ROBERT SMITH

**Restaurant Worker I**

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**SUMMARY**

A Restaurant Worker, as a Sales Associate and as a Warehouse Associate in industries including Eating and Drinking Places, Health Services and Business Services.

**SKILLS**

Microsoft Word and Excel, Data Entry.

**WORK EXPERIENCE**

# Restaurant Worker I

ABC Corporation ­ June 2010 – July 2012

* Plan and coordinate Catering for events such as weddings, business meetings, holiday parties, and other special occasions.
* Opened and closed business establishments, restocking for the following day. Close open tabs and accounts, balance cash drawer and merchant machine.
* Purchase ingredients and supplies for special events or menu items.
* Supervise or coordinate activities of cooks or workers engaged in food preparation.
* Determine how food should be presented and create decorative food displays.
* Instruct cooks or other workers in the preparation, cooking, garnishing, or presentation of food.
* Collaborate with other personnel to plan and develop recipes or menus, taking into account such factors as seasonal availability of ingredients.

# Restaurant Worker

ABC Corporation ­ 2009 – 2010

* Served customers in eating places that specialized in fast service and inexpensive carry­out food.
* Accepted payment from customers, and made change as necessary.
* Requested and recorded customer orders, and computed bills using cash registers, multicounting machines, and pencil and paper.
* Cleaned and organized eating, service, and kitchen areas.
* Notified kitchen personnel of shortages and special orders.
* Communicated with customers regarding orders, comments, and complaints.
* Prepared and served cold drinks, frozen milk drinks and desserts, using drink­dispensing, milkshake machines..

**SCHOLASTICS**

* General Education Diploma in Utah ­ (South Park Academy)