



Mina Carver

Dietary Supervisor

Certified Dietary Manager with 12 years of experience in clinical food service operations, from tray assembly and temperature monitoring through vendor management and menu planning for therapeutic diets. Improved meal quality ratings by 12.5% by introducing revised plating guidelines and coordinating weekly menu reviews with the registered dietitian for a 114-bed facility. Reduced annual kitchen expenditures by \$7,260 by renegotiating produce contracts and switching to FIFO-based inventory tracking for dry goods.

Location

Fallon, NV

Phone

(775) 555-0132

Email

mina.carver@example.com

Education

University of Nevada, Reno, Reno, NV
2012 - 2014
BS Nutrition, Dietetics
Specialization

Key Skills

- Menu Planning
- HACCP Principles
- ServSafe Food Safety
- Food Thermometer Calibration
- FIFO Inventory Rotation
- Steam Table Operation
- Therapeutic Diet Knowledge
- Staff Scheduling
- HIPAA Compliance
- Commercial Dishwasher Operation

Professional Experience

Dietary Supervisor, Silver State Senior Care Center, Fallon, NV
2020 - Present

- Improved meal quality ratings by 12.5% by introducing revised plating guidelines and coordinating weekly menu reviews with the registered dietitian for a 114-bed facility.
- Completed 6 refrigerator temperature checks daily across 4 walk-in coolers using a food thermometer, documenting readings and resolving 2 out-of-range incidents within 25 minutes each.
- Reduced annual kitchen expenditures by \$7,260 by renegotiating produce contracts and switching to FIFO-based inventory tracking for dry goods.
- Lowered monthly kitchen spending by \$390 by consolidating vendor deliveries from 5 days to 3 days per week, cutting freight surcharges and spoilage on perishable items.
- Coordinated with nursing staff to verify therapeutic and texture-modified menus, achieving a health inspection score of 98 during the most recent state survey.

Lead Dietary Aide, Carson Prairie Rehabilitation Center, Fernley, NV
2017 - 2020

- Performed 4 refrigerator temperature checks daily on 3 walk-in units, logging each reading within 15 minutes of the scheduled time and flagging deviations for maintenance.
- Carried food supplies, equipment, and utensils between storage rooms and the main kitchen, restocking prep stations for 3 meal periods in under 20 minutes per rotation.
- Cut annual supply costs by \$4,810 by tracking ingredient usage in a daily waste log and adjusting next-day orders based on census changes.
- Raised meal quality scores from 3.4 to 4.1 out of 5.0 on internal audits by standardizing garnish presentation and verifying plate temperatures on the steam table before service.

Dietary Aide, Lahontan Basin Assisted Living, Fallon, NV
2014 - 2017

- Used manual and electric appliances to clean, peel, slice, and trim produce for breakfast and lunch services, prepping ingredients for 86 trays per meal period.
- Completed 3 refrigerator temperature checks daily, recording results in a paper log and notifying the supervisor within 10 minutes of any out-of-range reading.
- Informed supervisors when equipment malfunctioned or when pantry stock dropped below par levels, submitting order requests that kept the kitchen running without delays.

Certifications

- Certified Dietary Manager, Certifying Board for Dietary Managers, 2017