
Catering Supervisor Resume

Job Objective

An experienced Catering Supervisor searching a position with an industry in which to practice my skills and put my training to good use.

Highlights of Qualifications:

- Vast supervisory experience within a catering and housekeeping environment
 - Profound knowledge of managing and supervising a catering staff
 - In-depth knowledge of food and equipment procurement procedures
 - Broad understanding of food and beverage presentation
 - Excellent leadership and supervisory skills
 - Strong organizational, communication and interpersonal skills
 - Exceptional ability to develop positive working relationship with customers and dealers
 - Immense ability to multi-task, react decisively and use good judgment
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Professional Experience:

Catering Supervisor, August 2005 to till date
Guckenheimer, Elmira, NY

- Ensured staff to follow food hygiene, Health and Safety and Licensing Regulations.
- Communicated effectively with all Catering staff and the delivery of Managers instructions.
- Ensured all aspects of production and presentation of service met high quality standards expected by customers.
- Received, checked and recorded the delivery of goods.
- Ensured the highest standard of customer care is delivered to all customers at the facility.

Catering Supervisor, June 2002 to July 2005
Rodale Inc, Elmira, NY

- Coordinated and discussed plans for each function with appropriate personnel.
 - Prepared and cooked food as defined by the Catering Service including any special dietary needs.
 - Checked and recorded all food received, quantities of ingredients used and the number of meals produced and served.
 - Ensured the Food Hygiene and Safety Regulations were followed all the time.
 - Reported faults in equipment and requested necessary day to day maintenance of premises.
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Education:

Bachelor's Degree in Food Management, Rockhurst University, Kansas City, MO

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