

Maxine Curry

Cafe Manager

AREAS OF EXPERTISE

Food preparation
Controlling costs
Till reconciliation
Staff rotas
Serving people
Float management

PROFESSIONAL

French speaker
First Aider

PERSONAL SKILLS

Courteous
Polite and friendly
'Can do' attitude
Attention to detail

CONTACT

Maxine Curry
Dayjob Ltd
The Big Peg
Birmingham
B18 6NF
T: 0121 638 0026
M: 0121 638 0026
E: info@dayjob.com

Driving license: Yes
Nationality: British

PERSONAL SUMMARY

Maxine can turn a cafe into a profitable thriving social hub where people can meet, eat, drink and relax. She achieves success by ensuring that the patron's expectations of food, beverages and customer service are not only met but exceeded. Possessing superb communication skills means she can easily build and maintain good working relationship with key parties such as suppliers, members of the public, customers, Environmental Health Officers, insurers and the local press. Right now she would like to join an ambitious café that wants to recruit proven managers.

WORK EXPERIENCE

Company name – Location

CAFÉ MANAGER Jun 2013 – Present

Responsible for making sure that every customer feels welcome and is properly looked after by the whole café team.

Duties:

- Serving customers a selection of hot and cold drinks as well as snacks.
- Managing staff rotas, hours, holidays and wage sheets.
- Ensuring that café facilities are clean and of a high quality at all times.
- Driving continuous improvement in the café's performance.
- Serving a wide range of coffees, sandwiches and wraps.
- Carrying out regular stock takes.
- Setting staff rotas and ensuring employees are effectively allocated across the cafe.
- Ordering and managing the inventory of stock within the café.
- Engaging customers in casual light hearted conversation.
- Acknowledging and welcoming all visitors.
- Opening and closing the café, as well as being the registered key-holder.
- Ensuring that the café is secure at all times.

Company name - Location JOB TITLE Dates (i.e. Aug 2011 – Jun 2013)

Company name - Location JOB TITLE Dates (i.e. Aug 2011 – Jun 2013)

KEY SKILLS AND COMPETENCIES

- Experience of supervising teams of people in a catering environment.
- Knowledge of foreign coffees and foods.
- Familiar with the best practices of H&S and food hygiene (HACCP).
- Training up teams from multi-cultural backgrounds.
- Excellent spoken and written English.
- First class interpersonal and communication skills.

ACADEMIC QUALIFICATIONS

Nuneaton University 2008 - 2011
BSc (Hons) Sales Management

Coventry Central College 2005 - 2008
A levels:
Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.



Copyright information - Please read

© This template is the copyright of Dayjob Ltd. Job seekers may download and use this particular example for their personal use to help them write their own one. You are also most welcome to link to any page on our site www.dayjob.com. However this template must not be distributed, used for commercial purposes or made available on other websites without our prior permission. For any questions relating to the use of this template please email: info@dayjob.com