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## Head Cook Resume

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### Job Objective

Seeking a challenging position as Head Cook in an organization that will effectively utilize my experience and offers opportunity for career growth.

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### Highlights of Qualifications:

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- Relevant experience of food menu planning, preparation and inventory management
  - Thorough knowledge of government-approved dietary requirements, OSHA regulations and food service standards
  - Exceptional knowledge of using Microsoft Office software and electronic ordering system
  - Familiarity with operation and maintenance of industrial kitchen equipments
  - Ability to prepare healthy and large volume of meals for clients
  - Ability to manage and maintain food inventory within allocated budget
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### Professional Experience:

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Head Cook  
Mega Restaurant Ventures, Starke, FL  
August 2012 – Present

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### Responsibilities:

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- Directed, supervised and managed overall kitchen operations and kitchen staff activities.
- Planned and developed food menus for guests, on a weekly basis.
- Ordered food materials and other kitchen supplies and maintained their stock-level.
- Cleaned and organized kitchen, dining and storeroom areas to maintain hygiene standards.
- Mentored and trained kitchen staff in culinary procedures and kitchen operations.
- Created and submitted workplace activity-reports to management team.

Head Cook  
Girl Scouts of Eastern PA, Inc., Starke, FL  
May 2009 – July 2012

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### Responsibilities:

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- Developed menus and cooked meals according to the specified menu.
  - Prepared and maintained accurate records of all food inventory, equipment repairs and kitchen supply purchases.
  - Scheduled and assigned work to kitchen staff and managed their kitchen activities.
  - Oversaw and assisted with cleaning and maintenance of kitchen premises.
  - Stored all food products and materials and rotated their stock regularly.
  - Complied with HACCP regulations and maintained HIPAA standards.
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### Education:

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Bachelor's Degree in Culinary Arts  
Los Angeles Pierce College, Woodland Hills, CA

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