

# ROBERT SMITH

## Nutrition Services Supervisor

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Responsible for Providing supervision of day-to-day activities of subordinates and assigns responsibility for specific work or functional activities.

**2009 - 202**

### **NUTRITION SERVICES SUPERVISOR - O'CONNOR HOSPITAL**

- Supervised a staff of 60 in the Nutritional Services department in a sensitive Unionized environment.
- Provided excellent customer service through several aspects in our department o Patient experience w/ room service.
- Responsible for Quality Assurance controls of all foods served according to department, HACCP and food safety standards for quantity, quality and portion control and oversee food handling techniques and safety procedures to ensure good practices to meet public and company standards.
- Interviewed and select new associates.
- Participated in department orientation for all new associates.
- Conducted associate investigations regarding disciplinary action.
- Modernized several department policies and procedures.

**2014 - 2015**

### **NUTRITION SERVICES SUPERVISOR - DELTA CORPORATION**

- Interview and hire potential new employees - Manage employee scheduling - Communicate directions and plans to staff - Assist Nutrition Services .
- Supervise personnel assigned to Nutrition services, responsible for maintaining a financially sound Food Service program, facilitate departmental .
- Became a great influence for the moral of the employees.
- Used Adapting policies, analyzing , categorizing records, checking for accuracy, coaching people, communicating, conducting interviews.
- Managed the retail staff comprised of over thirty individuals Cultivated a nutritious and flavorful weekly menu Developed and implemented a labeling .
- Greeting customers/patients Directing and supervising nutrition services staff Responding to routine catering requests Assisting with answering calls .
- Currently the interim Manager for the Nutrition Department of an 80 bed Rehabilitation Center.

## **EDUCATION**

B.S. In Dietetics



## **SKILLS**

Planning Skills, Patient Care.