

# Patricia Lorenzi

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Cooking to succeed!

## WORK EXPERIENCE

### **Supervising Cook 3**

State of Nevada Department of Corrections Ely State Prison - Ely, NV - April 2014 to July 2014

#### Responsibilities

Food Service Cook/Supervisors prepare and/or supervise quantity food preparation and serving according to standardized menus and recipes in an institutional setting.

Incumbents possess a degree of knowledge and proficiency sufficient to perform advanced-level work and may provide work direction and training to others.

Under general supervision, incumbents perform or supervise the performance of the full range of duties described in the series concept. Incumbents work in an institutional or correctional setting serving three meals daily to over 500 individuals; order and obtain food and kitchen supplies; schedule, assign, coordinate and review work of a staff of 20 or more inmates on an assigned shift; monitor security of the general kitchen area and food; provide training and orientation to new staff/inmates regarding agency policies and procedures, food preparation and service, and health and safety regulations.

#### Skills Used

Communication, Customer service, Security, safety, Proper food measuring.

### **Cook**

Washoe County Juvenile services - Reno, NV - August 2009 to April 2014

#### Responsibilities

Assemble and prepare main dishes such as vegetables, meats, fish, fowl, and soups for large numbers of diners,

ensuring that proper quantities, supplies, and equipment are available for recipes and production menus.

Operate and use a variety of kitchen and cooking equipment such as blenders, food choppers, mixers, grinders, slicers, knives, craters, fryers, stoves, ovens, grills, and steam tables.

Work with the Food Manager on product quality and quantity in accordance with Food Service policies and procedures.

Follow menus approved by the Food Manager.

Plan cooking schedules so that the food will be ready at specified times.

Calculate amount of food to be prepared for each meal following established recipes using Daily Productions Records to document actual quantities prepared.

Receive delivered items from vendors; verify quantity against invoice for accuracy; inspect quality of product.

Store, label, and rotate food and supplies to ensure freshness and minimize spoilage and waste.

Order food and cleaning supplies using an inventory control process.

Inform the Food Manager of problems concerning equipment and supplies.

Teach culinary job/life skills to youth assigned to kitchen; ensure proper cooking and sanitation procedures are followed.

Ensure that youth perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

Check for storage of food at proper temperature and refrigeration.

Clean and sanitize kitchen equipment, counters, and appliances.

#### **Skills Used**

Communication, customer service, safety and security, supervision.

#### **EDUCATION**

##### **G.E.D in General Education**

Truckee Meadows Community College - Reno, NV

2012 to 2013

#### **SKILLS**

Slicers, mixers, combi ovens, knife skills, blenders, flat tops, steam kettles, bread proofers, dish machines, 8 burner tops. convection and conventional ovens, inventory, ordering, sanitation and safety through state and local government guidelines, excel, word, jcats systems, notis correction computer systems, fifo, but not limited to what is here. Serve safe certified, CPR and first aid certified.