

## PERSONAL DETAILS

**First Name:** Richard

**Surname:** Jones

**E-Mail Address:** [richardjonesconcepts@gmail.com](mailto:richardjonesconcepts@gmail.com)

**Residential Area:** Fourways - Johannesburg North

**Nationality:** South African

**Language Skills:** Fluent in both English and Afrikaans

**ID Number:** 700 915 5291 085

**Valid Passport:** Expired - Renewing

**Driver's license:** Code 08

**Contact Number:** 071 331 04 11



## HISTORY OF TERTIARY EDUCATION

Academic: Matriculated at *Hoërskool Welkom Gimnasium* (OFS) in 1988:

- Afrikaans
- English
- Mathematics
- Biology
- Technical Drawing

Woodwork

## PROFESSIONAL HOBBIES & PERSONAL INTERESTS

- Culinary Concepts
- Gardening and Landscaping
- Antique Furniture and Collectables
- Vintage, Retro, Antique Furniture and Décor – Restoration.
- Garden Features Décor and Design, Landscaping and Garden Designing – Executed at events, corporate functions and at private entities.

<b>Computer Literacy:</b>	Microsoft Word	Point of Sale: GAAP
	Microsoft Excel	Point of Sale: Pilot
	Microsoft PowerPoint	Point of Sale: Pos-Control
		Point Of Sale: Micros
		Administrative BOH System: My Market

## **Summary of my general work-profile and managerial-expertise:**

### **Operational and Contract Catering-Management:**

- a) Senior Management: in the contract corporate, healthcare and industrial catering operations.
- b) General Food and Beverage Management: of restaurants, canteens and corporate food service.
- c) Events and Functions Operations: of hospitality-venues offering banquet-services.
- d) Food production and Chef Development Manager: of special dietary requirements, catering and stock controls comprising safety and quality; expert-service, culinary concepts and food presentation.

### **Events Management:**

- a) Executing of full-scale events to executive clients: Client-liaison, menu-planning, food production, catering and banquet service.
- b) Set-up-and-coordinating, décor, hiring.
- c) Crew and staffing.
- d) Procurement, logistics and solutions.

### **Financial Applications:**

- a) Billing, invoicing, budgeting, forecasting and expenditure control.
- b) Risk management: Managerial strategies.
- c) Procurement, stock and consumption control, profit and loss, revenue reporting.

### **Contract Supplier Management:**

- a) The sourcing, managing and consulting of contract staffing solutions, remuneration/time'sheets, HR.
- b) Negotiating SLA's, maintenance, standard operating procedures.
- c) Managing of external and internal staffing requiring coordinating, training and development.

### **Systems and Procedures:**

THE Custom Developing and Implementing of various control-spreadsheets and systems.

### **Human Recourses, Public Relations:**

- a) Customer, client and staff liaisons.
- b) Disciplinary procedures, advanced approach and consulting.
- c) Group management, Managing Staff Compliment of: 12pax to 2000pax.

### **Tourism/Travelling:**

- a) Tourist-management at executive level.
- b) Travelling logistics and excursions, safari-events, reservations, bookings, transfers.
- c) Safety, emergencies: Qualified in First-Aid-Level-Three.

### **Hygiene, Health and Safety Compliances:**

- a) Managing Policies and Recording.
- b) Implementing, training, controls, reporting.

## EMPLOYMENT HISTORY - Presented from the most recent:

### **Current Occupation:**

### **South of Eden Landscaping**

Type of Industry: Self-employed landscaping projects.  
Position: Landscape and garden design. Installation. Maintenance.  
Period: 1 April 2017 to Date.

---

### **1. Organisation:**

### **Eagle Canyon Golf Estate – Food and Beverage, Events Catering Services**

Position: General Food and Beverage Management; Club House Restaurants, Functions and Events; Front of House Management.  
Period: 1 June 2015 to 30 March 2017  
Reason for leaving: Open Food Contract: ended.

---

### **2. Organisation:**

### **Super Spar Broad Acres**

Type of Industry: Conversations Restaurant: FMCG Retail Deli and Restaurant Service, Events Service and Banqueting.  
Position: General Managing of Food and Beverage in Conversations Restaurant, at events and restaurant venues. Customer service.  
Period: 8 March 2013 to 28 May 2015  
Reason for leaving: Head Hunted.

