**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