

ROBERT SMITH

Food Beverage Manager

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

SUMMARY

Worked in Service industry for over 20 yrs. Good with people and work well with others. In Management just as long and have proven to be a good leader and work well under pressure and stress.

CORE COMPETENCIES

Food sales.

PROFESSIONAL EXPERIENCE

Food Beverage Manager

ABC Corporation - March 1996 – February 2002

Key Deliverables:

- Supervises all service personnel including counseling and discipline, to maintain service standards.
- Meets and greets guests as they arrive, offer choice of seating, then escort them to their table and present menu.
- Reads, maintains and makes daily entries in the logbook to coordinate communication between shifts and management.
- Maintains proper set-up of dining room and enforce uniform and grooming standards of all service personnel on a daily basis.
- Conducts daily roll call meetings to keep staff informed of current promotions, daily specials, guest comments, daily events and pertinent memos.
- Collects method of payment from server or guests and closes checks.
- Completes daily server and cashier reports.

Food Beverage Manager

Delta Corporation - 1993 – 1996

Key Deliverables:

- Manager of all daily operation.
- Private catering sales and Member relations.
- Interviewing, hiring and training staff.
- Ordering all supplies, Linens and Liquor.
- Inventory control.
- Designing and creating menus with Chefs and kitchen staff.
- Worked four years with the LPGA Tour which choose Onion Creek Club to part of their tour.

EDUCATION