

EXECUTIVE CHEF

Summary

Outgoing [Job Title] offering extensive knowledge of hospitality etiquette, food preparation and superior customer service. Food service professional and culinary arts student seeking a position in an elegant fine dining establishment. Extensive knowledge of high-end ingredients and food and wine pairings. Restaurant professional with [Number] years in FOH and BOH operations. Customer service and food handling expertise. Skilled at memorizing menu items and orders. Organized, independent worker with strong time management skills. Detail-oriented and able to learn new tasks quickly and effectively. Organized, independent worker with strong time management skills. Detail-oriented and able to learn new tasks quickly and effectively. Efficient [Job Title] with strong interpersonal and coaching skills. Prior work in busy hotels and fine-dining restaurants. Server bringing enthusiasm, dedication and an exceptional work ethic. Trained in customer service with knowledge of [Cuisine type] cuisine. Friendly and courteous server with five years' work in a bar and restaurant setting. Proficient knowledge of food, wine and spirits. Seeking a position in an upscale restaurant, resort or country club. High energy, outgoing hostess with a dedication to positive guest relations desires a position as a server or hostess in a fast-paced restaurant or bar. High volume dining, customer service and cash handling background.

Highlights

- Highly responsible and reliable
 - Point of Sale (POS) system operation
 - Works well under pressure
 - Exceptional interpersonal skills
 - Extensive hospitality background
 - [state name] Food Handlers card
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 - Trained in liquor, wine and food service
 - Food and beverage specialist
 - In-depth food and wine knowledge
 - Mathematical aptitude
 - Food ingredients expert
 - Master of sales techniques
 - Food safety understanding
- MS Office Suite, POS Touch, Windows 7, Outlook and Excel spreadsheets as well as the internet

Accomplishments

- Over 12 years of experience in managing food operations as an Executive Kitchen Manager / Executive Chef in High Volume Restaurants Strong troubleshooting abilities to identify problems and implement appropriate solutions for kitchen or quality related issues Expert in managing new restaurant openings: hire and train employees, enhance employee customer service skills, order food & equipment, oversee Grand Opening activities and align standards with the FOH-BOH operation teams Strong time management, organizational skills and multi-tasking ability.
- Excellent interpersonal skills; relate well with vendors, staff, management and people from diverse backgrounds Culinary Certified in food preparation and presentation.
- Created menus featuring various cuisines including Italian, Southern, American and Mexican Cuisines.
- Outstanding leadership skills proven through earned awards and employee relationships.
- Sound communicator with the ability to supervise, train and develop staff effectively.

Experience

Executive Chef 01/2007 to 02/2016 Company Name City , State

- Catering Expert specializing in special events catering for clients such as the Walt Disney Company, Universal, CBS and ABC Studios, The Huntington Library and Gardens, Nestle USA, Wolfgang Puck and Valencia Country Club.
- Consulting Chef Food E-Commerce service: Jewel City Bowl, The Waffle, Saddle Ranch, Waffle Fusion restaurant.

Woodland Hills Company Name

- Responsible for managing culinary operations: recipe preparation and presentation, food consumption estimation, food purchase requisitioning.
- Responsible to ensure food items are prepared according to standards of quality, consistency and time lines.
- Maintain sanitation procedures and organization of work area adhering to all OSHA regulations.
- Maintain food storage, receiving, rotating & stocking as per levels dictate.
- Manage catered boardroom events, create and prepare quality culinary specials for exclusive occasions Manage both food and non-food inventories: implement inventory control system, institute standardized product rotation system Develop daily work and production schedules Direct BOH P&L responsibility - decreased food costs through various initiatives to meet company's budget standards Assist GM in negotiating new contracts with beverage and equipment vendors Consistently provided high quality customer service and satisfaction ensuring a hospitable and first-class dining experience.
- Assisted guests with making menu choices in an informative and helpful fashion. Maintained knowledge of current menu items, garnishes, ingredients and preparation methods. Delivered exceptional service by greeting and serving customers in a timely, friendly manner. Appropriately suggested additional items to customers to increase restaurant sales. Promptly served all food courses and alcoholic

