

Cafeteria Manager Cover Letter

1381 Altenwerth StreamKuhlmanmouth, AL 72777-8489

Dear Phoenix Sauer,

I am excited to be applying for the position of cafeteria manager. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for support to the Director of Food & Restaurants & GMM of Food to establish the framework and detail of the directorate strategy.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Organize monthly meeting between Cafeteria Committee and the Cafeteria Operators
- Conduct Quarterly Cafeteria Performance Review together with Cafeteria Committee
- Write and update specifications to govern the process and operation of catering services
- Lead and execute cafeteria improvement of process and systematics
- Timely communicate and update stakeholders from time to time, for any issue/ improvement /changes, which require attention
- Manage complaints from user/stakeholders and feedback status of action
- Knowledge of use and care of all kitchen equipment
- Knowledge of all MC Health Department regulations and HACCP procedures

Thank you for considering me to become a member of your team.

Sincerely,

Tatum Murphy