

# ROBERT SMITH

## Restaurant Cashier

**E-mail:** info@qwikresumc.com

**Phone:** (0123)-456-789

### SUMMARY

Motivated and highly productive Restaurant Cashier professional with a cashier background. Detail-oriented with strong skills in multi-tasking and efficient management of day-to-day office operations. Adept at building and maintaining effective working relationships with co-workers and outstanding interpersonal skills.

### SKILLS

Microsoft Office, Data Analysis, Customer Service.

### WORK EXPERIENCE

#### Restaurant Cashier

ABC Corporation - May 2006 – July 2008

- Entrusted to effectively and efficiently train workers in food preparation, food temperatures, service, inspections, sanitation, and safety procedures according to meet Occupational Safety and Health Administration (OSHA) guidelines.
- Forecasted staff numbers to delegate duties, responsibilities, and equipment needs to meet customer demand.
- Effectively communicated with customers, teammates, and managers in a positive manner to ensure quality customer service.
- Estimated food storage, portion ingredients, supplies required to prepare recipes, while controlling food costs, waste, and shortages.
- Reported and analyzed operational problems, such as equipment, theft, or wastage, to alleviate these problems by recommending measures for improving work procedures and worker performance to increase service, quality, and enhance job safety.
- Greeted customers in the restaurant or drive-thru.
- Imported and compared net sales using computers every hour and before/after shifts to record various financial activities.

#### Restaurant Cashier

Delta Corporation - 2010 – 2011

- Counted money in cash drawers at the beginning of shifts to ensure that amounts are correct and adequate change is available.
- Scanned items and ensure pricing is correct or resolve amount discrepancies; take money in the form of cash, credit card, check, or gift card and process accordingly.
- Cleaned up checkout area and keep organized; keep receipt paper and other stationery stocked.
- Maintained accurate tabs on every restaurant tables' orders using the venue's primary POS system.
- Answered customers questions and find a manager if the answer doesn't solve the issue.

- Collaborated with the dining room, service, and kitchen staff to keep track of all orders and monetary situations and charges.
- Validated methods of payment, complete transactions, provide documentation and receipts, and dispense the accurate amount of change if needed.

## SCHOLASTICS

- Diploma In Cashier