

ROBERT SMITH

Lead Kitchen Clerk

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

To obtain a position that will enable to use strong organizational skills, educational background, and ability to work well with people.

CORE COMPETENCIES

Cooking, Customer Service.

PROFESSIONAL EXPERIENCE

Lead Kitchen Clerk

HyVee - November 2010 – 2020

Key Deliverables:

- Prepare food for the customers for caterings to businesses.
- Includes breakfast, lunch and ready to purchase items such as salads and meals to go.
- Serve customers food that we have available to purchase in the dining area.
- Greeting and customer service and knowing the pricing of the items.
- Take over the phone and in-store orders for caterings.
- Getting information from the customer and pricing their order for billing and making sure we have the items they want.
- Setup of buffets, picnic grill-outs, and weddings.

Kitchen Clerk

ABC Corporation - 2007 – 2010

Key Deliverables:

- Responsible for a variety of tasks, including preparing large amounts of food in a short time, satisfying customers demands with a smile, cleaning any part of the kitchen that needed it, and delivering food orders around the city, as well as cater to certain events, such as weddings.
- Helped sell plenty of food with an upbeat attitude, and kept the kitchen clean and the food fresh.
- Made sure every customer was satisfied, and we had many customers return for the friendly service.
- Demonstrated my ability to work in a fast paced environment and with a time limit, and my ability to work with others to accomplish a goal.
- Showed courtesy to every customer, and made sure they were satisfied.
- Also learned how to carefully drive larger vehicles (like a van) with important cargo inside..
- This is Dummy Description data, Replace with job description relevant to your current role.

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EDUCATION

High School Diploma - 1999(Mankato East High School - Mankato, MN)

