**UWEM**

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**EXECUTIVE SUMMARY**

A seasoned and professional food hygienist and health safety individual with over 10 years track record of experience in the field. Ensure welfare facilities of Hotels, restaurant and camp are properly managed and conform to local and international regulations and company policies and procedures.

**ACADEMIC AND PROFESSIONAL QUALIFICATION**

Hazard Analysis and Critical Control Point **(HACCP** **LEVEL** **3)**

Diploma in Food Handling and Safety Alison Galway Ireland

Essential Food Safety and Training Certificate Abu Dhabi Food Control Authority (**ADFCA**)

Diploma in Hospitality Management Alison Galway Ireland

Occupational Safety and Health Professional for General Industry OSHACADEMY USA

Health and Safety Compliance Alison Galway Ireland

General Industry Safety and Health Trainer (Train-The-Trainer) OSHACADEMY USA

International General Certification in Occupational Safety  **(NEBOSH IGC)**

Ordinary National Diploma (OND)Federal Technical College, Nigeria

Safety and Health committee/Team Leader OSHACADEMY USA

Fire Safety Awareness Training Yas Island Abu Dhabi

Diploma in Customer Service Professional Alison Galway Ireland

Certified First Aider

**WORK EXPERIENCE**

**HSE & FOOD HYGIENE OFFICER DECEMBER 2018 TILL DATE**

**RESPONSIBILITIES:**

**CATERING**

* Implementation of Quality Systems like Food Safety Management Systems (HACCP), Environmental and Occupational Health & Safety (EOHS) and Hotel Brands Systems through monitoring, coordination, assessment, verification, mission, quality, policy and values.
* Conduct inspection and audit of premises to ensure compliance with Food Safety and Quality Standards
* Ensure that all food is handled, prepared, stored, served and transported in Satisfactory manner
* Investigate complaints such as illegal labeling, adulterated food, cases of food

Poisoning, to determine root causes and advice on methods for prevention of recurrence

* Liaise daily with the Construction Manager, souse chefs, and kitchen staff to keep one line of communication
* Pest Control Management
* Oversee the welfare facilities and providing safe food to employees in 6 different construction sites in Abu Dhabi.
* Monitoring the cleaning & sanitation around the working premises at all the time.
* Monitoring & Implementing the Good Hygiene Practices by all Food Handlers.
* Daily monitoring the staff’s personal hygiene. (Uniform, hair-net, mask, apron, gloves and shoes)
* Checking the deliveries & storage of vegetables, frozen food items and other dried products.
* Keeping records of all documents related to food hygiene.

**HSE RESPONSIBILITIES**

* To ensure all staff receives adequate training in line with site/departmental policies and procedures.
* Conduct training/TBT/briefings on a regular basis/as applicable in coordination with the Project Manager
* Be aware of work place hazards/environmental aspects and controls
* Ensure any hazards and environmental aspects along with method statements/procedures are communicated prior to commencement of any task.
* Ensure all employees conduct their duties in a safe manner and in accordance with company policies and procedures.
* Conduct routine/random inspections (including sub-contractors) to ensure safe system of work and that tools and equipment are in good working order and fit for purpose.
* In particular, staffs are encouraged to take reasonable care of themselves and others and report any unsafe acts/condition to their line manager/HSE representative without delay.
* Be aware of and adhere to the company policies and procedures posted on the notice boards or as communicated via tool box talks or HSE briefings.
* Use appropriate personal protective equipment for the type of work being performed
* Be aware of responsibilities and actions in case of emergency circumstances.
* Report any accident/incident/near misses immediately to line manager/HSE representative without delay, carry out initial investigation and be available to support any further investigation as necessary.
* Create awareness of and contribute towards zero accidents/incidents.
* Maintain appropriate HSE records on site at all times.
* Always ask if in doubt stop the task immediately, seek assistance and report to their immediate line manager

**CORE ATTRIBUTES**

* Proven quality in written and verbal communication skills. Good English language both spoken and written
* Ability to coordinate and deploy staff and contractors in the operation of their duties.
* Proficiency in the use of computers including Microsoft Word, Excel and Outlook, Client data base management systems
* Team player; active listening skills and the ability to take all opinions into consideration.
* Ability to handle multiple tasks and prioritize them in order of importance
* Strong organizational skills.
* Honest and ethical.

**AL ASAB GENERAL CONTRACTING ESTABLISHMENT ABU DHABI**

**CATERING SUPERVISOR JULY 2016 TO NOVEMBER 2018**

**REPONSIBILITES:**

**KITCHEN OPERATIONS**

* Ensure that all staff perform their duties in line with the companies Food Safety Plan and ADFCA rules and regulations.
* Ensure that all food products are stored and handled in line with the companies Food Safety Plan, HACCP and ADFCA rules and regulations.
* Ensure enough Raw Materials on hand to execute the contract at all times.
* Ensure that all meals are dispatched on time in suitable quantities to adequately cover the published resident and staff numbers.
* Liaise with sub-contractor management to constantly seek new methods of improving procedures and operations.
* Perform monthly food safe audits and report findings to the Senior Facilities Manager and the Project manager.

