

# JESSICA CLAIRE

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## Credentials

National Registry of Food Safety Professionals Certified Food Safety Manager

National Registry of Food Safety Professionals Test Administrator/Proctor

## Education and Training

**High School Diploma:** , Jun 1991

**Newington High School** - Newington, CT

GPA:

## Summary

Passionate Chef with broad background in various culinary styles and positions. A natural leader with excellent interpersonal communication skills and the ability to get things done overcoming any obstacles.

## Accomplishments

Voted Best Restaurant 2013

Multiple "Best Of" accolades

## Experience

**Chef**, 10/2016 to Current

**Presbyterian Homes & Services** - Spring Park, MN,

- All aspects of an independently operated Hospital kitchen including staffing, payroll, menus, inventory/ordering, P&L, employee training and discipline, cleaning and equipment maintenance.
  - Monitor p&l and food and labor costs to maximize budget and minimize waste.
  - Interview, hire and train new staff.
  - Oversee Dietetic Techs and work closely with dietitians to ensure that all specialized diets were adhered to as well as creating flavorful recipes to enhance the taste and presentation while adhering to specific dietary needs.
  - Handle all cash deposits and maintain statistical reports to monitor trends and account for all money.
  - Reduced food costs by expertly estimating purchasing needs and buying through approved suppliers.
- Provided courteous and informative customer service in an open kitchen format.
- Systematically tasted and smelled all prepared dishes, and observed color, texture and garnishes.
- Expertly estimated staffing needs and adjusted hourly schedules in accordance with demand patterns, budget and local labor laws.

Implemented and supported company initiatives and programs.

Effectively managed and assisted kitchen staff in producing food for banquets, catered events and cafeteria areas.

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.
- Established and maintained open, collaborative relationships with the kitchen team.
- Consistently produced exceptional menu items that regularly garnered diners' praise.
- Quickly and courteously resolved all guest problems and complaints.
- Conducted daily inspections and maintained food sanitation and kitchen equipment safety reports.
- Regularly developed new recipes in accordance with consumer tastes, nutritional needs, and budgetary considerations.
- Enforced appropriate work-flow and quality controls for food quality and temperature.
- Developed strategies to enhance catering and retail food service revenue and productivity goals.
- Provided nutritious, safe, visually appealing, innovative and properly prepared and flavored food.
- Consistently tasted, smelled and observed all dishes to ensure they were visually appealing and prepared correctly.
- Displayed a positive and friendly attitude towards customers and fellow team members.
- Diligently enforced proper sanitation practices to prevent the spoiling or contamination of foods.
- Consistently emphasized food quality and specialized
- Consistently verified that kitchen staff followed all recipes and portioned serving guidelines correctly.
- Identified opportunities to increase revenue, decrease kitchen expenses and maximize departmental productivity without compromising guest satisfaction.

Built and fostered a team environment techniques.

- Conduct staff meetings and resolve service, product and personnel issues.
- Ensure that all federal, state and local safe food handling guidelines are met.
- Inspect all areas of kitchen to maintain a clean and sanitary environment. Scheduled and monitored time off for 50 plus employees.
- increased cafeteria sales by 25% and maintain sales by creatively preparing new and healthy entrees.
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**Chef Supervisor**, 08/2015 to 10/2016

**Marriott International** â€ Warren, MI,

- Check the quality of raw or cooked food products to ensure that standards are met.
- Monitor sanitation practices to ensure that employees follow standards and regulations.
- Check the quantity and quality of received products.
- Order or requisition food or other supplies needed to ensure efficient operation.
- Supervise or coordinate activities of cooks or workers engaged in food preparation.
- Inspect supplies, equipment, or work areas to ensure conformance to established standards.
- Determine how food should be presented and create decorative food displays.

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- Instruct cooks or other workers in the preparation, cooking, garnishing, or presentation of food.
- Collaborate with other personnel to plan and develop recipes or menus, taking into account such factors as seasonal availability of ingredients or the likely number of customers.
- Prepare and cook foods of all types, either on a regular basis or for special guests or functions.
- Demonstrate new cooking techniques or equipment to staff.
- Record production or operational data on specified forms.
- Preparing specialized menus for children with dietary needs and requirements.
- Clean and inspect galley equipment, kitchen appliances, and work areas to ensure cleanliness and functional operation.
- Apportion and serve food to facility residents, employees, or patrons.
- Cook foodstuffs according to menus, special dietary or nutritional restrictions, or numbers of portions to be served.
- Clean, cut, and cook meat, fish, or poultry.
- Compile and maintain records of food use and expenditures.
- Direct activities of one or more workers who assist in preparing and serving meals.
- Bake breads, rolls, and other pastries.
- Train new employees.
- Take inventory of supplies and equipment.
- Plan menus that are varied, nutritionally balanced, and appetizing, taking advantage of foods in season and local availability.

