

DINING SERVICES COORDINATOR

Professional Summary

I have worked in fine dining, in hotels, for more than half of my career, and I also have experience in the hospital setting. I have been in the elderly care field for the last 20 years. I have menu creativity, and I can work a small budget or a large one. I don't believe in waste, therefore I will use leftovers to create wonderful soups, sauces and salads.

Expert in managing kitchen staff and preparing foods at reduced cost without compromising quality and taste.

Skills

- Team leadership
- Budgeting and finance
- Self-motivated
- Strong verbal communication
- Staff development
- Employee training and development
- Fine-dining expertise
- Ordering and invoicing
- CPR certification
- Committed team player
- Process implementation
- Institutional and batch cooking
- Beautiful presentation of food
- Strong attention to safe food handling procedures
- Effective planner
- Food presentation talent
- ServSafe Certification
- Outgoing and energetic
- Training personnel

Work History

Dining Services Coordinator

- 07/2016 to Current Brookdale Hampton Cove Hampton Cove, Alabama Expertly estimating purchasing needs and buying through approved suppliers.
- Systematically tasted and smelled all prepared dishes, and observed color, texture and garnishes.
- Effectively managed and assisted kitchen staff in producing food for banquets, catered events and member dining areas.
- Consistently kept a clean and safe environment by adhering to all federal, state and local sanitation and safety requirements.
- Consistently kept a clean and safe environment by adhering to all federal, state and local sanitation and safety requirements. Ensured smooth kitchen operation by overseeing daily product inventory, purchasing and receiving.
- Followed proper food handling methods and maintained correct temperature of all food products.
- Managed employees, performed all in services, cooked and coordinated with the registered dietitian, to comply with state regulations.
- Cleaned and washed dishes, executed special dinners, and holiday events.
- Stayed in budget and ordered all supplies and food for housekeeping, nurses, and kitchen staff.

Dining Services Coordinator 07/2016 to Current

Company Name – City , State

- 07/2016 to Current Brookdale Hampton Cove Hampton Cove, Alabama Expertly estimating purchasing needs and buying through approved suppliers.
- Systematically tasted and smelled all prepared dishes, and observed color, texture and garnishes.
- Effectively managed and assisted kitchen staff in producing food for banquets, catered events and member dining areas.
- Consistently kept a clean and safe environment by adhering to all federal, state and local sanitation and safety requirements.
- Consistently kept a clean and safe environment by adhering to all federal, state and local sanitation and safety requirements. Ensured smooth kitchen operation by overseeing daily product inventory, purchasing and receiving.

- Followed proper food handling methods and maintained correct temperature of all food products.
- Managed employees, performed all in services, cooked and coordinated with the registered dietitian, to comply with state regulations.
- Cleaned and washed dishes, executed special dinners, and holiday events.
- Stayed in budget and ordered all supplies and food for housekeeping, nurses, and kitchen staff.

Healthcare Kitchen Manager 10/2011 to 01/2015

Company Name

- Alabama Established and maintained open, collaborative relationships with the kitchen team.
- Collaborated closely with the Food and Beverage Director to conduct staff meetings and resolve service, product and personnel issues. Collaborated extensively with interdisciplinary care team to meet the nutritional needs of each resident. Established healthful and therapeutic meal plans and menus.
- Coordinated nutrition care with other members of the health care team and delegated responsibilities.

Dining Services Director 07/2007 to 10/2011

Company Name – City , State

- Communicated openly and honestly with the management team during each shift to ensure it ran smoothly.

Skills

Communication, training, empowering, budget control, transforming leftovers into soups salads and delicious meals. Development of a stable staff, and happy residents. Able to generate all aspects of state regulations, Records and logs kept up to date. Family Functions and special events are especially fun and happy. Professional and caring. Able to adapt to any circumstance and cook to perfection.

Education

Bachelor of Science : Human Resources Management 1998 Faulkner University Montgomery - State Human Resources Management Activities and Honors Certified in Serve Safe Management, and ongoing classes through the company understanding the aging individual. These classes are for aging with dementia, as well as any other problems that the aging person may have. Although the classes are within the organization, They are very insightful, and informative. Therefore I am able to understand and comply with residents needs as well as pleasures for their favorite foods. I have just completed my certification through online courses for substance abuse counseling. I believe the more you know the more you can help someone else.