

Jane Simmons

Waitress resume

KNOWLEDGE OF

Food & Beverage service

Attending functions

Engaging with customers

Handling cash

French & Spanish

Washing Up

Hygiene standards

Beverage preparation

Cash handling

CAREER OBJECTIVE

A team player who is hands-on, can adapt to the situations quickly and can fulfil a variety of roles as and when required. Jane is an efficient young lady, who is capable of a high level of sustained physical effort and able to respond to a demanding work load. She is more than able to create that all important first impression with customers, and has a genuine passion for delivering exceptional service to her customers. She is looking for a suitable position with a busy restaurant which prides itself on its excellent but relaxed approach to clientele.

ACADEMIC QUALIFICATIONS

Coventry North College	2011 - 2012
Hospitality & Leisure Diploma	Pass

Birmingham South High School	2008 - 2011
Maths	Pass
English	Pass
Geography	Pass
Physics	Pass

PERSONAL SKILLS

Fun attitude

Quality consciousness

Passionate about food

Team player

Flexible

Initiative

Courteous

Smart & well groomed

Confident

WAITRESSING SKILLS ACQUIRED WHILST STUDYING

- How to work at award ceremonies, celebrity parties, sporting and music events, exhibition openings, private and corporate.
- Ensuring serving areas are fully stocked prior to serving of all meals.
- Taking orders from customers.
- Moving and handling techniques.
- Preparing and laying tables in restaurant areas.
- Greeting guests in a professional manner.
- Waiting on tables and taking orders.
- Providing prompt food and beverage service to all guests.
- Cleaning up tables after customers have left.
- Preparing and serving speciality dishes.

KEY COMPETENCIES

- Extensive knowledge of food and wines.
- Able to work to tight deadlines & use initiative within a pressurised environment.
- Willing to work evenings, nights and weekends, all at short notice.
- Good personal presentation / interpersonal skills & a good command of English.

PERSONAL DETAILS

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SELECTED ACHIEVEMENTS

Food Hygiene Certificate.
Advanced First Aid Certificate.
NVQ Certificate in Serving Food & Beverages

HOBBIES & INTERESTS

Jane loves socialising and is currently a member of two friendship societies. She goes out her way to make new friends and is very good at holding a conversation. She also works as a volunteer with a charity for homeless people and regularly helps to organise and run a mobile soup kitchen.

REFERENCES – Available on request.



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