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OBJECTIVE:

To obtain a position that will utilize my talents, abilities and experience; that challenges and recognizes continuous personal and professional growth; and provides a meaningful opportunity to contribute towards the overall success of the organization.

EXPERIENCES:

April 2010 to Current

Food Program Manager (newly created position at that time), New Hope Ministries (nonprofit), Mechanicsburg, PA
Food distribution, mobile food program, facilities and warehouse management, sanitation management, floor plan/shelving setup, purchasing, receiving, food/non-food storage and inventory, logistics, security and safety (OSHA), scheduling pest control and other building maintenance needs, including scheduling repairs and/or replacements within the budget, also point of contact with vendors and contractors. Develop and/or implement policies/procedures, SOP's. Oversee forklifts, 24' and straight trucks. Orientation, training, scheduling and managing of all team members and volunteers. Working other non-profits, businesses, community outreach, working with diverse backgrounds and cultures. Daily computer use, database, filing, faxing, copy, printing.

October 2009 to April 2010

House Supervisor, Bethesda Mission, Harrisburg, PA.

Front office, men's shelter, homeless ministry, intake, counseling, safety and security, facilities inspections, office equipment, phones, database reporting, guest services, community outreach, transportation, and weekly chapel services.

May 2008 to November 2008

General Manager: Piccadilly Cafeteria Saint Joseph's Seminary Campus, Covington, LA.

F&B management, FOH / BOH; onsite catering for up to 400 guests; ordered all food and supplies according to the menu and special events, and daily/weekly menu planning with chefs.

Staffing, orientation, training/coaching, policies and procedures, conflict resolution, discipline, scheduling team members; event planning, budgeting and expenses, warehouse inventory, rotation food safety and storage (FIFO), warehousing, purchasing and receiving with HACCP practices; facilities management and requested maintenance when needed. Computers, MS Office Suite, company data base, fax, etc, high volume direct customer service, community/student relations, multi cultural environment.

March 2004 to April 2008

Food Service Director Bethesda Mission (nonprofit), Harrisburg, PA.

F&B Management, scheduling, managing and training of team members, volunteers, community service workers, develop policies and procedures for my department. Planned daily onsite meals for in-house guest as well as providing food and supplies to our women and children's program, and youth program for disadvantaged youth. Scheduling facility maintenance and pest control for service, sanitation management, repairs, replacements, and making purchases, budgeting and expenses. Inside/outside event planning for small groups, block parties, up to 1000 persons or more while working real close with our events coordinator. Collaborated with all leadership, staff, vendors, businesses, agencies, and a lot of direct multi-cultural and community relations, outreach, visitor tours, safety and security, facilities inspections, hospitality, facility tours, office equipment, phones, database, and direct people assistance, MIS reports.

July 2001 to January 2004

Chaplain/Counselor: Waterfront Rescue Mission/Career Development Program men's transitional housing (faith based), Pensacola, FL.

Group and Individual Counseling, weekly Bible classes, office and facilities management, budget and expenses, campus houses and building inspections, security, safety, database, phones, writing/editing letters, some facility event planning/activities. Directing homeless Veterans with jobs and educational benefits with VocRehab.

EDUCATION:

August 1981 to April 1985

Liberty Bible College, Pensacola, FL

BTh Pastoral Ministries

Certificate in Counseling

Ordained with Church Foundational Network www.cfnonline.org

CERTIFICATES:

ServSafe Certificate for Food Protection Managers, and HACCP knowledge

American Red Cross First Aid/CPR/AED Certified

Trainer Certified forklift/lift truck

PERSONAL:

Happily married to a wonderful Christian woman from Japan

MILITARY:

April 1973 to July 1976

US Marines Honorable Discharge

Human Relation (HUMREL), Base Security and Patrol – Okinawa, Japan

Motor Vehicle Operator/Commercial/Tactical, Dispatcher, Instructor

Tractor-Trailer, Straight Truck/Bus

HOBBIES / INTEREST:

Hiking/Camping, Traveling, Fishing, Fitness/Nutrition, Golf, Guitar,

Writing/Editing, Cooking

OTHER SKILLS AND EXPERIENCES:

Team building, mentoring, volunteerism, and conflict resolution.

Church leadership, Bible teaching / preaching, cell group leader, helps ministries, outreach ministries.

Local missions with soup lines, homeless shelters, outreach and community care.

Over 9-years residential management, case management, knowledge of domestic violence.

Foreign mission trips to Guatemala and Mexico back in the late 80's with Liberty Church.

Employee interviewing, policies and procedures, orientation, coaching, evaluations.

Over 12-years leadership / management experience.

Over 20-years of progressive management/leadership experience, including being a business owner.

Direct experience with diverse populations and cultures, including foreign exchange students.

Hands on educating and training in small or large groups.

Plan meetings and special events (onsite and offsite) for groups under 100 to over 1000 people, block parties.

Logistics coordinator with events for transportation, equipment, facilities management, volunteers, food and beverage, and collaborating with other departments to get things done.

Advanced computer user, very tech savvy, PC and Mac.

Media interviews and guest public/conference speaking, as well as speaking in churches.

Over 20-years of high volume customer service/relations in business/hospitality, and non-profits.

Invited seminar speaker for the 25th Anniversary of the Central Pennsylvania Food Bank (non-profit), October 2007.

Skype, smart phone, webinar/conference calls, Linked In, Facebook.