

Debbie Greenberg

Restaurant General Manager

Orland Park, IL

dgreen5962@gmail.com

708-949-9022

Authorized to work in the US for any employer

Work Experience

General Manager

Honey Jam Café - Bolingbrook, IL

April 2016 to Present

- Managing a team of 28
- Preparing schedules for all staff
- Responsible for opening and closing restaurant
- Order and maintain supplies, worked closely with all vendors
- Responsible for hiring and staff accountability
- Ensuring all equipment is in working condition and scheduling maintenance if not up to standards
- Prompt and efficient daily problem solving
- Inventory
- Follow all health and sanitation guidelines
- Catering Orders
- Managing small parties in banquet room on property.
- Submitted invoices
- Monitor labor costs
- Close out registers and count down banks

Restaurant Manager

Patti's Sunrise Cafe - Burr Ridge, IL

March 2015 to April 2016

Currently managing a team of 10

- Preparing schedules for all staff
- Responsible for opening and closing restaurant
- Responsible for hiring and firing of all staff when necessary
- Ensuring all equipment is in working condition
- Prompt and efficient problem solving
- Close out registers and count down banks

Assistant General Manager

Travel Centers of America - Lake Station, IN

February 2014 to March 2015

Managed a team of 20

- Prepared Schedule for all staff members
- Monitored all inventory

- Ensured all equipment is in working condition
- Prompt and efficient problem solving
- All hiring and staff accountability
- Placed all orders from various vendors
- Close out registers and count down banks

Banquet Manager

Homewood Suites and Elements Conference Center - Orland Park, IL
December 2010 to January 2014

Managed a team of 15

- Prepared scheduling
- Monitor labor Cost
- Food & Beverage Order
- Review and execute banquet event orders
- Responsible for all set up (meetings, events, and weddings)
- Onsite manager during all meetings, events and weddings.
- Responsible for ordering all banquet rental from outside vendors.
- Hire servers and set up crew
- Assisted in kitchen prep work prior to events and weddings.
- Kept a preventative maintenance binder for ballroom and delegated repairs when necessary.

Head Waitress

Lumes Pancake House - Palos, IL, US
October 1995 to May 2007

Responsible for all restaurant grand openings

- Train all new staff
- Opened restaurant daily
- Serve scheduled station

Head Waitress

Purple Onion - Homer Glen, IL
June 1990 to August 1995

Opened restaurant daily

- Served scheduled station

Education

General

Romeoville High School - Romeoville, IL
June 1980