

Laura Griffin

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Work Experience

Kitchen Manager

Chartwells K12 - Lowell, MI

March 2021 to Present

- Prepares high-quality food items according to standardized recipes and instructions to meet production, delivery and service schedules.
- Serves meals or prepares for delivery by using correct portioning, meeting outlined standards, ensuring that food is at the correct temperature and is attractive and tasty. Tastes all prepared food items.
- Uses established ticket collection procedures during service. Responsible for records from area worked during service periods.
- Cleans kitchen after preparation and serving, maintaining high standards of cleanliness. Stores or discards excess food in accordance with safe food-handling procedures.
- Keeps refrigerators and storerooms clean and neat. Ensures food and supply items are stored per standards.
- Operates and maintains kitchen equipment as instructed.
- Assists in production planning, record keeping and reporting as required.
- Assists in the ordering and receiving of all food and supplies as required.
- Reports needed maintenance, faulty equipment or accidents to the supervisor immediately.
- Attends in-service and safety meetings.
- Maintains good working relationships with coworkers, customers, administrators and managers.
- Performs job safely while maintaining a clean, safe work environment.
- Performs other duties as assigned.

Order Picker

Cabela's Inc. - Grandville, MI

October 2020 to January 2021

- Performs multiple functions within the back room of the retail store such as receiving merchandise, inspecting merchandise, filling orders, sorting and packing merchandise in appropriate box size for shipment to customers as needed. In fulfillment of these duties may spend majority of time in one of the following areas, but has knowledge and experience to move among multiple area functions as needed.
- Sorting and Packing - Sort merchandise into order groupings and/or pack merchandise using proper containers, cartons, or packaging for shipment. Apply designated labels. Visually inspect product for quality and presentation to customer.
- Order filling - Fill retail and/or direct customer orders by inspecting merchandise and matching merchandise to order. Pull merchandise from designated stock locations and place in proper containers.
- Material Handling - With proper training and licensing, may move merchandise among warehouse locations using authorized material handling equipment (i.e. stock pickers, lift trucks, etc.) or manually load and/or unload trailers.

- Maintains housekeeping and cleanliness and follows procedures for a safe work environment. Attends all mandatory training and in-services including by not limited to: new employee orientation, safety, or job skills training.
- Assist customers in finding merchandise and making buying decisions when working on the Sales floor during store open hours.
- Communicates any issues or needs affecting execution of basic job function such as; Short Pick issues, out of stocks, on hand counts and supplie.

Shipping and Receiving

Cascade Engineering - Grand Rapids, MI

February 1993 to May 2020

- Before moving into the shipping Department, I was a level C admin, I was a team leader in production, on the molding and assembly floor. I also ran the second shift molding floor.
- Responsible for utilizing all equipment, including forklift, and performing all tasks in a safe manner
- Create BOL's (Bill of Lading).Enter in receivers.
- Participates on cross-function teams.
- Maintains finished goods warehouse organization
- Loads and stacks shipments per traffic schedule
- Ensures accuracy of shipping request and pre-shipper records
- Notifies SCM of inventory accuracy and discrepancies
- Understands and practices basic FIFO
- Utilizes MODS for scheduling and inventory placement
- Received in product and enter recovers
- Cycle counting
- First in First out
- Core Competences (interpersonal skills): flexibility, trustworthy, balances courage and consideration, team focused.
- Strong math and communication skills
- Good customer relations and interpersonal skills
- Understanding of ISO/TS16949 procedures
- Basic computer skills, including QAD
- Inventory control experience, material handling, and cycle counting experience
- Understanding of BOM requirements and processing
- forklift licenses has expired
- Able and willing to perform some work tasks in outside environment in all weather conditions.

Education

Associate in Arts (AA) in Accounting

University of Phoenix-Online Campus

Skills

- Forklift
- Load & Unload
- Shipping & Receiving

- Microsoft Outlook
- Order Picking
- Warehouse Experience
- Pallet Jack
- Microsoft Word
- Kitchen Management Experience
- Kitchen Experience
- Order Picker
- Inventory Control
- Food Preparation
- Accounting
- Food Safety
- Packaging
- Materials Handling

Certifications and Licenses

Forklift Certification

Assessments

Customer Focus & Orientation — Highly Proficient

September 2020

Responding to customer situations with sensitivity

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.