

# ROBERT SMITH

## Associate Director Of Operations/Director

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Associate Director of Operations will direct and coordinate day-to-day activities related to school meal production that takes place at our Culinary Center, including manufacturing and meal assembly, facility cleanliness and maintenance, inventory management and control, purchasing and warehousing.

**SEPTEMBER 2014 - 2020**

### **ASSOCIATE DIRECTOR OF OPERATIONS/DIRECTOR - HOUSE OF HOPE, INC.**

- Train and oversee licensed, and unlicensed staff members to meet the needs of chemically addicted clients.
- Maintain and enforce policy and procedure set by Minnesota Rule 31 and The State of Minnesota.
- Worked heavily in the community to recruit and maintain support of all facilities.
- Work with the employment community to get clients back into the workforce.
- Meet with Homeless Response Team members to obtain affordable housing options for clients returning to society.
- Formulate and maintain budgets in accordance with policy and guidelines set by the Board of Directors.
- Built community partnerships with numerous other for profit and non-profit organizations.

**2011 - 2014**

### **ASSOCIATE DIRECTOR OF OPERATIONS - DELTA CORPORATION**

- Managed the daily operation of manufacturing facility and the worlds largest producer/distributor of a specialty sanitizing product for the food .
- Hired, trained, scheduled, motivated, directed and evaluated the efforts of 26 cross-functional personnel.
- Developed and implemented several creative process/procedure improvements, yielding 22% increase in efficiency.
- Participated in virtually all facets of the business during 14 years of service including production control, quality assurance, administration.
- Obtained donations from local community to establish an in-house wellness center.
- This is Dummy Description data, Replace with job description relevant to your current role.
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## **EDUCATION**

Certificate in Corrections - 2012(Tennessee Correctional Academy - Tullahoma, TN)

## **SKILLS**

Business Management, Case Management, Counseling And Rehabilitation, Mediation, Leadership And Team Building.