

# AKBAR JONES

904 South 16<sup>th</sup> Street ♦ Newark, NJ 07108 ♦ (862) 220-8937 ♦ akbajones.aj@gmail.com

## SUMMARY

- ◆ Knowledgeable kitchen supervisor with experience overseeing meal preparation efficiently and to highest quality standards. Skilled with management, cooking responsibilities, and related needs including inventory management, menu writing, and supply purchases.

## CORE COMPETENCIES

- ◆ Directing staff member activities efficiently and according to policies and goals.
- ◆ Collaborating with colleagues and other departments to achieve goals.
- ◆ Communicating clearly and effectively with clients, coworkers, and other professionals.
- ◆ Providing actionable resolutions for any arising problems after troubleshooting.
- ◆ Ensuring compliance with all relevant policies, procedures, and regulations.

## PROFESSIONAL EXPERIENCE

### WINCHESTER GARDENS - MAPLEWOOD, NJ

#### First Line Cook - 2014-Present

- ◆ Preparing and batch cooking breakfast and lunch for 250 residents.
- ◆ Preparing gluten free and other special dietary meals.

### 55 KIP SENIOR CENTER — Rutherford, NJ

#### Kitchen Supervisor, 2013 - 2014

- ◆ Managed efficient operations and delegated staff responsibilities, monitoring performance.
- ◆ Directed the preparation of meals for serving to residents, following highest standards.
- ◆ Handled buffet and catering needs, ensuring professional presentation and service.
- ◆ Maintained inventory according to changing needs continually.
- ◆ Participated in preparation and cooking of nutritious, high-quality meals.

### THE CLIFFS AT EAGLE ROCK — West Orange, NJ

#### Kitchen Supervisor, 2005 - 2011

- ◆ Contributed to efficient, high-quality food preparation for serving.
- ◆ Replaced Food Service Manager and complete related duties at time of rotation.
- ◆ Managed the effective, professional presentation of buffet and catering services.
- ◆ Completed food cooking and preparation according to HACCP standards at all times.
- ◆ Supervised staff performance and operations in absence of the Food Service Manager.
- ◆ Participated in inventory control, ensuring necessary levels of stock and supplies at all times.

### MONTCLAIR SHARED HOUSING ASSOCIATION — Montclair, NJ

#### Kitchen Supervisor, 2003 - 2005

- ◆ Oversaw the preparation of lunch and dinner entrees for residents according to quality standards.
- ◆ Coordinated necessary shopping and purchases of food supplies for meal preparation.
- ◆ Completed menu writing and preparation of special need diet meals, following specifications.
- ◆ Supervised staff members, delegating duties and monitoring performance effectively.

## CERTIFICATION

- ◆ Food Safety Certification
- ◆ Baking Certificate
- ◆ Culinary Arts Certificate
- ◆ CPR/AED

## EDUCATION

(DEGREE? / COURSEWORK FOCUS?)

