

Linda Hunnicutt – Hart

920 Grouse Rd, Glenn Heights, TX 75154 | 469-552-1656 | lhunnicutt44@gmail.com
Education: High School Diploma, James Madison High. Supervisory training | 2000- 2005 | While employed @ Dallas independent public schools

Objective

To obtain a food services management position to use my acquired organizational and management skills, nutritional expertise, customer service, and strong work ethic.

Skills & Abilities

- Great interpersonal and communication skills – able to produce a pleasant and effective work environment for employees
- Vast knowledge of state regulations, quality control, and sanitation requirements related to food service and food products
- Proficient in the application and usage of various computer software programs such as Microsoft office, and operation of standard office equipment.
- Well organized

Experience

COORDINATOR OF FOOD SERVICES | UT SOUTHWESTERN | 2015 – PRESENT

- Supervises patient tray line and retail outlets, including catering, cafeteria, coffee shops, ensuring excellent customer service
- Ensures timely patient delivery times
- Coordinates all departmental payroll activities
- Monitors food safety and sanitation compliance
- Supervises, motivates, rewards, and directs employees as appropriate, ensuring policies, procedures, and duties are followed

MANAGER OF FOOD SERVICES | BROOKDALE SENIOR LIVING | 2015 - 2015

- Performed all culinary actions and decisions for small senior living facility, without additional kitchen staff

MANAGER OF FOOD SERVICES | UNIVERSITY GENERAL HOSPITAL | 2005 - 2013

- Implemented and supervised the execution of day to day operations in food services
- Managed 26 employees and employee schedules
- Performed various duties inclusive of, but not limited to: payroll, inventory, food and supply orders, menu writing etc.
- Catered board meetings, large parties, and other assorted events for doctors and the company CEO
- Attended meetings, conferences, and trainings to remain abreast of current food and service/dietary/management trends and policies as needed.

MANAGER OF FOOD SERVICES | DALLAS INDEPENDENT SCHOOL DISTRICT | 1981 - 2005

- Supervised cafeteria activities: interviewing and training employees, appraising performance, rewarding and disciplining employees, addressing complaints and resolving issues.
- Maintained records for program accountability including deliveries, cash receipts and meals served; followed and enforced district and departmental policies and procedures.