

CURRICULUM VITAE

BIOGRAPHICAL INFORMATION

Name : Gladys Toroitich
Date of Birth : 1st May, 1985
Gender : Female
Nationality : Kenyan
ID Number : 23987870
Marital Status : Single
Religion : Christian
Languages : English, Kiswahili
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CAREER OBJECTIVES

To work in a result oriented, challenging and industrious company which through all this virtue will enhance the perfection of my theoretical and practical skills acquired during my career pursuance.

PERSONAL ATTRIBUTES

- Kindness
- Honesty
- Patience
- Understanding
- Trustworthy

PROFESSIONAL QUALIFICATION

Jan – March, 2009 : Computer packages
Result : Distinction

Jan 2007 – Nov 2008: Rift Valley Technical Training Institute
Diploma in Food and Beverage Management.
Result: Pass

Sept 2005 – July 2007:

Rift Valley Training Institute

Craft in food and beverage production and service

Result: Pass

EDUCATIONAL BACKGROUND

2000 – 2003:

Kipsoen Secondary School

K.C.S.E

1991 – 1999:

Nyawa Primary School

K.C.P.E

LEADERSHIP ROLES AND MEMBERSHIP

Currently :

Member of my local church youth group.

High School:

Secretary Young Christian Students Head of dining.

COMMUNITY SERVICE ACTIVITIES

Participated in freedom for hunger walk in High School.

HOBBIES

Traveling, reading novels, watching movies.

WORK AND PROFESSIONAL EXPERIENCE

Currently: Cateress in Vanessa Grant Girls' School – Rongai – Nakuru.

Duties:

- Preparation of budget estimates for food stuffs and other kitchen requirements.
- Preparation of menu for students.
- Supervision and guidance of all kitchen staff.
- Preparation of duty Rota for kitchen staff.
- Checking the quality and quantity of foods supplied to the kitchen.
- Control of food store.
- Proper storage of food stuff.
- Keeping of proper and up to date records of food stuffs received/consumed.
- Maintenance of high standards of cleanliness in dining and kitchen.

Jan 2010 – Jan 2012

SERVE IN LOVE AFRICA (SILA TRUST)

Eldoret Educational Resource Centre

Cateress

Duties:

- Compiling the school menu.
- Allocating duties to the kitchen staff.
- Control of food store.
- Proper storage of food stuff.
- Keeping of proper and up to date records of food stuffs received/consumed.
- Maintenance of high standards of cleanliness in dining and kitchen.

Jan – April 2008:

MOMBASA BEACH HOTEL

Responsibilities

- Assisting the cooks
- Doing barbecues and serving food from the buffet table.

Restaurant:

- Taking orders
- Serving drinks
- Setting tables
- Adjusting the covers
- Room service
- Making cocktails and serving to the guest.
- Opening and serving wines i.e. sparkling wine

STORE

- Did weekly stocking
- Issuing the goods to various departments
- Balancing off the adjusting the bin cards
- Recording off new stock from invoices into the goods receiving note books
- Recording perishables from the G.R.N to the direct issue book.
- Received goods in accordance with receiving specifications and of the right measure or account.

May – August 2007: RIFT VALLEY PROVINCIAL GENERAL HOSPITAL – NAKURU

RESPONSIBILITIES

- Ratio store Assistant
- Receiving food from suppliers
- Issuing food to each department as per the requisition on note
- Stock taking
- Writing and giving out quotations for new suppliers
- Making orders for more stock

Kitchen

- Assisting the cooks
- Compiling patient menus
- Advising the patients on what he/she should take

Sept – Nov 2005: SOI SAFARI LODGE – L. BARINGO

Responsibilities

OFFICE ASSISTANT

- Issuing and receiving goods
- Keeping records
- Ensuring good sanitation in the store
- Weighing of goods received
- Adjusting the bin cards and balancing them off.

RESTAURANT ASSISTANT

- Setting the tables
- Taking orders
- Adjusting the covers
- Serving the guests
- Making cocktails on the sideboards
- Advising the guest on the kind of wine to take with the type of food.

KITCHEN ASSISTANT

- Compiling menus
- Assist the cooks

REFEREES

1. Lucy Mutembei
Head of Institutional Department
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2. Margaret Langat
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