

**LAKE COUNTY BOARD OF HEALTH
ADVISORY COMMITTEE APPLICATION**

Jo Sheldon
Name

Home Phone

Home Address

City

WI
State

53144

Zip

Kenosha
County

Abbott Laboratories
Place of Employment

Abbott Foodservice Operations Unit Manager
Title

100 Abbott Park Rd Bldg AP22
Address

Abbott Park
City

IL
State

60064

Zip

Lake County
County

Business Phone

jo.sheldon@abbott.com
Email Address(es)

Community activities, including offices held:

Assist with fund raising for Christian Life School Athletics' Department. Run the concession stand for

Saturday games and Varsity home games

Professional Activities/Organizations, including offices held:

I am interested in the following committee(s):

Environmental Health Advisory Committee

Please state why you are interested in the appointment:

I want to be at the forefront of decisions and policies that impact our business. I also want to have be able
be involved in policy making that affects our business.

References:

Tracey Lupa

Name

Abbott Foodservice Operations Manager

Affiliation

100 Abbott Park Rd Bldg AP6

Address

224-667-5825

Phone

Dana Zec

Name

Abbott Site Services Operations Manager

Affiliation

100 Abbott Park Rd Bldg AP6

Address

224-667-7179

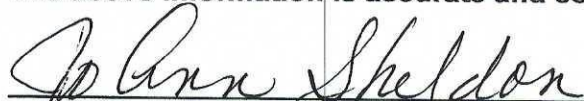
Phone**If nominated, nominated by:****Name****Affiliation****Address****Phone**

Committee membership is open to providers, consumers and citizens from Lake County. This ensures a balance of input from all groups affected by and interested in Lake County Health Department activities. At times, it is necessary to identify potential conflict of interest situations; therefore, please answer the following question.

Currently, or within the last 12 months, have you had any ownership, employment, medical staff, fiduciary, contractual, creditor, consultive, or familial relationship with the Lake County Board of Health, Health Department, or with any of its employees?

No**If Yes, please explain:**

Each new applicant for membership is requested to complete this form. Present Committee members shall annually update the information. Each member is also responsible for notifying the Health Department of any change in employment or affiliation.

Attach a resume, if available.**The above information is accurate and correct to the best of my knowledge.**
Signature of Applicant
Date

OBJECTIVE: To encourage a culture of learning that values mutual responsibility and respect, lifelong learning, and ethics, as well as personal and professional development.

SUMMARY OF QUALIFICATIONS:

- *Thirty plus years experience in staff supervision and personnel management, including counseling and performance evaluations.*
 - *Experience managing large teams of food service employees to include Temporary Manpower Employees and Eurest Contract Employees.*
 - *Wide-ranging experience with workload coordination*
 - *Outstanding organizational skills, budget development and implementation, procurement of supplies and equipment.*
 - *Developed spreadsheet to monitor weekly sales versus spending ensuring food service team works within monthly budget.*
 - *Extensive project management experience.*
 - *Abbott Foodservice Catering Manager*
 - *Extensive experience with corporate catering, to include Corporate Jet Fleet and Executive Suites (Corporate Officers, and Board of Directors)*
 - *Updating and re-writing Corporate Jet Menu and Recipes*
 - *Updating and re-writing the Abbott Foodservice Breakfast menu and recipes*
 - *Experienced with updating the online Abbott Foodservice Catering Website*
 - *Developed a Catering Price and Portion book*
 - *Introduced a new printable Foodservice Catering Menu*
 - *Introduce new trends in menu concepts for upscale catering events*
 - *Abbott Foodservice Promotions Manager*
 - *Develop monthly Foodservice Promotions for Abbott Foodservice*
 - *Create recipes for promotions*
 - *Design table displays and signage for monthly Foodservice promotions*
 - *Generate marketing to advertise Abbott Foodservice promotions for Abbott Target vision*
 - *Wide-ranging experience in Corporate Food Production, breakfast, lunch and dinner, to include methods of cooking, garde manger, soups, stocks, sauces, baking and pastries.*
 - *Extensive experience in daily cash management operations to include MICROS cash register programming, financial reports, cashier performance documentation and training, cash drawer setups, and bank deposits.*
 - *Wide ranging experience with Abbott Foodservice recipe development and database.*
 - *Licensed and certified in food service sanitation with the Illinois State Department of Health, extensive knowledge of HACCP (Hazard Analysis Critical Control Point*
 - *Experienced with Abbott Employee LERN Modules and ISO-training, ensure Foodservice team is up to date and on the same schedule on all required training. Strong Written and Verbal Skills, Presentation Skills, Strong relationship-building skills.*
 - *Developed a user-friendly method for ensuring all food service employees are compliant with required ISO-training and LERN modules*
 - *Provide ongoing continuing education and training to food service team.*
 - *Experienced with ESHA, Nutritional Database, analyzing and recording nutritional information for Abbott Foodservice Recipe Database.*
 - *Desire to work in a fast-paced environment. Self motivated, confident, exceptionally versatile, and hard working.*
 - *Superb communication/interpersonal skills; outstanding ability to work well with diverse groups, while maintaining a high level of employee satisfaction and productivity.*
-

EXPERIENCE:

Abbott Laboratories Food Service, AP22 Cafeteria Unit Manager, Foodservice Catering Manager	Feb 2016 to Present
Abbott Laboratories Food Service, AP6D Cafeteria Unit Manager, Foodservice Catering Manager Promotions Manager	Aug 2012 to Feb 2016
Abbott Laboratories Food Service, AP30 Cafeteria Unit Manager, Foodservice	Jan 2009 to Aug 2010
Abbott Laboratories Food Service, AP16 Cafeteria Unit Manager, Foodservice	Aug 2003 to Jan 2009
Abbott Laboratories Food Service, AP6D Cafeteria Assistant Manager, Foodservice	Oct 2001 to Aug 2003
Abbott Laboratories Food Service, AP6D Cafeteria Management Internship	June 2001 to Oct 2001
Abbott Laboratories Food Service, M1 Cafeteria Foodservice Internship	June 2000 to Sept 2000
Mangia Trattoria, Kenosha, WI Pantry/Garde Manger	Sept 1999 to Dec 1999
Connie Cakes, Lincolnshire, IL Baker's Assistant	June 1999 to Sept 1999
American Family Insurance, Kenosha, WI Licensed Office Assistant	July 1997 to Aug 1998
United States Air Force McGuire AFB, New Jersey Dental Laboratory Manager Scott AFB, Illinois Assistant Manager, Dental Laboratory Various Air Force Bases HH/MH-53 Helicopter Mechanic CH/HH-3 Helicopter Mechanic UH-60 Blackhawk Helicopter Mechanic	June 1977 to June 1997

EDUCATION:

Concordia University Wisconsin, Kenosha, WI Bachelor's In Applied Science Degree in Management & Communication GPA 3.4	July 2002 to Dec 2010
Kendall College, School of Culinary Arts, Evanston, IL Associate in Applied Science Degree in Culinary Arts, GPA 3.74	Sept 1999 to Jun 2001
Milwaukee Area Technical College, Milwaukee, WI Pursuing an Associate in Applied Science Degree in Culinary Arts, GPA of 3.98.	Aug 1998 to May 1999
Floral Park Memorial High School, Floral Park, NY High School Diploma	Sept 1971 to Jun 1975