**Dining Room Operations**

* Monitor daily operations to ensure staff perform their duties in line with the companies Food Safety Plan and ADFCA rules and regulations.
* Monitor performance ensuring that they have enough assets in place to adequately serve the resident and staff meals during the published dining room operating hours.
* Monitor and work with the staff to ensure that the front of house operations remain clean and tidy at all times
* Liaise with the sub-contractor to constantly seek new methods for improving procedures and operations
* Assist sub-contractor in accurately monitoring resident and staff meal numbers ensuring that all monitoring procedures are followed

**General**

* In conjunction with the Project Manager, respond and act upon all comments received from the 24/7 Help Desk and Customer Comment Forms.
* Review the Food Service Safety Plan quarterly to ensure that it is kept up to date with all relevant government legislation.
* Must attend the entire meal preparation and service for every meal period at least three times per week.
* Monitor the Sub-contractor to ensure that Food Service Delivery vehicles are maintained and cleaned daily. Service records for the maintenance and regular servicing of the vehicles must be updated and kept.
* Hand out Comment Forms monthly and when returned report findings to both the Senior Facilities Manager and Project Manager.
* Assist the catering department in formulating and managing special events.
* Prepare and deliver reports to the Senior Facilities Manager where necessary (including the monthly report)
* Participate in performance management reviews.
* Keep up-to-date with current legislation & applicable laws pertaining to food safety and as governed/advised from time to time by regulatory authorities etc., e.g.: HACCP, ADFCA etc.
* Other duties as required.

**ACHIVEMENTS**

**Received Certificate of Recognition for successfully catering for over 3,000 persons with Food, Drinks, Accommodation and Security during the 2.5 million-man hours of injury and accident free celebration - al asab camp.**

**MEDIA ONE HOTEL UAE JANUARY 2015 – JUNE 2016**

**RESTURANT SUPERVISOR**

**REPONSIBILITES:**

* Maintain all restaurant equipments and records and ensure compliance to all standards and perform work according to hotel policies and procedures
* Manage all storage supplies and assign staff in all requisition activities and evaluate all daily specials
* Helping in identifying process improvements using HACCP.
* Reducing the need for, and the cost of end product testing.
* Complementary to quality management systems such as ISO 9000.
* Providing evidence of due diligence to further enhances customer satisfaction.
* Reduces the chances of product recall & negative publicity.
* Facilitates better & complete understanding of food packaging safety issues throughout the organization.
* Brings improvements in staff’s performance through the promotion of team spirit.
* Improves staff morale and motivation through a cleaner & healthier working environment.
* Oversee all work in shift and restock all supplies at end of shift and perform regular inspections on all equipments and recommend required repairs
* Move throughout the facility and kitchen areas to visually monitor and take action to ensure food quality and service standards are met. Verify food storage temperature, judge appearance and taste of products and check preparation methods to determine quality. Give guidance toward improvement and make necessary adjustments for consistency.
* Monitoring and maintain high level of hygiene throughout the facility, to maintain customer satisfaction and to adhere to international and local standard for food safety
* Assist the Restaurant Manager in Interviewing, selecting, training, supervising, counseling and disciplining outlet staff.
* Supervising the floor during meal periods to ensure that all standards and steps of service are met through all guests interactions.
* Ensuring that checklists, requisitions and proper opening and closing functions are being completed each shift.
* Communicate effectively, both verbally and in writing, to provide clear direction to the staff.
* Observe performance and encourage improvement where necessary
* Ensure staffing levels for all outlets are accurate based on hotel and outlet business levels.
* Ensure basic standard operating procedures for all outlets are in place

**TRAINING AND PERSONAL SKILLS**

* Good memory and Organizational skills
* Possess excellent communication and interpersonal skills
* Good teamwork and leadership skills
* Excellent service standards
* Strong work ethics
* Trained in [Effective Safety Committee Meeting and](http://www.oshatrain.org/courses/mods/701e.html) Management
* Trained in [Effective Accident Investigation](http://www.oshatrain.org/courses/mods/702e.html)
* Competent at Environmental Management
* Expert at Risk assessment, Hazard system
* Practical application in [Job Hazard/ Job Safety Analysis](http://www.oshatrain.org/courses/mods/706e.html)
* Hazard Analysis and Critical Control Point ( HACCP)
* Health and Safety
* Food Handling and Safe Procedures

**ADDITIONAL INFORMATION**

Valid UAE Driver’s License