

# Kalen Strait

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## Objective

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To find an opportunity to contribute meaningfully to society while learning new skills and growing as an individual.

## Skills

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### Motivated work ethic

- Excellent verbal and written communication
- Very Quick Learner
- Strong Memory
- I Take pride in my work
- Excited to be part of a team
- Excellent Customer Service
- Friendly attitude
- Eager to help and learn
- Clean and professional Appearance

### Kitchen experience

- Work calmly under pressure
- Follow verbal instructions precisely
- Line experience
- Maintaining cleanliness during service
- Dishwashing
- Knife Work
- ServSafe Certified
- Maintaining a well stocked line
- Monitoring and recording current inventory status
- Walk-in safety, cleanliness, and organization - Correct Label/Date Procedure - FIFO

### Front of House experience

- POS register experience
- Money management
- Proper drawer closing procedures

### Janitorial experience

- Work as part of a team
- Complete tasks without supervision
- Attention to detail
- Hazardous Chemical Safety
- Floor Waxing
- Follow written instructions and schedules
- Floor machine operation
- Time management
- Excellent use of a broom and mop
- Not afraid to get my hands dirty in order to get the job done

### Hablo y entiendo español

### Misc.

- Basic knowledge of UNIX Computer Systems
- 75+ WPM Touch Typing
- Experience with programming languages: Python, JavaScript, Bash and C
- Experience with markup languages: HTML and  $\text{\LaTeX}$
- Experience with essential computer applications *and* their Open-Source alternatives:  
Microsoft Windows, Word, PowerPoint, Excel, Outlook, Photoshop, AutoCad, MacOS, iMovie

## Work Experience

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### PinCuisine

Jan 2019 - Feb 2020

### Keith Smith (General Manager)

505 Brannan St. SF - (707) 123-4567

#### • Receiving Clerk

- \* Received, confirmed, and organized daily deliveries of Produce, protein, and bulk foods.
- \* Coordinated with my teammates to ensure proper storage of time and temperature controlled foods
- \* Maintained cleanliness and organization of the dry storage, walk-in cooler and walk-in freezer.

#### • Prep Cook

- \* Prepared raw ingredients and ready to eat foods according to a production sheet
- \* Cut meats, fruits, and vegetables. Mixed sauces, salads. Operated Deli Slicer and Hobart mixer.
- \* Produced 'pop-up' events and special dishes under the direction of the Executive Chef

- **Dishwasher**

- \* Ensured all dishware and kitchen equipment was properly washed, rinsed, sanitized, and organized.
- \* Maintained cleanliness of the dishpit including floors, sinks, and dish machine.
- \* Monitored and recorded sanitizer concentration. Refilled soap and sanitizer dispensers as needed.

## **Mac'd**

Jul 2018 - Jan 2019

**Antony Bello (Owner)**

2127 Polk St. SF - antony@getmacd.com

- **Closing Shift Lead & Line Cook**

- \* Quickly and accurately produced custom orders according to standard operating procedure (SOP)
- \* Trained new employees
- \* Ensured proper closing procedures were followed:
  - Line broken down and cleaned
  - Fry oil filtered and drained
  - Stove top and oven cleaned
  - Floors, mats, and all dishes cleaned
  - Drawers counted down correctly and nightly deposit made
  - Appliances turned off
  - Doors locked and restaurant ready for the morning shift

- **Prep Cook**

- \* Prepared pasta, sauces, roasted vegetables and meats according to SOP
- \* Coordinated with teammates to remain well prepped for the dinner rush

- **Dishwasher**

- \* Washed, rinsed, and sanitized all dishware, utensils, and kitchen equipment

## **Toni's 24 Hour Restaurant**

Apr 2018 - June 2018

**Jeana Radford (Night Supervisor)**

1901 Heindon RD. Arcata, CA

- **Front of House**

- \* Helped customers at Point of Sale and delivered food to their tables
- \* Made milkshakes and other desserts according to SOP
- \* Maintained cleanliness of the dining room and front counter

- **Fry Cook**

- \* Safely cooked fried items using a deep fryer and occasionally grilled items on flattop
- \* Prepared salads, soups, and other side dishes
- \* Assisted in overnight duties such as fry oil change and flat top scouring

- **Dishwasher**

- \* Washed, rinsed, and sanitized all used dishes and equipment
- \* Maintained restroom and trash can cleanliness
- \* Completed overnight duties such as cutting board cleaning, floor scrubbing, and floor mat washing

## **North Coast Co-op**

Sept. 2016 - Jan 2018

**Duncan Thomas (Facilities Manager)**

25 4th Street Eureka, CA - (707) 443-6027

- **Janitorial Clerk**

- \* Sweep, mop, and scrub sales floor daily
- \* Change all trash, sort between recycle, compost, and landfill
- \* Waxed floors and other deep cleaning tasks according to a weekly or monthly task list
- \* Coordinated with the Facilities Manager on repair and supply needs

## **Timber Ridge**

Sept 2016 - Nov 2016

**Ena Burdick (Kitchen Manager)**

1400 Nursery RD McKinleyville, CA - (707) 839-9100

- **Waitstaff**

- \* Took resident's orders respectfully and professionally while keeping dietary restrictions in mind
- \* Delivered meals promptly and safely
- \* Cleaned and re-set dining room between meal services

- **Dishwasher**

- \* Washed, rinsed, and sanitized all dishware and kitchen equipment
- \* Basic food prep (sandwiches, sauces, cookies)
- \* Worked efficiently as part of a 3 person team

**Burger King**

Aug 2015 - Apr 2016

**Ashley Stockham (General Manager)**

1645 Heartwood Dr. McKinleyville, CA - (707) 839-9299

- **Closing Crew Member**

- \* Assembled and prepared sandwiches sides, salads, and desserts according to SOP
- \* Took guest's orders professionally using POS in both the dining room and drive-through
- \* Ensured that correct closing procedures were followed including:
  - Dining room cleaned, swept, mopped, and re-stoked for the morning
  - All dishes properly washed and organized
  - All food properly stored in the walk-in. Any food waste properly recorded
  - Nightly cleaning of fry-station, Whopper Grill, and hoods
  - Restrooms and floors cleaned, trash taken out, and restaurant left ready to open in the morning

## References

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**Ernesto Moreno**

(415) 123-4567

**- Executive Chef at Pincuisine**

emoreno@pinterest.com

**Kris Ancheta**

(925) 759-9492

**- Kitchen Manager at Pincuisine**

kancheta@pinterest.com

**Misao Cooper**

(415) 830-0929

**- General Manager at Mac'd**

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