

Robert Smith

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

Restaurant Host

SUMMARY

To obtain a Restaurant Host position that utilizes my experience in accounting, customer service, communication, insurance knowledge, and computer skills. While also, developing effective relationships that will be a positive contribution to the team and to the company.

SKILLS

Quality Assurance, Communication Skills, Management Skills, Multitasking.

WORK EXPERIENCE

Restaurant Host

ABC Corporation - February 2012 - April 2012

- Kept servers notified of seated parties in their sections and tracked all guests in the dining room.
- Coordinated all activities of dining room personnel to ensure prompt and courteous service to customers.
- Inspected dining room and serving stations for neatness and cleanliness, and ensuring that host stand, windows, and chairs were cleaned and presentable.
- Assisted with setting up tables and dining areas for big and small parties.
- Scheduled dining reservations, carryout orders, and all other requests from customers and fellow crew members.
- Operated the cash register, balanced cash register daily, and accurately monitored inventory levels.
- Responsible for ensuring cleanliness and sanitation at all times in front and back of the house.

Restaurant Host

Delta Corporation - 2008 - 2012

- As a Restaurant Host at the Torreyana Grille, I aimed to provide exceptional service to the restaurant guests, upholding Hilton Corporations .
- Routine tasks that I performed included the following Met and greeted guests as they arrived Maintained neat, clean and organized host stand in .
- Duties include greeting and seating guests, clearing and delivering food to guests in dining room, assisting in set up and break down of restaurant .
- Works banquet functions, set-up and serving.
- Trainer for employees in breakfast service.
- Greeting, seating, taking out orders, answering calls, placing orders, and common helpful tasks to help crew members.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

GED