

**JAY F. CAYETANO**  
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## **WORK EXPERIENCE**

**June 10, 2013 - Present**

**Cook**

**BRINKER CANADIAN RESTAURANT  
COMPANY ULC O/A CHILIS EDM AIR  
2496,1000 AIRPORT ROAD  
EDMONTON,AB T5J 2T2**

**Duties and Responsibilities**

- Assign in all station
- Prepare and cook full course meal
- Wash, peel and cut vegetables and fruit, clean and sanitize kitchen including work surfaces, cupboards, storage areas, appliances and equipment.
- Cleaning and sanitizing of kitchen tools and equipment
- Assisting in basic food preparation
- Assisting in receiving and storing of kitchen products
- Keep records of the quantities of food used

**March 2011 - September 2012**

**Cook**

**GRILL ZONE**

**Dangay, Roxas, Oriental Mindoro, Philippines**

**Duties and Responsibilities**

- Preparing, seasoning and cooking such foods as soups, salads, meats, fish, gravies, vegetables, desserts, sauces and casseroles.
- Cleaning and sanitizing of kitchen tools and equipment
- Assisting in basic food preparation
- Assisting in receiving and storing of kitchen products
- Keep records of the quantities of food used

**December 8, 2010 – January 23, 2011**

**Cook**

**ASTORIA BORACAY**

**Boracay, Malay, Aklan, Philippines**

**Duties and Responsibilities**

- Receive, unpack and store supplies in refrigerators, freezers, cupboards and other storage areas
- Remove kitchen garbage and trash
- Handle and store cleaning products, sweep and mop floors
- Clean and sanitize items such as dishwasher mats, carts and waste disposal units

**March 2007 – February 2009**

**Room Attendant**

**PRINCE HOTEL AND RESIDENCE (5-star hotel)****Kuala Lumpur, Malaysia****Duties and Responsibilities**

- Cleaned guest rooms (including sweeping and mopping floors, dusting, emptying ashtrays and garbage containers)
- Make bed (changing of beddings/sheets)
- Removed and replaced used towels, soaps and other supplies
- Scrubbed disinfects and polished bathroom fixtures
- Sorted, counted and folding linens
- Reported damage and articles found to supervisors

**January 1999 – December 2004****Quality Control Personnel****DAUGHTERS & SON FOOD PRODUCTS****Talisay, Cebu City, Philippines****Duties and Responsibilities**

- Prepared the recipes and tasting the products
- Maintained the quality of food processing
- Monitored the packaging of food products

**TRAINING / SEMINAR ATTENDED**

November 8 – 17, 2011

International School for Culinary Arts and Hotel Management

Kitchen Helper Program for Basic Vegetables and Potato Cuts/Knife Skills

Katipunan, Quezon City, Philippines

October 20, 2010

Kitchen Helper Training Program

Mandaluyong City, Philippines

July 20, 2009 – August 7, 2009

Reflexology (120 hours)

Roma, Mansalay, Oriental Mindoro, Philippines

March 2007 – February 2009

Completing Contract Services (23 months)

Prince Hotel and Residence

Kuala Lumpur, Malaysia

**EDUCATIONAL BACKGROUND**

Enrolled at Roxas College for the Bachelor of Elementary Education in 1996 to 1999

**PERSONAL BACKGROUND**

36 years old

Single  
Knowledgeable in computer

**CHARACTER REFERENCES**

Available upon request