

**Sandra Ramos**  
**19 Einstein Way, East Windsor, NJ 08512**  
**(646-327-8322)**  
**greeneyes3269@yahoo.com**

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### **Work History**

***Dietary Manager*** (JANUARY 2023-MAY 2024) Menorah Center for  
Rehabilitation and Nursing Care

- Managed (4) supervisors, (1) office coordinator and (4 Dietitians) in their daily job functions and activities
- Responsible for working with nutritionists to plan and execute menus and meal plans designed around the unique needs of individuals
- Focused largely on food preparation tasks such as: developing meals and instructing staff on how to create them
- Responsible for hiring and training new staff members and interacting with the patients regarding the meals they were receiving
- Maintained the inventory for all supplies and items for the kitchen
- Created and managed the supervisors schedules and kitchen staff assignments
- Ability to meet the dietary needs of our diverse population of patients

***Dietary Supervisor*** (MARCH 2021-JANUARY 2023)  
Menorah Center for Rehabilitation and Nursing Care

- Oversaw production, receiving, and storage activities to ensure efficient, sanitary and high quality food service
- Oversaw the production of all food served from the kitchen to patients, guests and hospital personnel
- Managed personnel through hiring and training, and conducted proper counseling and/or disciplinary action as needed
- Prepared work schedules and posted five days prior to the beginning of each pay period
- Verified time cards by checking hours on time cards against work schedules
- Verified and approved overtime
- Processed the Dietary Department time cards to the Payroll Departments
- Prepared orders for necessary stock replacement each Tuesday
- Checked in food deliveries each Monday and Thursday
- Contacted salesmen concerning short supplies and out-of-stock items
- Prepared Cafeteria menus on a monthly basis
- Provided supervisory guidance to all cooks and dietary helpers
- Planned and conducted in-service education for Dietary employees on a monthly basis
- Evaluated employee competence in job-related knowledge and skills, safety, and infection control annually

***Dietary Aide*** (FEBRUARY 2015-MARCH 2021)  
Menorah Center for Rehabilitation and Nursing Care

- Assembled and prepared food trays for general and therapeutic diets; prepared special therapeutic nourishment and snacks, mixed prepackaged liquid nourishment
- Maintained tray line in a clean, neat and orderly manner

- Delivered food trucks to patient/resident floors as specified and return trucks to dish room at designated times
- Cleaned and sanitized work areas, walk-in storage areas, refrigerators
- Cleaned and sanitized disassembling and reassembling as required: mopped floors and performed special cleaning duties assigned by Supervision
- Transported food and supplies in bulk from various locations. Returned unused items to proper location in refrigerators, freezers or storerooms properly wrapped
- **Collected, processed, and disposed of trash and garbage as needed and directed**

*(Nutrition/Information Clerk Weekdays)*  
*(Supervised on the Weekends only)*

(NOVEMBER 1991-AUGUST 2014)  
 Long Island College Hospital, Brooklyn NY

- Managed food service directly under the supervisor and as a supervisor, ensuring that the process of feeding patients went smoothly
- Was responsible for efficiently managing a system of tray tickets in a demanding environment
- Responsible for processing all patient menus, diet orders, diet changes
- Entered patient information into a computerized diet program
- Understanding work safety and sanitation procedures

**SUMMARY OF SKILLS:**

- Able to communicate clearly and effectively
- Ability to work flexible hours to accommodate the needs of the organization
- Speak English and Fluent in Spanish
- Certificate in telephone etiquette

**CERTIFICATIONS:**

Food Handler

**EDUCATION:**

Bay Ridge High School, Brooklyn NY  
 High School Diploma-June 1981