

Jane Jones —————
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Highlighted Qualifications

- ◆ **Culinary Knowledge:** knife skills, sauté, roasting, grilling, and baking.
- ◆ **Kitchen Health & Sanitation/Equipment Maintenance:** knowledge of OSHA regulations and standards.
- ◆ **Essential computer skills:** Microsoft Word, Access, PowerPoint, Internet & Email.
- ◆ **Excellent work ethic:** Always punctual, attentive to directions, enjoy working as a team member, can perform with little or no supervision.
- ◆ **Communication abilities:** intermediate Spanish speaking vocabulary complimenting diverse work populations.

Experience

CULINARY/CATERING

- ◆ Managed 6 employees in busy deli department.
- ◆ Prep and grill cook working closely with main chef for made to order requests.
- ◆ Arranged and organized deli display cases of ready- made salads and hot dishes.
- ◆ Daily baking for wholesale distribution of grain company.
- ◆ Delivered plates and beverages to parties up to 2400.
- ◆ Specialized in overseeing dietary specific orders.

CUSTOMER SERVICE

- ◆ Coordinated medical sensitive meal planning for clients.
- ◆ Supervised and trained personnel.
- ◆ Answered a multi-line office phone and lobby phone, and transferred callers.
- ◆ Greeted and directed the public as a security guard.
- ◆ Provided information on National Council on Alcoholism and other Drug Addictions-BA, and referred clients to local substance abuse centers and other organizations.

Employment

Acrobat Outsourcing - San Francisco, CA	Temp Chef, Server, Bartender	11/10 – Current
Long Meadows Long Term Care - Longmont, CO	Director of Social Services	09/04 – 06/06
Wild Oats Natural Market - Boulder, CO	Deli ManagerBoulder, CO	06/02 – 08/04
Starbucks/Whole Foods - Boulder CO	Manager/Deli Manager	02/01 – 09/04

*Time gaps reflect temporary employment with various social service positions in the US and abroad.

Volunteer

Friendship House – San Francisco, CA	Server and Prep Cook	2010
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Education

Episopal Community Services C.H.E.F.S. Program, San Francisco	2011
University of Massachusetts	Bachelor's of Arts Human Services 1986

References Available Upon Request