

# RECHELLE PAMORCA SANTOS

FOOD SERVICE SUPERVISOR

## OBJECTIVE

Energetic and dedicated person with superb analytical and decision-making abilities. Seeking a position of FOOD SERVICE SUPERVISOR where I will be able to utilize my strong skills, capabilities, work experience and ability to work well with other people.

## CONTACT

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 santosrechelle3113@gmail.com

 747 C F. Cayco Street, Sampaloc,  
Manila, Metro Manila, Philippines

## EDUCATION

Tertiary Education  
Computer Programming  
Datamex Institute of Computer Technology  
Sampaloc, Manila, Philippines  
2004 - 2006

Secondary Education  
Quezon City High School  
Quezon City, Metro Manila, Philippines  
2000 - 2004

## EXPERTISE

Customer Service	Food Handling
Conflict Resolution	Data Analysis
Communication	Interpersonal Skills

## RESPONSIBILITIES

- Supervise, coordinate and schedule the activities of staff who prepare, portion and serve food
- Estimate and order ingredients and supplies required for meal preparation
- Checking in on dining customers to enquire about food quality and service.
- Establish work schedules and procedures
- Maintain records of stock, repairs, sales and wastage
- Train staff in job duties, and sanitation and safety procedures
- Ensure that food and service meet quality control standards
- May participate in the selection of food service staff and assist in the development of policies, procedures and budgets
- Maintain proper temperature of food line items as per regulatory board and provide efficient serving standards
- Respond to customer complaints quickly and resolve them effectively

## EXPERIENCE

Position: Account Representative  
Employer: GC Services International LLC - Philippines Branch  
Address: Barangay Oranbo, Pasig City, Metro Manila, Philippines  
Tenure: July 19, 2021 - Present

Position: Restaurant Shift Manager  
Employer: Shakey's Pizza Asia Ventures Incorporation  
Address: Parañaque City, Metro Manila, Philippines  
Tenure: July 14, 2019 - July 31, 2021

Position: Junior Supervisor  
Employer: Shakey's Pizza Asia Ventures Incorporation  
Address: España, Manila, Metro Manila, Philippines  
Tenure: January 16, 2017 - July 14, 2019

Position: Food Server / Cashier / Guest Relation Staff  
Employer: Shakey's España Branch / EPMPC  
Address: East Service Road, Taguig City, Metro Manila, Philippines  
Tenure: October 2, 2007 - January 16, 2017