
JESSICA CLAIRE

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PROFESSIONAL SUMMARY

Seeking position of Dean of Students in the Technical High School System in which a strong dedication to the total development of children and a high degree of enthusiasm can be fully utilized. High profile leader in food service education and operations, with more than 18 years of corporate and K-16 educational experience. .

Character-focused teacher accomplished in helping students reach full potential by preventing and controlling disruptive behaviors.

Encouraged students to make positive choices and consistently model correct strategies. Focused on helping teachers enact effective controls and providing immediate support for complex issues.

SKILLS

- Solid knowledge in culinary arts
 - Excellent knowledge of cooking principles and knife skills
 - Broad knowledge in preparing new delicious dishes
 - 7+ year's progressive experience in diverse restaurant and food service
 - Settings
 - Demonstrated ability to develop resourceful products and menu items to
 - Meet both timelines and resources
 - Post-certification training in cuisines and food systems
 - In-depth knowledge of safe food handling Solid experience in the areas
 - Of restaurant management, cooking and conflict management
 - Arts
 - Conflict management
 - Cooking
 - Manage inventory levels
 - Pricing
 - Quality
 - Restaurant management
 - Staffing
 - Differentiated instruction
 - Performance evaluation
 - Progress tracking
 - Curriculum Development
 - First Aid/CPR
 - Budgets
 - Relationship development
 - Supervision
 - Organization
 - Process improvement
 - Operational improvement
 - Project organization
 - Team building
 - Communications
 - Problem resolution
 - Technological Instruction
 - Student-Centered Learning
 - SMART Board Aptitude
 - Positive Reinforcement
 - Positive Learning Environment
 - Innovative Lesson Planning
 - Differentiated Instruction
 - Age-Appropriate Lesson Planning
 - Student Progress Reporting
 - Post-Secondary Education
 - Special Needs Students
 - Lesson Planning
 - Student engagement
 - Social-Emotional Learning training
 - Classroom management
 - Student records management
 - Secondary education
 - Classroom discipline
 - Fundraising
 - Group and individual instruction
 - Testing and grading
 - Team building
 - Budgets

WORK HISTORY

Culinary Arts Instructor, 01/2012 - Current

Lincoln Tech – Parsippany-Troy Hills, NJ

- Taught students about sanitation, nutrition and culinary skills
- Conducted interactive and interesting cooking training classes for students
- Instructed variety of techniques in cooking to prepare healthy tasty dishes
- Tutored basics of cooking and food preparation classes
- Planned and documented programs of study meeting individual needs and abilities of students
- Provided instructional handouts, texts, audiovisual aids and other materials to facilitate learning
- Provided detailed instruction and role modeling for acceptable social and work-related behaviors
- Managed quality assurance program, including on-site evaluations, internal audits and customer surveys
- Taught culinary theory and practice in kitchen environment, focusing on food production, food safety and restaurant operations
- Developed and implemented creative lesson plans to reach diverse student audience
- Prepared lesson plans for classroom instruction of credited technical and occupational courses
- Designed hands-on lesson plans for up to 24 students on 80minute block basis
- Encouraged students to enhance recipes with personal style
- Trained winning teams to participate in culinary competitions, developing student skills and confidence
- Supervised students in kitchen lab setting to maintain safety and efficiency targets
- Taught basic cooking skills during both one-on-one and group classes
- Maintained documentation on educational services and tracked students' progress to gauge overall success of learning program
- Resolved conflicts and negotiated mutually beneficial agreements between parties

