

# Matthew Burris

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## OBJECTIVE

Seeking a cook or similar position

## HIGHLIGHTS OF QUALIFICATIONS

- Experienced professional with several years of experience in the food and customer service industries
- Skilled cook; breakfast, line and prep, institutional, short-order chef
- Supervised fast-paced kitchens; capable of leading productive teams
- Valid California Driver License

## SUMMARY OF QUALIFICATIONS

*Several years of food service experience and skill development*  
Cook/Food Prep

- Skilled in cooking and preparing a variety of foods
- Excellent knife handling skills
- Adept at following recipes in an accurate and efficient manner
- Ability to operate kitchen utensils and equipment
- Able to maintain a clean and well-organized work station

### Kitchen Manager

- Responsible for overseeing all activities on assigned restaurant shifts
- Maintained availability of all menu items
- Responsible for preparing menu items that are fresh, appetizing and appealing
- Responded to reporting service requirements in a timely manner
- Followed recipe guidelines to ensure consistent food quality and presentation
- Conducted line check twice per shift to ensure food-safe temperatures and ingredient quality
- Performed responsibilities of maintaining the facilities in a clean and safe manner
- Created and updated prep lists to ensure availability of proper amounts of products
- Responsible for training and coaching kitchen staff
- Maintained standards, regulations and guidelines to ensure that correct food service health care methods, techniques, and delivery functions were followed
- Responded to all customer questions and concerns

### Customer Service Clerk

- Several years of professional customer service experience focused on providing the highest level of customer satisfaction
- Highly skilled in serving customers in restaurants and retail settings
- Excellent cash handling and opening/closing experience
- Proven ability to work well under pressure in fast-paced environments
- Excellent communication skills; ability to identify and address the needs of customers in a timely fashion

## **WORK HISTORY**

Crew Maintenance Worker	SF Clean City Coalition, San Francisco,
CA	2013-present
Cook/Food-prep	St. Anthony Foundation, San Francisco,
CA	2011-2013
Customer Service	7-11, Santa Cruz, 2009-2010
CA	
Customer Service	Valero, Santa Cruz, 2007-2008
CA	
Kitchen Manager/Cook	Zachary's/Ambrosia Café, Santa Cruz,
CA	2004-2006
Cook	New Leaf Community Markets, Santa Cruz,
CA	2000-2003
Kitchen Manager	Sports Grill Santa Cruz, Santa Cruz,
CA	1998-2000
Truck Loader	UPS, Santa Cruz,
CA	1995-1999

## **EDUCATION & TRAINING**

Humanities & English, Cabrillo College, Aptos, CA  
 General Education, Northgate High School, Walnut Creek, CA, Diploma