**Frank Jobseeker**

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**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

**Skills & Qualifications:**

* Managed staff numbering from 20 to 35 total employees at two different, high end restaurants
* Recorded current inventory of all foods and materials in junction with executive chefs
* Worked with different vendors to process re-stocking, materials, and necessary item ordering as needed for continued functionality of the restaurant
* Resolved any issues for the customers and staff as they would arise
* Created and produced schedules for employees on a weekly and bi-weekly basis
* Ensured staff maintained sanitation standards in the kitchen and serving areas
* Processed payroll for all employees on a bi-weekly basis
* Served as a point of contact for all staff to come to with questions and concerns
* Exceeded owner’s sales expectations by an increase of 25% over the course of a year
* Increased efficiency in restaurant procedures by integrating more cross training into position requirements; allowing more flexibility between employees during heavy traffic periods
* Advanced knowledge of general point of sale systems operations, specifically proficient with Upserve system

**Work Experience:**

**General Manager**

Signature Steakhouse | Allentown, PA January 2017 – Present

**Assistant General Manager**

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

**Chef**

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

**Education:**

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