beverages to guests. Answered questions about menu selections and made recommendations when requested. Effectively communicated with kitchen staff regarding customer allergies, dietary needs and other special requests. Regularly checked on guests to ensure satisfaction with each food course and beverages. Managed closing duties, including restocking items and reconciliation of the cash drawer. Skillfully anticipated and addressed guests' service needs. Consistently adhered to quality expectations and standards. Accurately recorded orders and partnered with team members to serve food and beverages that exceeded guests' expectations. Routinely cleaned table linens, table settings, glassware, windowsills, carpets, counters, floors, storage areas and service refrigerators. Checked in deliveries and signed off on products received. Prepared the buffet and salad bar for dinner service. Continually kept carpets and floor clear of debris. Maintained neat and attractive bakery food cases. Maintained a professional tone of voice and words at all times, including during peak rush hours. Politely answered phones promptly and recorded and confirmed reservations. Greeted guests and communicated about wait time. Guided guests through the dining rooms and provided needed assistance. Routinely checked menus to verify they were current, clean and wrinkle-free. Welcomed and acknowledge all guests in a friendly, service-oriented manner. Cleaned dishes with detergent and rinsing and sanitizing chemicals in the 3-compartment sink. Sprayed all racked items with hot water to loosen and remove food residue. Diligently cleaned, sanitized and organized food speed racks, food bins, dry storage racks and chemical storage room. Closed down the kitchen after each shift and precisely followed closing checklist for kitchen stations.

Executive Kitchen Managers 01/2000 to 01/2007 Company Name City , State

- BJ's Chicago Brewery Restaurant, Woodland Hills Collaborate with General Manager on all restaurant operations: manage customer service & wait staff, supervise daily opening / closing activities, manage food and labor costs.
- Responsible for staff scheduling, creation of daily prep lists for BOH, keeping kitchen on par with health code.
- Monitor food budgets and administered cost controls Implement standardized product rotation system for all food and non-food product inventories Collaborate with area GM to facilitate the opening of new stores including training, marketing and merchandising of restaurant services Direct facility maintenance and emphasize clean, fun and hospitable dining facilities adhering to industrial health and safety standards Develop employee customer service skills, conduct productivity enhancements and performance evaluations Consistently achieved bonuses for meeting and exceeding sales & cost controls quotas.

Executive Kitchen Managers 01/1983 to 01/1999 Company Name City , State

- Responsible for the BOH operations: hired, trained and supervised kitchen staff, managed budgets, negotiate vendors contracts and prepared food according to quality standards Accountable for monthly and annual budgets including action plans to drive sales by consistent high quality food and service standards Manage 38 employees and inspected work performance as well as safety and hygiene, in compliance with government regulations Prepare daily production sheets, ensure stocking of all stations, certify adherence to recipe & portion servings Accurately estimate food consumption and the requisition of supplies resulting in reduced cost Working with GM, assisted in the Grand Opening of eight new restaurants Negotiated contracts with vendors, administered the receiving of goods ensuring accuracy and freshness Developed work schedules, trained incoming staff and mentored employees to assume leadership roles.

Education

Bachelor Degree : Marketing 1984 GEORGIA INSTITUTE OF TECHNOLOGY City , State , fulton

Marketing Coursework in Business Management and Operations Coursework in Culinary Management and Food and Beverage Operations Management

CERTIFIED FOOD HANDLER *Thorough Knowledge of HACCP Regulations ATLANTA CULINARY TECHNICAL SCHOOL City , State
Skills

ABC, budgets, budget, closing, Computer literate, Consulting, contracts, clients, customer service, customer service skills, E-Commerce, special events, facility maintenance, General Manager, government regulations, health and safety standards, inventory control, leadership, managing, marketing, merchandising, Excel spreadsheets, MS Office Suite, Outlook, Windows 7, negotiating, POS, quality, receiving, restaurant operations, safety, sales, scheduling