

Jon R. Wiley

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Education:

- B.A., Political Science, University of New Hampshire (Minor: Social Science)
- A.S., Culinary Arts, Southern Maine Community College

Professional Objective:

- To continue my career in Culinary Arts procurement, management, marketing, or product development

Current Position:

October 2015 – present:

- Purchasing Director, Maine Farm & Sea Cooperative, Portland, Maine

Responsibilities include:

- Board member of team-based project in volunteer capacity with mission/goal of providing local Maine food from farm-to-institution

May 2012 – Nov. 2015:

- Media Representative, Coastal Journal, Bath, Maine.

Responsibilities include:

- Advertising sales/marketing in Lincoln County to include prospecting new customers, sales support/liaison with current customer base, team sales/goals strategic input. Proficient in MS Outlook, Word, Excel & Powerpoint

May 2002 –April 2012:

- Purchasing Manager, Bowdoin College Dining Service, Brunswick, Maine.

Responsibilities included:

- Oversee purchasing, receiving, storage, inventory, and distribution of food and supplies for two dining halls, cash operations, and catering for 21,000+ meals/week
- Analyze and assist with operating cost control/budget for food and supplies
- Utilize food management software program for receiving, cost reports, and inventory
- Maintain standards and quality of dining program via effective sourcing/purchasing – also act as department food safety inspector – **ServSafe certified**
- Oversee organic garden operation including crop planning, seed purchases, harvest distribution and budgetary control – department liaison with Sustainable Bowdoin
- Liaison among department units to ensure food and beverage standardization. Also liaison between College and Midcoast Hunger Prevention Program
- Primary contact for all vendors for department
- MS Word, Excel, Powerpoint proficient, as well as food management software (CBORD)

1995 – 2002:

- Assistant Director, Cash Operations, Bowdoin College Dining Service

Responsibilities included:

- Oversee management of all cash operations, including café, grill/pizzeria, convenience store, and student-run pub
- Maintain departmental quality standards of food and beverage in all cash operations
- Scheduling of all full-time and academic year staff including student staff for 7-day operations during academic year, as well as alcohol seller/server training
- Ensure compliance with all State of Maine liquor laws

1989 – 1995:

- Unit Manager, Moulton Union Dining Hall, Bowdoin College Dining Service

Responsibilities included:

- Scheduling of all full-time and academic year staff including student staff for 7-day operations during academic year
- Oversee menu development with Head Chef
- Maintain departmental food and beverage quality standards
- Budgetary control for food and supplies

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1988 – 1989:

- Purchasing Agent, PFG/Northcenter, Augusta, Maine

Responsibilities included:

- Collaborate with management, sales and receiving team in support of company financial goals
- Oversee/manage the purchase and acquisition of dry grocery line, over 5000 items
- Manage inventory effectively to maximize sales and turn stock

References available upon request