC Corporation - 2010 – 2011

- Cook food products according to menus, special dietary or nutritional restrictions and numbers of portions to be served.
- Clean and inspect galley equipment, kitchen appliances, and work areas to ensure cleanliness and functionality.
- Direct activities of co-workers that assist in preparing and serving meals.
- Wash pots, pans, dishes, utensils, and industrial cooking equipment.
- Inventory of supplies and equipment.
- Conduct training of employees.
- Detailed Team Player providing Care and Compassion with Respect and Confidentiality.

SCHOLASTICS

- - (Oscar F. Smith High School - Chesapeake, VA)

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