

# **ROBERT SMITH**

## **Food and Beverage Attendant/Manager**

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

### **SUMMARY**

Highly skilled in providing first contact customer services with proven ability to provide patrons with personal attention in order to make them more comfortable. Skilled problem solver who readily adapts to change and can work independently and within a team. Able to manage multiple priorities and meet tight deadlines without comprising quality, standards or company goals.

### **CORE COMPETENCIES**

Microsoft Office 2007, Medial Software, Insurance filing/processing, Office Purchases, Mail, Sales, Cashier, Inventory.

### **PROFESSIONAL EXPERIENCE**

#### **Food and Beverage Attendant/ Manager**

**ABC Corporation - July 2012 - August 2014**

##### **Key Deliverables:**

- Collects sales slips, total sales on a cash register, accepts payment from patrons and makes a change as necessary.
- Sets up food service counters, steam tables with hot and cold foods and beverages.
- Prepares coffee and hot water for tea fills beverage dispensers with juices and soft drinks.
- Sets tables, seat guests, record guests selections and turns in orders to the kitchen.
- Serves food, alcoholic and nonalcoholic beverages.
- Responded to guests needs in a professional and polite manner.
- Learned teamwork skills and how to work with others to achieve team goals.

#### **Food and Beverage Attendant**

**ABC Corporation - July 2012 - August 2014**

##### **Key Deliverables:**

- Collects sales slips, total sales on cash register, accepts payment from patrons and makes change as necessary.
- Maintains related cash records.
- Keeps work area clean and orderly.
- Sets up food service counters and steam tables with hot and cold foods and beverages.
- Prepares coffee and hot water for tea, fills beverage dispensers with juices and soft drinks.
- Sets tables, seats guests, records guests selections and turns in orders to the kitchen.