**Submission Date** 08-29-2018 08:25:07

**First Name**

akbar

**Last Name**

jones

**E-mail Address**

akbajonesaj@gmail.com

**Phone**

862 220 9943

**Address**

904 so 16 th st

**Unit or Number**

2 fl

**City, State**

nwk

**Zip Code**

07108

**What region(s) are you applying to work within?**

- New Jersey

**Which position(s) are you applying for?**

- Cook
- Dishwasher

**Are you applying for:**

- Full-Time

**When can you start?**

Wednesday, August 29, 2018

**Can you work overtime?**

Yes

**How did you hear about us?**

- Social Media

**If you were referred, please tell us by whom:**

indeed.com

**What days/times can you work? Select all that apply:**

- Monday AM
- Tuesday AM
- Wednesday AM

- Thursday AM
- Friday AM
- Saturday AM
- Sunday AM

**Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank)**

yes feb

**Have you ever applied to or worked for Acrobat before?**

No

**Do you have any friends or relatives working for Acrobat? If so, please let us know who:**

no

**If hired, would you have reliable means of transportation to and from work?**

Yes

**If hired, can you present evidence of your legal right to live and work in this country?**

Yes

**State age if under 18. If you are under 18, hire is subject to verification that you are of minimum age to work.**

yes

**Are you able to perform the essential functions of the job for which you are applying?**

Yes

**If no, describe the functions that cannot be performed. (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)**

n\ a

**Name of School**

malcolm x shabazz 80 jonhson ave 07108

**City & State**

nwk nj

**Grade/Degree**

ged

**Graduated?**

Yes

**Do you have any special licenses? (If so, label under "Special")**

Yes

**Are you computer literate? (If so, label which programs under "Special")**

Yes

**Are you proficient with Point of Sale systems? (If so, label which under "Special")**

Yes

**Do you have any experience, training, qualifications or special skills? (If so, label under "Special")**

Yes

**Are you currently employed?**

No

**Can we contact your current employer?**

No

**Name and Address of Employer**

winchester gardens 333elmwood ave maplewood nj 07040

**Type of Business**

assisted living

**Phone Number**

9733785150

**Your Position & Duties**

Am lead cook my duties were to pull all food an prepare all food an cook all food for breakfast an lunch meal daily an also prepare special diet for sick residents

**Date of Employment (from/to):**

12\2014 to 8\2018

**Reason for Leaving**

really bad working conditions

**Still Employed:**

No

**Name and Address of Employer**

55 kip senior living 55 kip ave rutherford nj 07052

**Type of Business**

assisted living

**Phone Number**

2014601600

**Your Position & Duties**

cook supervisor my duties was to train personal menu writing, cooking, storing rotating stock and serving of food clean thekitchen an making sure all policies are followed

**Date of Employment (from/to):**

12\2013 to 12\2014

**Reason for Leaving**

not enough hours

**Still Employed:**

No

**Name and Address of Employer**

the cliff at eagle rock 707 eagle rock ave west orange nj 07052

**Your Position & Duties**

cook supervisor my duties were to pull, cook, prepare, an serve all meals breakfast, lunch,.. dinner.my job also was to supervise a staff of twelve make sure kicthen is clean at all time attend variuos meetings an is in charge of kitchen whem director of food service is not there.

**Date of Employment (from/to):**

12\2005 to 12\2011

**Reason for Leaving**

company changed pay changed

**Still Employed:**

No

**Have you ever been fired from a previous place of employment? If yes, please explain:**

no

**Have you obtained any special skills or abilities as the result of service in the military? If yes, please explain:**

no

**First Name**

peter

**Last Name**

celia

**E-mail Address**

petcelia.pc@gmail.com

**Phone**

908 688 8884

**Relationship:**

friend

**Years Acquainted:**

20

**First Name**

lora

**Last Name**

jones

**E-mail Address**

lorajoness@gmail.com

**Phone**

973 932 7958

**Relationship:**

supervisor

**Years Acquainted:**

2

**First Name**

delacy

**Last Name**

davis

**E-mail Address**

delacdavis.dd@gmail.com

**Phone**

973 454 7885

**Relationship:**

coisin

**Years Acquainted:**

45 years

**I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material facts on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.**

- (Checked box indicates acknowledgement)

**I hereby authorize Acrobat Outsourcing to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.**

- (Checked box indicates acknowledgement)

**I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.**

- (Checked box indicates acknowledgement)

**I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.**

- (Checked box indicates acknowledgement)

**Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any**

**time, with or without prior notice, with or without cause, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.**

- (Checked box indicates acknowledgement)

**I hereby acknowledge that I have read and understand the above statements.**

- (Checked box indicates acknowledgement)

**Applicant Digital Signature (Type Name):**

akbarjones

**Date:**

Tuesday, August 28, 2018

**Please Attach Resume Below**

indeedresume.pdf