

JAIME JARDINIANO

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WORK EXPERIENCE

A. True Deli Inc.

Victoria Station 1 Bldg. EDSA QC

Executive Chef/ Operations Consultant (Part Time)

May 7 to Present.

B. Red Coconut Beach Hotel

Balabag, Malay, Aklan

Executive Chef/ F&B Manager Consultant

March 2014 to Feb. 2015.

C. C2 ROBINSON SUMMIT RIDGE HOTEL TAGAYTAY (a CCA Croup)

Executive Chef Consultant

May, 2013 to Feb. 2014

D. Chef's Den Culinary Institute

2211 Leon Guinto St Ermita Manila

Chef Instructor (Part Timer)

June 2010 to Present

E. TORRE VENEZIA SUITES

8th Flr Torre Venezia Suites Timog cor. Scout Santiago St. Quezon City

Pre-Opening *Executive Chef Consultant*

November 2, 2011 to April 15, 2013

F. M.O.S.T. INSTITUTE

Boni Serrano Avenue corner 6th Murphy, Quezon City

SENIOR CHEF INSTRUCTOR/

April 2005 To December 2008 (Part Timer)

PRE- OPENING ***DIRECTOR OF CULINARY ARTS***

(Davao City Branch) December 2008 - October 2009

G. MOOMBA GROUP FOODS CORPORATION

Mother Ignacia corner Roces Avenue, Quezon City

PRE-OPENING ***EXECUTIVE CHEF / RESTAURANT/***
OPERATIONS MANAGER

July 2004 – December 2008 / December 2009 – September 2011

DUTIES AND RESPONSIBILITIES:

Kitchen and Restaurant Operations

- Ensures that manpower is adequate for the day to meet minimum service requirements through proper manpower scheduling.
- Enforces company policies to ensure smooth flow of operations.
- Implements food and service quality standards at all times. Ensure that premises, equipment, tools and utensils are clean and properly sanitized at all times.
- Assists the General Manager in analyzing financial statements in order to identify and solve problem areas.
- Trains store personnel in order to achieve minimum service and food standards.
- Leads and motivates store personnel to maintain high employee morale and keep a healthy working environment. Conduct organizational meeting to cascade store performance as well as future directions and plans to store personnel and management team.
- Ensures that equipment and other company assets are secured, well maintained and in good working condition at all times.

Products and Operations Development

- Introduces product (menu planning). Menu must conform to the company's theme and concept as directed by the General Manager. Recommends menu or product revisions in conformance with present trends in the industry and market.
- Assists the General Manager in standardizing the portioning, preparation, and quality measures of such products. Standards must conform to company's theme and concept as may be directed by the General Manager from time to time.
- Ensures the confidentiality of each product preparation and consider such as company property.
- Develops and implements ways in maximizing productivity of labor, inventory and financial resources of the company. Introduce cost- saving measures in order to increase productivity of resources.
- Develops and implements systems to ensure proper procurement of supplies and services to other supplies.

H. F.WATER VILLAGE GRILL AND RESTAURANT

Aguinaldo Hi-Way, Bacoar, Cavite

OPERATIONS MANAGER

April 2003 – May 2004

JOB DIMENSIONS

Operations Manager shall possess above leadership skills to lead his team in achieving company goals and objective. The job following dimensions summarizes the qualities that the Operations Manager should possess.

I. RED COCONUT BEACH HOTEL

Balabag Boracay Is., Malay, Aklan

F&B MANAGER / EXECUTIVE CHEF

December 2001 – April 15, 2003

SCOPE OF WORK

Management

- Planning and organizing – determining appropriate course of action to effectively accomplish goals. Giving specific assignments to appropriate people and property allocating resources.
- Leadership—Utilization of appropriate inter – personal styles and method in guiding and directing the efforts of the individual or group to take the effective action towards the accomplishment of task.

- Management Control – Taking action to assess and regulate work in progress to check the work of delegated assignments of projects to subordinates. Recognizing the importance of attention to details.

Personal

- Human Relations – Overall ability to deal smoothly and effectively with customers, superiors, peers, Friendly, pleasant, cheerfully personality and disposition.
- Creativity – coming up with new ideas, styles or methods to achieves goals. Improvises methods get things done.,
- Initiative – Active attempts to influence events to achieve goals; self – starting rather than passive acceptance. Raking action to achieve goals beyond those called for originating action.
- Decisiveness and Assertiveness – Ability to promptly and firmly implement/stay with a decision. Ability to defend/state a position positively in spite of hindering factors.

