

**Jennifer Gaines**  
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## **EXPERIENCE**

Assistant Manager and Chef, United Council of Human Services, San Francisco, CA      2008-2012

- Cooked breakfast and dinner for 150 people daily
- Planned weekly menus
- Ordered needed supplies and ingredients for menu
- Supervised 5 prep-cooks
- Attend safety classes regularly
- Attend weekly staff meetings

Assistant Manager and Cook, Powell Soul Food and Restaurant, San Francisco, CA      1997-2008

- Cooked breakfast and dinner daily
- Planned weekly menus
- Ordered needed supplies and ingredients for kitchen
- Train new staff in customer service, food service, cashier, bussing tables
- Assisted owner in improving customer satisfaction
- Responsible for opening and closing the restaurant

## **EDUCATION**

City College of San Francisco      1997-1998  
Coursework in Bookkeeping, Shipping and Receiving, Warehousing  
Diploma in Shipping and Receiving

## **SPECIAL SKILLS**

- 30 years of experience in food preparation and cooking
- Experience in management, supervision and training of restaurant staff
- Experience in customer satisfaction and excellent communication skills
- Specialty in American Bistro Cuisine