

Robert Smith

Breakfast Attendant Supervisor

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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SKILLS

Avid Knowledge Of
Housekeeping
Procedures Well Versed.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

PERSONAL STATEMENT

Ready for the opportunity to join a well established company with a solid foundation. Versatile worker seeking Breakfast Attendant and/or Laundry position. Detail oriented, responsible, and tenacious individual able to perform multiple tasks. Self motivated and well organized individual with the ability to understand, follow instructions and communicate effectively.

WORK EXPERIENCE

Breakfast Attendant Supervisor

ABC Corporation - March 2015 - July 2015

Responsibilities:

- Maintained an approachable, cheerful and helpful attitude.
- Responsible for monitoring the daily complimentary continental breakfast, ensuring that the breakfast items are well stocked, and cleaning up after breakfast.
- Planned and prepared for the following day.
- Checked inventory of supplies taking action as necessary to ensure adequate quantity and quality of products for the next day.
- Replenished utensils and glassware in a neat and clean manner to ensure maximum job efficiency and an appealing presentation.
- Collected dirty towels and robes and brought them to the laundry to be inspected for stains and wear and tear.
- Prepared and distributed fresh linen to the housekeeping department.

Breakfast Attendant

ABC Corporation - 2010 - 2015

Responsibilities:

- Responsibilities I would make breakfast for all the guests, keep the kitchen and dining area clean
- Make sure all product was ordered when needed
- Keep everything up to health code
- I would also help at the front desk and in housekeeping when needed
- Accomplishments The guests would always compliment how I did things that no one else would
- If I saw someone was finished I would go and pick their plate up and thank them
- I would also carry a coffee pot around and give refills Skills Used Customer service, cash management at the front desk, and multitasking.

Education

Diploma - 1995(Bethel Senior High - Spanaway, WA)