**John Doe**

44 Example Street, Houston, TX 65899  
(999) 999-9999, doe @ email . com

**FOOD SERVICE SUPERVISOR**

**PROFESSIONAL HIGHLIGHTS**

• Documented success during 3 years of progressive food service experience  
• Highly skilled in maintaining relationship with customers, employees and other key stakeholders including senior managers  
• In-depth knowledge of food service management protocols including food quality, sanitation and safety  
• Proven record of communicating verbal and written orders  
• Profound ability of providing positive, quality customer services to customers and staff  
• Able to ensure compliance with regulatory guidelines  
• Thorough understanding of food preparation processes  
• Proven ability as a supervisor and team player  
• Effective hiring, training, evaluating, and management skills  
• Able to break down responsibilities to subordinates

**FOOD SERVICE EXPERIENCE**  
Management & Training Corporation – San Marcos, TX | May 2009 – July 2011  
**Food Services Supervisor**  
• Provided supervision of cafeteria services on allocated shift  
• Ensured quality of production and food procurement requirements  
• Minimized waste through well-organized storage, inventory and foodstuff utilization  
• Maintained food services areas in a hygienic and sage condition  
• Conducted and organized daily inspections of food services areas on assigned shift  
• Reviewed and checked all assigned areas frequently for contractual compliance and efficiency of delivery of services to students  
• Ensured groundwork of food services for particular center functions  
• Assisted in the development and execution of new and revised policies and procedures affecting food services

**EDUCATION**  
Bachelors Degree in Hospitality Management  
SOME COLLEGE, Houston, TX

**ADDITIONAL SKILLS AND CAPABILITIES**  
• Excellent customer service skills  
• Strong hospitality industry knowledge  
• Ability to communicate well with others  
• Proven employee relations skills