**Frank Jobseeker**

1800 Job Seeking Avenue, Allentown, PA 18104

(123) 456-7890 | frank.jobseeker@gmail.com

**Summary:**

A diligent and highly motivated food service professional with 4 years of experience in management roles and a thorough understanding of high end restaurant procedure

**Work Experience:**

**General Manager**

Signature Steakhouse | Allentown, PA January 2017 – Present

* Manage the restaurant staff in the front and back of the house
* Responsible for administering payroll on a bi-weekly basis
* Create schedules for the kitchen staff of 15 employees on a weekly basis
* Work with servers to resolve any customer complaints or disputes
* Solve any issues relating to the point of sale system used by servers and kitchen staff

**Assistant General Manager**

Buffalo Bar & Grill | Easton, PA March 2014 – January 2017

* Assisted the general manager in leadership of the front and back of the house staff
* Acted an intermediary between hostesses and bussers to ensure tables were cleaned and sat
* Served as a point of contact for employee questions and concerns
* Stepped in as a food expediter as needed when working with the general manager

**Chef**

Tom’s Grill | Bethlehem, PA August 2010 – March 2014

* Prepared foods on a team of three as the broil cook
* Ensured foods were properly cooked and plated
* Maintained a strict adherence to sanitation of all cooking tools and surfaces

**Skills**:

* Management
* Leadership
* Culinary Skills
* Customer Service
* Upserve (Advanced)
* Inventory Management

**Education:**Culinary Institute of Bethlehem | Bethlehem, PA **Associates in Culinary Arts**