

# **Natasha Codrington**

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## **Work Experience**

### **Catering Supervisor**

Compass Group USA - Chartwells NYU Tandom - Brooklyn, NY  
March 2023 to Present

- Consulted with clients to plan and determine event requirements, including number of guests, size of venue, and associated costs.
- Collaborates with chef regarding special items to be added to the menu.
- Trained temporary employees daily to perform to standard.
- Supervise events and the arranges of tables and chairs, serving stations, lines, tableware, ensured the venue is clean and that food is handled in a sanitary manner.
- Maintained accurate records of costs for catering services using Microsoft Office.

### **Assistant Manager**

Compass Group USA - CulinArt St Francis College - Brooklyn, NY  
September 2022 to March 2023

- Planned daily breakfast and lunch menus with chefs.
- Conducted daily team building meetings.
- Ordered provisions from multiple vendors.
- Made sure registers are counted for and correct for new shift.
- Ensured that health and safety regulations are strictly observed, recorded and archived.

### **Catering Assistant**

Compass Group USA- FLIK Kirkland and Ellis / Debevoise and Plimpton - New York, NY  
June 2019 to September 2022

- Set up and break down equipment, prepare and serve food and beverages, and make sure the food service runs smoothly.
- Served for corporate and private events for both law firms.
- Followed all safety protocols for food service, preparation, and storage.
- Provided excellent customer service.

### **Supervisor Barista**

COFFEED- CUNY LAW - New York, NY  
January 2016 to June 2018

- Troubleshooting breakdowns of brewing equipment, performing preventive maintenance, and calling for repairs.
- Training and maintaining a safe and healthy work environment by following organization standards and sanitation regulations.
- Implemented changes, maintaining and improving the appearance of the cafe and coffee based drinks.

### **Chef Assistant**

NY Foundling- Camp Felix - New York, NY  
June 2015 to August 2015, June 2014 to July 2014

- Under the chef supervision prepared breakfast, lunch, snack, and dinner for over 50 children daily.
- Daily documented temperatures to maintain safety of food borne illnesses.
- Collaborated with the executive chef to plan menus and contribute to menu development