

Jeffrey Kelly

Fort Collins, CO 80521

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Authorized to work in the US for any employer

Work Experience

Prep Cook/Line Cook/Dishwasher

Ginger and Baker - Fort Collins, CO

August 2019 to Present

Multiple positions in BOH. Casual and Fine Dining experience. Thrive in fast paced team environment. Always willing to learn.

Shelter Supervisor

Catholic Charities - Fort Collins, CO

2013 to 2018

Supervisor in charge of shelter operations and assisting the homeless community • Responsible for hiring and training of all new shelter staff • Scheduling for the month and payroll • Responsible for safety and security of patrons and staff • Responsible for working and covering various shifts as needed above and beyond my position

Staff Member Tasked with Engagement

Catholic Charities - Fort Collins, CO

2010 to 2013

of homeless clients and food preparation • Responsible for all meals produced over the weekends • Responsible for safety concerns of clients and crisis intervention • Maintained order and healthy boundaries between clients and staff to promote safety • Train new staff on proper procedures and techniques to use with clients

Volunteer Cook

Catholic Charities - Fort Collins, CO

2008 to 2010

Volunteered to cook and be of service to homeless populations in my area • Organized and led activities designed to feed the homeless community • Supervised menu planning for the week • Followed all food and safety guidelines • Maintained order and discipline in the kitchen and overall shelter

Education

license in Former United States Air Force

USAF Leadership and NCO Academy

August 2019

Skills

- Menu Planning
- Cooking
- Restaurant Experience
- Meal Preparation
- Food Preparation
- Case Management
- Customer service
- Retail sales
- Inventory control
- Crisis Intervention
- Social Work
- Kitchen Management Experience
- Culinary Experience
- Supervising Experience