
Kitchen Coordinator Resume

Job Objective

Seeking to obtain a Kitchen Coordinator position with an organization where I can utilize my skills and be an asset to the employer.

Work Experience:

Kitchen Coordinator, May 2004 – Present
Bluefox, Gainesboro, TN

- Prepared and directed the serving of breakfast, lunch and snack specific to dietary needs.
- Ensured food is handled safely by all staff that assisted in the kitchen and dining room.
- Ordered and stocked food and kitchen supplies.
- Maintained a clean work area adhering all sanitary policies and procedures.
- Analyzed and reported any observed change in participant's health and mental status to program staff.
- Ordered, received and recorded temperatures of meals.
- Maintained all required cleaning, food and nutrition documentation.

Kitchen Coordinator, March 2002 – April 2004
Hower,inc., Gainesboro, TN

- Accountable for all aspects of kitchen and dining room management and food preparation.
 - Performed meal planning, preparation, service and cleanup.
 - Coordinated with Logistics Manager (LM) on purchase of backcountry program food.
 - Prepared an education program for participants and staff about the food, its origins and substance.
 - Provided breakfast, lunch and dinner coolers when required by groups staying at base camp.
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Summary of Qualifications:

- Extensive experience working as Kitchen Coordinator
 - Profound knowledge of Kitchen quality control, Food Products and nutritional needs
 - In-depth knowledge of HACCP, food safety and sanitation
 - Ability to manage processes relative to food product development
 - Exceptional ability to work under time constraints and deadlines
 - Profound ability to interpret a variety of instructions furnished in written, oral, diagram and schedule form
 - Ability to withstand prolonged standing, walking, bending and kneeling
 - Ability to operate cleaning equipment and lift and move objects up to 25 pounds
 - Passionate about serving great food
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Education:

Bachelor's Degree in Food and Nutrition, Thomas More College, Kentucky, KY

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