

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,
CA 2009-2010	
Customer Service	Valero, Santa Cruz,
CA 2007-2008	
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