**Executive Chef/Owner/GM**, 08/2012 to 08/2015

**Cavos Tavern** â€ City, STATE,

- Monitor compliance with health and fire regulations regarding food preparation and serving, and building maintenance in lodging and dining facilities. Monitor food preparation methods, portion sizes, and garnishing and presentation of food to ensure that food is prepared and presented in an acceptable manner. Count money and make bank deposits. Investigate and resolve complaints regarding food quality, service, or accommodations. Coordinate assignments of cooking personnel to ensure economical use of food and timely preparation. Schedule and receive food and beverage deliveries, checking delivery contents to verify product quality and quantity. Monitor budgets and payroll records, and review financial transactions to ensure that expenditures are authorized and budgeted. Maintain food and equipment inventories, and keep inventory records. Schedule staff hours and assign duties. Establish standards for personnel performance and customer service. Perform some food preparation or service tasks such as cooking, clearing tables, and serving food and drinks when necessary. Plan menus and food utilization based on anticipated number of guests, nutritional value, palatability, popularity, and costs. Keep records required by government agencies regarding sanitation, and food subsidies when appropriate. Test cooked food by tasting and smelling it to ensure palatability and flavor conformity. Organize and direct worker training programs, resolve personnel problems, hire new staff, and evaluate employee performance in dining and lodging facilities. Order and purchase equipment and supplies. Review work procedures and operational problems to determine ways to improve service, performance, or safety. Assess staffing needs, and recruit staff using methods such as newspaper advertisements or attendance at job fairs. Arrange for equipment maintenance and repairs, and coordinate a variety of services such as waste removal and pest control. Record the number, type, and cost of items sold to determine which items may be unpopular or less profitable. Review menus and analyze recipes to determine

labor and overhead costs, and assign prices to menu items. Monitor employee and patron activities to ensure liquor regulations are obeyed. Greet guests, escort them to their seats, and present them with menus and wine lists. Schedule use of facilities or catering services for events such as banquets or receptions, and negotiate details of arrangements with clients. Estimate food, liquor, wine, and other beverage consumption to anticipate amounts to be purchased or requisitioned. Create specialty dishes and develop recipes to be used in dining facilities. Establish and enforce nutritional standards for dining establishments based on accepted industry standards. Take dining reservations. Check the quality of raw or cooked food products to ensure that standards are met. Monitor sanitation practices to ensure that employees follow standards and regulations. Check the quantity and quality of received products. Order or requisition food or other supplies needed to ensure efficient operation. Supervise or coordinate activities of cooks or workers engaged in food preparation. Inspect supplies, equipment, or work areas to ensure conformance to established standards. Determine how food should be presented and create decorative food displays. Instruct cooks or other workers in the preparation, cooking, garnishing, or presentation of food. Estimate amounts and costs of required supplies, such as food and ingredients. Collaborate with other personnel to plan and develop recipes or menus, taking into account such factors as seasonal availability of ingredients or the likely number of customers. Analyze recipes to assign prices to menu items, based on food, labor, and overhead costs. Prepare and cook foods of all types, either on a regular basis or for special guests or functions. Determine production schedules and staff requirements necessary to ensure timely delivery of services. Recruit and hire staff, such as cooks and other kitchen workers. Meet with customers to discuss menus for special occasions, such as weddings, parties, or banquets. Demonstrate new cooking techniques or equipment to staff. Meet with sales representatives to negotiate prices or order supplies. Arrange for equipment purchases or repairs. Record production or operational data on specified forms. Plan, direct, or supervise the food preparation or cooking activities of multiple kitchens or restaurants in an establishment such as a restaurant chain, hospital, or hotel.

**Restaurant / Kitchen & Bar Manager**, 08/2009 to 08/2012

**Sidewalk Cafe/Francescos Ristorante** â€” City, STATE,