

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 carry-out 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 drink-dispensing, milkshake machines..

SCHOLASTICS

- General Education Diploma in Utah - (South Park Academy)