

## FOOD SERVER

### Professional Summary

Hardworking professional with a history of exceeding expectations and delivering quantifiable results. Known for boosting company morale by fostering interdepartmental communication.

### Skills

Cash handling, Professional and friendly, Careful and active listener, Data Entry.

### Education and Training

May 1982

McEachern HS City , State High School Diploma : Business

### Business

Community Service Volunteer, Girl Scouts 2012-2013

### Work Experience

August 2013

to

May 2015

Company Name City , State Food Server

- Monitor food distribution, ensuring that meals are delivered to the correct recipients and that guidelines, such as those for special diets, are followed.
- Clean or sterilize dishes, kitchen utensils, equipment, or facilities.
- Served over 300 students daily.
- Load trays with accessories such as eating utensils, napkins, or condiments.
- Stock service stations with items such as ice, napkins, or straws.
- Remove trays and stack dishes for return to kitchen after meals are finished.
- Prepare food items, such as sandwiches, salads
- Food preparation or serving techniques to ensure that proper procedures are followed.

August 2007

to

May 2011

Company Name City , State Substitute Pre K Teacher

- Order or obtain materials needed for classes.
- Provide extra assistance to students with special needs, such as non-English- speaking students or those with physical and mental disabilities.
- Tutor and assist children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers.
- Enforce administration policies and rules governing students.
- Discuss assigned duties with classroom teachers to coordinate instructional efforts.
- Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage.
- Maintain computers in classrooms and laboratories and assist students with hardware and software use.

October 1985

to

February 1999

Company Name City , State Loan Processor

- Encode and cancel checks, using bank machines.
- Compare previously prepared bank statements with canceled checks and reconcile discrepancies.
- Match statements with batches of canceled checks by account numbers.
- Load machines with statements, cancelled checks, or envelopes to prepare statements for distribution to customers or stuff envelopes by hand.
- Fix minor problems, such as equipment jams, and notify repair personnel of major equipment problems.
- Establish and maintain relationships with individual or business customers or provide assistance with problems these customers may encounter.
- Examine, evaluate, or process loan applications.
- Evaluate financial reporting systems, accounting or collection procedures, or investment activities and make recommendations for changes to procedures, operating systems, budgets, or other financial control functions.

### Certifications

Serv Safe Certification

