Wayne F. Fleming

*Customer Service / Problem Solving / Leadership / Skilled Trainer / Scheduling*

401 S. Emporia

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Summary of Qualifications

* Restaurant Operations
  + Employee scheduling and training.
  + Oversee opening and closing operations.
  + Track and distribute weekly payroll.
  + Prep, cook, fry, grill, and sauté.
  + All other back-of-house (BOH) operations: dish, ordering, inventory, etc.
  + Skilled server and front-of-house (FOH) team member.
* Shipping and Receiving
  + Examine shipment contents and compare with records to verify accuracy.
  + Record shipment data, such as weight, charges, and space availability.
  + Prepare documents, such as work orders, invoices, and shipping orders.
* Screen Printing
  + Operate heat press machines.
  + Accurately select and identify patterns, inks, graphics, and fabrics.
  + Pressed patterns, ink, colors, and graphics with accuracy.
  + Examine job orders to determine quantities to be printed

Work History

*Utility Worker*

State of Kansas Norton, KS 2016 to 2017

* + Worked as a member of the street-crew for the City of Norton to repair infrastructure and remove debris.
  + Extended services to the City of Phillipsburg to relieve city employees.
  + Performed general custodial duties at city facilities, including cleaning and maintenance.

*Manager*

Riverside Café Wichita, KS 2009 to 2015

* Onboarded new employees through training and supervision.
* Scheduled FOH and BOH for breakfast service.
* Compiled and completed payroll, including distribution and logging.
* Relieved BOH employees by covering shifts and alleviating pressure during rush times.
* Expedited orders and delivered food to proper tables.

*Production Assistant*

Epic Sports Wichita KS 2014

* Matched patterns, symbols, and lettering to fronts and backs of jerseys for sports uniforms.
* Tracked inventory and supplies as it arrived to the facility.
* Produced screen printed t-shirts.