

Cafeteria Supervisor Cover Letter

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Dear Max Hane,

In response to your job posting for cafeteria supervisor, I am including this letter and my resume for your review.

In my previous role, I was responsible for reports regarding inventory levels and other areas as directed and initiate corrective actions as required to support company policies and objectives.

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:

- Assist with the execution of Ski and Snowboard School lunch program in the Childrens Learning Center
- Assist the Shift Managers to supervise multiple food service units
- Supervise the production of menu items, ensure completion of cash readings, manage associates, schedule staff working hours, hire and train employees
- Learn from and assist the Shift Manager to resolve labour relation issues, track and produce reports on weekly inventories, sales revenue, labour and food cost
- Communicate positively and enthusiastically to the café patrons and address their issues promptly
- Ensure strict compliance with Compass' Quality Assurance and Health and Safety Program, Occupational Health and Safety Act and WHMIS regulations
- Coordinate frequent workplace inspections and WHMIS training of all staff and promptly report any workplace accident or incident to head office
- Ensure Hazard Analysis and Critical Control Point (HACCP) standards are followed in the food preparation process

Thank you in advance for taking the time to read my cover letter and to review my resume.