---

### **3. Organisation:**

### **South of Eden Landscaping**

Type of Industry: Self-employed landscaping projects.  
Position: Landscape and garden design. Installation. Maintenance.  
Period: 1 November 2011 to 30 February 2013  
Reason for leaving: Accepted the opportunity at Super Spar Broad-Acres.



Client and Guest Liaison, General Housekeeping, Maintenance, Safety.

Period: 1 February 2007 to 31 August 2008

7. **Organisation:** **Quality Occasions** – My own business – Corporate Food Service at Sony.

Type of Industry: Corporate Catering Service, Function Catering, Event Management.

Position: Owner – Five Year SLA Contract.

Period: 9 June 2002 to 31 January 2007

Reason for Leaving: I closed my business.

---

8. **Organisation:** **Dros Restaurant and Wine Cellar Group** (Broad Acres – Fourways)

Type of Industry: Restaurant Service

Positions: Kitchen Manager, FOH Manager and Admin Manager.

Period: 1 May 2001 to 30 May 2002

Reason for Leaving: Started my own business.

---

9. **Organisation:** **Fedics Food Services (PTY) Ltd** – Kwazulu Natal Region.

Below, formal client contracts I was required to manage:

- The Astra retirement home (Russell Street, Durban)
- Entabeni Hospital (Durban)
- Empangeni Clinic
- Richards bay Hospital
- Portnet Richards bay
- ALUSAF Richards bay
- Eskort Bacon (Estcourt, KZN)
- Investec Bank Durban

Type of Industry: Corporate and institutional contract catering services.

Position: Corporate Catering Manager, Healthcare Catering Manager, Member of the Quality Department managing client events, Chef Developing and Training.

Period: 1 February 1992 to 30 April 2001

Reason for Leaving: Relocated to Gauteng

**10. Organisation: Kagiso Khulani Supervision Food Services, Bloemfontein**

1. Cook Freeze factory 2. Universitas Hospital

Type of Industry: Corporate and institutional contract catering services.

Position: Catering Manager Health-Care, Procurement, Food Production.

Period: 1 July 1990 to 31 January 1992

Reason for Leaving: Relocated to KZN

---

## REFERENCES:

1. Miss Bernadette Claasens – 082 573 89 95  
Eagle Canyon Golf Estate: Administrative; Function and Events Manager.  
1 June 2015 to 30 March 2017
2. Mrs Patricia Tarr (Pat) – 082 825 89 55  
Super Spar Broad Acres: Owner  
8 March 2013 to 28 May 2015
3. Mrs Vivian Mathebula – 082 791 00 31  
Hospitality Solutions Company (HSC): Training Manager  
1 September 2010 to 30 October 2011
4. Cecile – 012 315 82 42  
Rovos Rail Human Resources  
1 February 2007 to 31 August 2008
5. Mr Hasanuma -083 320 06 6 4  
Retired CEO of Sony SA – Midrand  
My Client at Quality Occasions  
9 June 2002 to 31 January 2007
6. Kobus Louw – 083 461 13 05  
Dros Restaurant Restaurateur/Owner  
1 February 2001 to 30 May 2002

**WRITTEN REFERENCE:** Updated

2 October 2017

REFERENCE FOR MR R JONES

This letter serves to confirm business operations reference for Mr. Richard Jones:

Richard has worked at Hospitality Solutions Company (HSC) in Randburg;

Dated 1 September 2010 to 30 October 2011

Mr. Richard Jones was employed as a Senior Contract Manager, where he was responsible for various five-star institutions simultaneously that includes The Blue Train, Rand Merchant Bank, First National Bank, Gordon's Institute of Business Science and various top end hospitality contract-clients.

Richard is a reliable person who thrives to working under pressure.

He is creative and able to work with people at all levels of employee categories i.e. blue collar staff, middle management and senior management; involving general operational management in food and beverage, production, events; including financial business applications required.

I have known Mr. Jones as one who is able to comply within set time frames, as well as having strong management acumen towards his customer-relationships while delivering in complete company and clients' satisfaction according to professional expectations.

I wish him all the best in his career.

Kind regards  
Vivian Mathebula  
082 791 0031