ROBERT SMITH

Bistro Attendant

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As a Bistro Attendant, responsible for Anticipating guests needs and respond promptly, maintaining positive guest relations at all times, and also Computing bills and accepting payments, track sales receipts, ensure tips are reported properly for tax processing in MICROS system.

EXPERIENCE

Bistro Attendant
ABC Corporation - MAY 2014 – 2021

- Prepared and served drinks.
- Maintained sanitary food preparation and serving areas.
- Maintained stock of items Accomplishments was able to ease the work flow by being readily available to work when ever I was needed.
- Able to keep up with the fast paced environment.
- Provided fast learning skills in order to be able to do both morning and evening shifts.
- Trained new employees to hotel standards.
- Worked as houseman was my duty.

Bistro Attendant
Delta Corporation - 2010 – 2014

- Set up and run morning breakfast at the hotel in the early morning hours during the week.
- Meet and greet with guest and start them off with coffee and breakfast.
- Including serving as backup for guest services, while operating office machines, such as photocopiers and scanners, facsimile machines, voice mail .
- Responsible for the set-up and closing of the Bistro using checklists.
- Completed daily inventory prep sheet.
- Assisted in maintaining the cleanliness of the Bistro and surrounding areas.
- Taking Guest Orders, ringing up guest, making coffee upon request, daily logs, checking in trucks, inventory, stocking coolers, cleaning .

EDUCATION

- Associates In Graphic Design

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SKILLS

Computer Skills, Typing, Communication.