

Robert Smith

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Host & Server

SUMMARY

An organized, reliable, and customer service oriented Host. My professional experience in customer service and the food industry makes me a well-rounded individual. To obtain a position that will enable me to use my strong customer service skills, and secure a position with a well-established company.

SKILLS

Customer Service-oriented, People-oriented, Excellent Communication, Goal-oriented, Friendly Demeanor, Superior Organization Ability, Strong Work Ethic, Outstanding Interpersonal

WORK EXPERIENCE

Host & Server

ABC Corporation - December 2015 - Present

- Describing promotions and suggestively selling while seating guests taking initial beverage order.
- Attending to any other guest needs during the entire dining experience as warranted.
- Addresses complaints promptly in a courteous manner, and notifies the supervisor of any issues
- Assisting service personnel in providing beverage orders and refills, and clearing and setting tables.
- Appropriately estimating the guest wait time, if any, and relaying information to guests in a professional manner.
- Seating guests by finding a clean, available table, pulling out chairs, placing the clean/current menu in front of guest, etc.
- Guiding guests through the dining rooms and providing any needed assistance.

Host

ABC Corporation - December 2013 - March 2014

- Checked menus to ensure they are current, clean, plentiful, and wrinkle-free.
- Maintained cleanliness of work areas throughout the day.
- Monitored dining room for seating availability, service, safety, and well being of guests.
- Resolved and responded to any guest issues.
- Assisted servers in bussing, resetting tables, and any other needs of the operation.
- Orchestrated with Management the seating of the restaurant in a manner which maximizes the seating capacity with a high level of hospitality and graciousness.
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

EDUCATION

High School Diploma - (Konawaena High School - Kealahou, HI)