

SHELIA D TAYLOR

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Career Objectives

Cook (cafeteria/institutional), military cook, prep, sandwich maker, baker.

Summary of Qualifications

Current TB test. Passed food handling supply course in April.

Work History

Jan 03, 2011

Eurest Dining

Server/Prep

Clean and inspect galley equipment, kitchen appliances, and work areas to ensure cleanliness and functional operation.

Apportion and serve food to facility residents, employees, or patrons.

Cook foodstuffs according to menus, special dietary or nutritional restrictions, or numbers of portions to be served.

Clean, cut, and cook meat, fish, or poultry.

Monitor use of government food commodities to ensure that proper procedures are followed.

Wash pots, pans, dishes, utensils, and other cooking equipment.

Compile and maintain records of food use and expenditures.

Direct activities of one or more workers who assist in preparing and serving meals.

Bake breads, rolls, and other pastries.

Train new employees.

May 21, 2010

Dunkin Donuts – Dallas, Texas

Baker/Prep

Observe color of products being baked, and adjust oven temperatures, humidity, and conveyor speeds accordingly.

Set oven temperatures and place items into hot ovens for baking.

Combine measured ingredients in bowls of mixing, blending, or cooking machinery.

Measure and weigh flour and other ingredients to prepare batters, doughs, fillings, and icings, using scales and graduated containers.

Roll, knead, cut, and shape dough to form sweet rolls, pie crusts, tarts, cookies, and other products.

Place dough in pans, molds, or on sheets, and bake in production ovens or on grills.

Check the quality of raw materials to ensure that standards and specifications are met.

Adapt the quantity of ingredients to match the amount of items to be baked.

Apply glazes, icings, or other toppings to baked goods, using spatulas or brushes.

Check equipment to ensure that it meets health and safety regulations and perform maintenance or cleaning, as necessary.

Oct 02, 2006 - May 25, 2010

Aramark - Plano, Texas

Line Server & Food Prep

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Oct 02, 2004 - May 25, 2010

Aramark Services Inc – Plano, Texas

Food Handling

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Feb 01, 2006 - Sep 30, 2006 **Food Team - Dallas, Texas**

Food Prep & Line Server
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Apr 04, 2004 - Nov 18, 2005 **Veteran's Industries - Dallas, Texas**

Warehouse/Escort/Valet Parking
 Pricing, labeling, sorting, assembly and packaging.

Jun 09, 1994 - Aug 20, 2003 **Souper Salads - Dallas, Texas**

Food Service Worker
 Clean and sanitize work areas, equipment, utensils, dishes, or silverware.
 Store food in designated containers and storage areas to prevent spoilage.
 Prepare a variety of foods, such as meats, vegetables, desserts, according to customers' orders or supervisors' instructions, following approved procedures.
 Take and record temperature of food and food storage areas such as refrigerators and freezers.
 Wash, peel, and cut various foods, such as fruits and vegetables, to prepare for cooking or serving.
 Place food trays over food warmers for immediate service, or store them in refrigerated storage cabinets.
 Portion and wrap the food, or place it directly on plates for service to patrons.
 Weigh or measure ingredients.
 Mix ingredients for green salads, molded fruit salads, vegetable salads, and pasta salads.
 Receive and store food supplies, equipment, and utensils in refrigerators, cupboards, and other storage areas.

Jul 12, 1993 - Aug 25, 1995 **Good Eats - Dallas, Texas**

Wait staff
 Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
 Collect payments from customers.
 Write patrons' food orders on order slips, memorize orders, or enter orders into computers for transmittal to kitchen staff.
 Prepare checks that itemize and total meal costs and sales taxes.
 Take orders from patrons for food or beverages.
 Check patrons' identification to ensure that they meet minimum age requirements for consumption of alcoholic beverages.
 Serve food or beverages to patrons, and prepare or serve specialty dishes at tables as required.
 Present menus to patrons and answer questions about menu items, making recommendations upon request.
 Clean tables or counters after patrons have finished dining.
 Prepare hot, cold, and mixed drinks for patrons, and chill bottles of wine.

Education

El Cento College - Dallas, Texas

Education Level: 2 years college, technical or vocational school

Major: Computer

Graduated: No

James Madison High School - Dallas, Texas

Education Level: High School Diploma/GED

Graduated: Yes

Training

U S Army

Cook/Transportation