

ROBERT SMITH

Host/Busser

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

SUMMARY

Energetic and passionate Host/Busser with a drive for excellence seeking a position as Bayhost. Great customer services skills, with a 2 year background in high-turnover fast-paced food preparation and delivery. To seek a challenging career in an organization where I can work towards the achievement of organizational excellence with the utilization of full potential and skills I have achieved thought about my education and experience.

CORE COMPETENCIES

Customer/Personal Service, Active Listening, Human Resources, Computers, Social Perceptiveness, Public Speaking, Food Assembly, Judgment And Decision Making.

PROFESSIONAL EXPERIENCE

Host/Busser

ABC Corporation - February 2015 – January 2016

Key Deliverables:

- Ensured that all aspects of the front of the house of the restaurant were up to standards, including but not limited to the bathroom, main lobby, windows.
- Ran a server rotation in order to ensure that each server had adequate time to serve their assigned tables.
- Greeted and explained the menu to guests while seating them in their designated area within the restaurant.
- Communicated POS and computer between front and back of the house as well as bus tables.
- Answered an average of six calls per day by addressing customer inquiries, solving problems and providing new product information.
- Spoke with patrons to ensure satisfaction with food, service, complaints, or to make conversation.
- Inspected restrooms for cleanliness and availability of supplies and clean restrooms when necessary.

Host

ABC Corporation - August 2014 – February 2015

Key Deliverables:

- Maintained a professional presence at the restaurant's entrance at all times.
- Greeted the guests, escorted them to tables and provides menus.
- Managed the waiting lines and efficiently seats the guests.
- Managed the seating flow of the dining room, including seating large parties.
- Answered phones in a professional manner.

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- Completed pre-shift set-up, running duties, and post-shift closing duties.
- Assisted other team members in completing their assigned duties and tasks.

EDUCATION

High School - 2012 (Austin Community College - Austin, TX) Mathematics Tutor -
(Kirtland Community College - Roscommon, MI)

