



Anita Black

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Cashier Skills Summary

- Greet customers when entering or leaving establishments
- Pleasantly deal with customers to ensure satisfaction
- Process payments by cash, check, credit cards, vouchers, or automatic debits
- Discount purchases by redeeming coupons
- Verify credit acceptance by reviewing and recording driver's license number; operating credit card authorization system
- Balance cash drawer by counting cash at beginning and end of work shift
- Provide pricing information by answering questions
- Maintain checkout operations by following policies and procedures; reporting needed changes
- Maintain clean and orderly checkout areas
- Answer customers' questions, and provide information on procedures or policies
- Weigh items sold by weight in order to determine prices
- Sort, count, and wrap currency and coins
- Process merchandise returns and exchanges
- Stock shelves, and mark prices on shelves and items

Cooking Skills Summary

- Inspect and clean food preparation areas, such as equipment and work surfaces, or serving areas to ensure safe and sanitary food-handling practices
- Ensure freshness of food and ingredients by checking for quality, keeping track of old and new items, and rotating stock
- Season and cook food according to recipes or personal judgment and experience
- Turn or stir foods to ensure even cooking
- Ensure food is stored and cooked at correct temperature by regulating temperature of ovens, broilers, grills, and roasters
- Bake, roast, broil, and fish, vegetables, and other foods
- Weigh, measure, and mix ingredients according to recipes or personal judgment
- Wash, peel, cut, and seed fruits and vegetables to prepare them for consumption
- Bake breads and rolls

Employment History

Custodial Aide ~ Bossier Parish Community College ~ Bossier City, LA ~ 4/2005 to 1/2017

- Keep buildings in clean and orderly condition
Perform heavy cleaning duties, such as cleaning floors, washing walls and glass, and removing rubbish

Cashier ~ Walmart Super Center ~ Bossier City, LA ~ 8/2008 to 12/2012

Cooking Experience

Cashier/Crew Leader ~ KFC ~ 11 Years

Education



High School Graduate ~ Woodlawn High School ~ Shreveport, LA