Kitchen And Restaurant Operations

- Ensures that manpower is adequate for the day to meet minimum service requirements through proper manpower scheduling.
- Enforces company policies to ensure smooth flow of operations.
- Implements food and service quality standards at all times. Ensure that premises, equipment, tools and utensils are clean and properly sanitized at all times.
- Assists the General Manager in analyzing financial statements in order to identify and solve problem areas.
- Trains store personnel in order to achieve minimum service and food standards.
- Leads and motivates store personnel to maintain high employee morale and keep a healthy working environment. Conduct organizational meeting to cascade store performance as well as future directions and plans to store personnel and management team.
- Ensures that equipment and other company assets are secured, well maintained and in good working condition at all times.

J. 6750 GOURMET'S CAFÉ

6750 Building Ayala Ave., Makati City

PRE-OPENING *EXECUTIVE CHEF*

December 2000 - December 2001

SCOPE OF WORK

- Responsible for planning, controlling and coordinating kitchen operation.
- Participating in the activities of all staff engage in the kitchen operation
- Responsible for the profitable food production with a keen concern in food costs.

K. THE FOOD FACTORY

West Avenue, Quezon City

PRE-OPENING OPERATIONS MANAGER (TERIYAKI BOY)

April 2000 – November 2000

SCOPE OF WORK

- Responsible for ensuring the efficient and productive delivery of high quality food and services to customers, introduce and implement systems, procedures and improvements in the products and services.

Products and Operations Development

- Introduces product (menu planning). Menu must conform to the company's theme and concept as directed by the General Manager. Recommend menu or product revisions in conformance with present trends in the industry and market.
- Assists the General Manager in standardizing the portioning, preparation, and quality measures of such products. Standards must conform to company's theme and concept as may be directed by the General Manager from time to time.
- Ensures the confidentiality of each product preparation and consider such as company property.
- Develops and implements ways in maximizing productivity of labor, inventory and financial resources of the company. Introduce cost- saving measures in order to increase productivity of resources.
- Develops and implements systems to ensure proper procurement of supplies and services to other supplies.

L. EL NIDO RESORTS

Miniloc Island Resort
El Nido Palawan

EXECUTIVE SOUS CHEF

November 1998 - March 16, 2000

SCOPE OF WORK

- Responsible for planning and coordination kitchen operations.
- Participating in the activities of all staff engage in the kitchen operations.
- Responsible for the profitable food with a keen concern for food cost.

M. THE AVIARY RESTAURANT AND BAR

Restaurant / Iguana Bar / Pet Museum Café' and Gift Shop / Pet Park
233 Jose Abad Santos St. Little Baguio San Juan MM.

PRE- OPENING *EXECUTIVE CHEF*

July – October 1998

SCOPE OF WORK

- Responsible for planning, controlling and coordinating kitchen operation.
- Participating in the activities of all staff engage in the kitchen operation
- Responsible for the profitable food production with a keen concern in food costs.

N. CLUB PARADISE (EURO PACIFIC RESORT, INC.)

c/o Manila Office: Bldg. 4 Celery Road
FTI Complex Taguig, Metro Manila

SOUS CHEF

December 16, 1996 - July 11, 1998

SCOPE OF WORK / RESPONSIBILITIES:

- Ensures that all necessary requirements for social functions are in orders especially in handling large receptions for VIP guests and administering all phases of food handling operation.
- Coordinates necessary operations for the resort such as menu planning, preparation of marketing and grocery items and schedules, training etc.
- Prepares regular reports on menu costing, staff allowances and other aspects of the budget.
- Prepares quarterly performance evaluation of subordinates (ten staff).

O. BRITISH EMBASSY

17th Floor LV Locsin Bldg.
Ayala Avenue cor. Makati Avenue
Makati City

HEAD CHEF

November 1992 – June 30, 1996

SCOPE OF WORK / RESPONSIBILITIES:

- Responsible for planning, directing and coordinating activities of all kitchen personnel engage in the preparation of food to ensure efficient food service.
- Arranges all necessary preparations for large parties and private sit-down dinners hosted by the Ambassador at the official residence.
- Does the budgeting and submits regular expense accounts to superior.
- Handles catering requirements of other superior diplomats of the Embassy as requested.

P. BENPRES HOLDING CORPORATION

Benpres Bldg. Exchange Road cor. Meralco Avenue
Ortigas Center, Pasig City

FAMILY CHEF

February 1987 - September 1992

SCOPE OF WORK / RESPONSIBILITIES

- Handles all kitchen operations during private family parties and sit –down dinners and special occasions.
- Arranges all necessary preparations for out – of – town visits.
- Prepares menu planning and budgeting.

Q. VENUS RESORT AND HOTEL – BAGUIO CITY

Kisad Road, Road Baguio City

CHEF

January 1986 - January 1987

R. KA - LING CHINESE CUISINE

BF Homes Paranaque City

HEAD CHEF/ SUPERVISOR

February 1982 – October 1981

Sgd. Jaime I. Jardiniano