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Dear Hiring Manager,

I'm applying for a position at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience. Please find my resume attached.

I can be reached at the number above or at my email address.

Sincerely,

Sherita Brown

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Objective

- Experienced professional seeking to fill a line cook position.
- Prepare and stock the day's ingredients for each station
- Knowledge of the proper use of various cooking utensils
- Restock and organize inventory
- Order supplies and ingredients as needed
- Assist staff in cleaning the kitchen and utensilsver
- three years of experience working as a Special Needs Aide for peck park recreation center
- Highly skilled in working with children with varied handicapping conditions
- In depth knowledge of developing activities and curriculum based on individual child's limitations and scope
- Hands on experience in development planning and engagement with parents in both formal and informal capacities
- Compassionate nature
- Good knowledge of basic safety practices and first aide

Key Qualifications

- Good knowledge of basic safety practices and first aide
- Compassionate nature
- 4 years chef and catering experience
- Writing and Developing Menus
- dependable and punctual
- bathing and grooming assistance
- problem solver
- student care assistance
- student escorting

Work Experience

Private Chef

Nov 23 - Mar 2015

- Reorganized cooking procedures – shortened processing time by 20%
- Achieved the targets of quality and hygiene
- Able to work efficiently without supervision
- Proven ability to clean work areas, equipment, utensils, dishes, and silverware

Special Needs Aid Volunteer

Jul 2013- Aug 2015

- Supported the classroom teacher with conducting daily instructional activities in a class with 30 students.
- Worked with individual students and small groups to achieve the classroom teacher's objectives.
- Assisted 4 children with personal care activities mobility issues and lifted and operated special adaptive equipment.
- Escorted and assisted four students daily as they were pulled-in to general education outdoor activities .
- Monitored students in class to and from the classroom and on field trips.

Education

Food Service Management

Los Angeles mission college

Aug 2012 - present

- skilled in preparing, seasoning, and cooking a wide range of foods, including soups, salads, entrees, and desserts
- Hands-on experience in baking, roasting, grilling, boiling, and frying meats, fish, vegetables, and other foods
- Proven record of garnishing, arranging and serving food to patrons
- Competent at checking freshness of raw food and ingredients before cooking

General Education

Sun valley high school

June 2012

- Graduated with a 3.1GPA.

References

- Available upon request.

Prep Cooks Test

Score / 20

Multiple Choice (1 point each)

D

1) A gallon is equal to _____ ounces

- a. 56
- b. 145
- c. 32
- d. 128

(S)

C

2) Mesclun are what type of vegetable?

- a. Roots
- b. Beans
- c. Salad Greens
- d. Spices

B

3) What does the term braise mean?

- a. Sear quickly on both sides
- b. Slowly cook in covered pan with little liquid
- c. Cook on high heat and quickly
- d. Slowly cook in simmering water

B

4) At what internal temperature must chicken be cooked so that it is safe to eat?

- a. 155 degrees F
- b. 165 degrees F
- c. 175 degrees F
- d. 185 degrees F

A

5) How do you blanche vegetables?

- a. Immerse for a short time in boiling water
- b. Cook lightly in butter over med heat
- c. Soak in cold water overnight
- d. Rub with salt before cooking

C

6) Which of the following ingredients would you pack before measuring?

- a. Olive Oil
- b. Salt
- c. Brown Sugar
- d. White Sugar

A

7) What is Al Dente?

- a. Firm but not hard
- b. Soft to the touch
- c. Very hard
- d. Very soft

B

8) Food should be left out no more than

- a. 2 hours
- b. 3 hours
- c. 4 hours
- d. 5 hours

Prep Cooks Test

C 9) Which is the improper way to thaw frozen food?

- a. In the fridge
- b. In a sink with cold water
- c. On the counter
- d. In the microwave

d 10) Which of the following can you use to put out a grease fire?

- a. Baking Soda
- b. Baking Powder
- c. Flour
- d. Water

B 11) What is the temperature range of the danger zone?

- a. 25-135
- b. 40-140
- c. 50-160
- d. 30-130

S 12) Which of the following is listed from smallest to largest?

- a. Dice, chop, mince
- b. Mince, chop, dice
- c. Chop, dice, mince
- d. Mince, dice, chop

C 13) Which direction should pan handles be turned while cooking on the stove?

- a. Over the fire at all times
- b. Turned towards you for better control
- c. Turned towards the right or left at all times
- d. Over the countertop at all times

C 14) When you poach something, you cook it with what?

- a. Noodles
- b. Vegetables
- c. Liquid
- d. Oil

C 15) Which spoon is used to remove fat from soups and stews?

- a. Basting Spoon
- b. Ladle
- c. Slotted Spoon
- d. Portion Spoon

B 16) Which of the following means to cook in a small amount of fat?

- a. Season
- b. Sauté
- c. Broil
- d. Boil
- e. Fry

A 17) What is a Julien cut?

- a. Food cut into long thin strips, matchstick
- b. Food cut into long thin strips then turned and cut into a 1/8" dice
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong seven sided football like shapes

A 18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- a. Sweat
- b. Boil
- c. Roast
- d. Grill

Fill-in the Blank (1 point each)

19) Salt & Pepper are the basic seasoning ingredients for all savory recipes.

20) Boil Chop: to cut into very small pieces when uniformity of size and shape is not important.