Chef/Kitchen Manager, 04/2008 - Current

Aimbridge Hospitality – Cleveland, OH

- Coordinate efforts of the front end with the kitchen Ensure food quality and quantity Monitor food waste and manage inventory levels
- Ensure kitchen sanitation and hygiene procedures Manage kitchen equipment in terms of cleanliness and maintenance Ensure appropriate staffing and schedules
- Oversaw daily recipe preparation, food storage, cooking, and presentation
- Developed recipes and recommended menu item pricing
- Researched and selected ingredients based on seasonal availability and quality
- Continuously monitored and controlled food costs
- Planned promotional menu additions based on seasonal pricing and product availability
- Utilized proper cleaning techniques to sanitize counters and utensils used in preparation of raw meat, poultry, fish and eggs
- Oversaw grill, stove and oven and cleaned all equipment after every shift
- Oversaw kitchen operations for catering and remote locations
- Hired, trained and managed all kitchen staff, including employee development, issuing disciplinary action and conducting performance reviews
- Monitored line processes to maintain consistency in quality, quantity and presentation
- Generated employee schedules, work assignments and determined appropriate compensation rates
- Properly handled and stored food to eliminate illness and prevent cross-contamination
- Prevented cross-contamination from utensils, surfaces and pans when cooking and plating meals for food allergy sufferers
- Mentored more than 5 kitchen staff at all levels to prepare each for demanding roles
- Verified compliance in preparation of menu items and customer special requests
- Maintained well-organized mise en place to keep work efficient and consistent
- Inventoried food, ingredient and supply stock to prepare and plan vendor orders
- Collaborated with owner in production or modification of menus and selections
- Evaluated inventory levels on weekly basis and placed orders to restock Food goods and dry items before supplies ran out
- Checked freezer and refrigerator prior to each shift to verify correct temperatures
- Prepared meals from scratch using authentic, popular recipes to generate repeat business
- Developed recipes and menus by applying understanding of market demand and culinary trends,

Culinary Arts Instructor, 08/2003 - 06/2009

Lincoln Tech – Boston, MA

- Facilitated ongoing program reviews and continuous improvement efforts and fostered positive learning environment by developing curriculum and instructional support that targeted and engaged all students
- Taught culinary theory and practice in classroom environment, focusing on food production, food safety and restaurant operations
- Developed and implemented creative lesson plans to reach diverse student audience
- Prepared lesson plans for classroom instruction of credited technical and occupational courses
- Established standards for instructors in training and classroom management
- Designed hands-on lesson plans for up to 25 students on a full day basis
- Encouraged students to enhance recipes with personal style
- Trained winning teams to participate in culinary competitions, developing student skills and confidence
- Supervised students in kitchen lab setting to maintain safety and efficiency targets
- Taught basic cooking skills during both one-on-one and group classes
- Provided detailed instruction and role modeling for acceptable social and work-related behaviors
- Planned and documented programs of study meeting individual needs and abilities of students
- Maintained documentation on educational services and tracked students' progress to gauge overall success of learning program
- Assisted program participants with achieving career and learning goals
- Resolved conflicts and negotiated mutually beneficial agreements between parties

Assistant Food Service Director, 01/2003 - 08/2003

Aramark Corp. – Selinsgrove, PA

- Created and deployed successful strategies to boost restaurant performance, streamline food prep processes and increase efficiency in different areas
- Delivered in-depth training to workers in food preparation and customer-facing roles to promote strong team performance
- Developed strategies to improve food service levels for busy facility handling 3000 meals each day
- Oversaw scheduling, inventory management and supply ordering to maintain fully stocked kitchen
- Inspected kitchen equipment and appliances to verify proper working order, including commercial fryers, steamers, ovens and ranges
- Cooked meals according to administrative policies, health code regulations and food service standards
- Scheduled and received food and beverage deliveries, adhering to food cost and budget
- Maintained high food quality standards by checking delivery contents to verify product quality and quantity
- Managed team of 45 cafeteria staff, monitored productivity and developed improvement plans to maximize performance
- Updated daily logs, checked in deliveries and submitted weekly reports
- Planned menus complying with established health guidelines and budget limitations
- Resolved conflicts and negotiated mutually beneficial agreements between parties
- Maintained excellent attendance record, consistently arriving to work on time

EDUCATION

Associate of Arts: Restaurant And Culinary Management, 05/1997

Johnson And Wales - Noth Miami Beach

- Majored in Restaurant Management

EVALUATIONS

- Translating new ideas into product prototypes
- Monitoring latest food trends by attending food shows and surfing the internet
- Advising culinary teams on recipe development
- Observing competitive advantage of new products work

CERTIFICATIONS

- ServSafe