

MARVALEEN WALLACE

EXECUTIVE CHEF/ MANAGER

OBJECTIVE

To secure a challenging and rewarding position as a restaurant manager, where my leadership skills, industry experience, and customer service expertise can be utilized to ensure exceptional dining experiences for customers and maximize profits for the establishment.

EDUCATION

Lincoln (Florida) Culinary Institute

Associate Degree

Baking and Pastry

CONTACT

West Palm Beach, FL

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772-284-6505

EXPERIENCE:

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Sur La Table (Boca Raton, FL), Resident Chef

June 2023 – Present

- Models and directs employees to ensure customer service standards are met.
- Delivers and holds employees accountable for an exceptional cooking class experience at every class using recipes and game plans provided.
- Creates an environment where employees are informed and capable by partnering with the GM to direct training for culinary employees.
- Manages the complete operations of the kitchen. Maintains proper storage, prep and service procedures and maintains all equipment and workspaces to ensure sanitary conditions. Delegates tasks appropriately and holds team accountable.
- Models and ensures all Sur La Table policies and standard operating procedures (SOPs) are communicated effectively to employees, maintained and consistently followed.
- Proactively monitors and manages staffing levels of the culinary program according to culinary census and fluctuations in seasonal business needs.
- Maintains an active performance development process. Provides coaching in the moment and performance feedback to employees. Conducts formal performance reviews.
- Analyzes and measures retail and culinary business trends. In partnership with the GM, develops and implements plans to drive topline retail sales and culinary revenue.
- Stays informed by maintaining product knowledge, accesses available training and seeks out additional resources when necessary.
- Ensures the accuracy and integrity of employee information including, but not limited to, Time and Attendance records and personal data.
- Appropriately partners with GM, HQ Culinary team, Human Resources and other departments as needed or necessary.
- Demonstrates exceptional verbal and written communication skills with employees, customers, field management and corporate office.
- Additional responsibilities as assigned by General Manager or HQ.

The Breakers, West Palm Beach FL (Seasonal), Banquet Pastry Cook III

March 2023 - June 2023

- Prepared food in a timely, consistent fashion to exact standards following established recipes, plating, food receiving/storage, and proper handling of all food items.
- Ensured impeccable standards of kitchen cleanliness and food handling as outlined in HACCP, maintaining a methodically organized workstation and food production.
- Worked AM and PM shifts including working holidays and weekends to fulfill needed guests and banquet obligations.
- Setting up a station with limited supervision with a high level of expertise.
- Communicating concerns and suggestions openly and honestly and taking constructive feedback in a non-defensive manner.
- Responsible for safely and efficiently preparing high-volume baking orders in a professional and team-oriented environment.
- Followed established recipe guidelines to prepare and bake food orders in a timely and consistent manner.
- Adhered to HACCP cleaning and food handling standards to maintain impeccable kitchen cleanliness.

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CONTINUED

EXPERIENCE:

Campus Coordinator, Development, Multi Site Christ Fellowship - West Palm Beach, FL

August 2022 to May 2023

- Provided administrative and ministry coordination support to the campus.
- Managing multiple volunteer teams by building relationships with and supporting their team leaders. ---Service Support Teams: Logistics, Service Coordinators, Data Entry, Operations Team: EMS Medical Team, POINT Security, Contributions
- Fully supporting volunteer teams by resourcing them with materials, technology, training, moral encouragement
- Continued cultivating (alongside our campus pastor) our relationships with multiple Palm Beach County Organizations (School District, Sheriff's Office, Palm Beach County, etc.).
- Tracked all of the campus pastor's and team's monthly expenses.
- Logistically managed all aspects of campus events (i.e. Easter/Christmas, 4th Saturday Serve).
- Oversee the look and feel of the campus environments

Private Chef Private Company (contracted) - Palm Beach, FL

February 2022 to July 2022

- Prepared weekly menu for client as per request
- Handled all purchasing of food for client with specifications to their dietary needs
- Scheduled weekly meetings to evaluate all food choices, budget spending, health restrictions/needs and review of previous menu
- Organized, arranged and purchased all food and some non-food related items for Client
- Practiced higher level of Food safety and sanitation on a daily basis
- Managed all receipts of food purchases for monthly submission reconciliation

Chef/ Instructor/ Serv Safe Instructor and Proctor/Event Coordinator/ Specialty Events Palm Beach County School District, Forest Hill Community H.S. - West Palm Beach, FL

August 2014 to February 2022

- Provide high quality instruction to secondary students in a classroom/ lab environment that promotes critical thinking, high-level of engagement and eagerness to continue to grow and learn
- Support students as they develop strong work ethic, pride in their work and the foundational skills employers require - Teaching ESE, ELL, Autistic, 504 Plan students with the program to accrue life skills (safety and sanitation, knife skills, basic baking methods, basic cooking methods)
- Differentiate instruction to ensure students of all genders, ethnicities and backgrounds, ages and experience success
- Community outreach assisting with Lake Worth HS at Above the Sea Restaurant Soup Kitchen, Lake Worth FL.
- Competed in the 17th and 18th ProStart Culinary Team Competitions
- Coordinated with administration serving 700-800 students and staff for FHHS Honor Roll Celebration which included Breakfast and lunch items
- Weekly catering for the FHHS Football JV and Varsity Team, Cross Country and Basketball student team members and Coaches Charter Schools USA