

# William Ware

291 10<sup>th</sup> Street, San Francisco, CA 94103

Cell Phone: (510) 706-2641 • Email: [Williamware2008@gmail.com](mailto:Williamware2008@gmail.com)

**OBJECTIVE:** Wish to find a position where I can perform a variety of duties such as food preparation, dishwashing, serving and cleaning, while maintaining clean work areas and equipment in accordance with Health Department standards. Maintain personal hygiene and professional dress code to comply with Food Division and Health Department.

## **SUMMARY OF QUALIFICATIONS:**

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- **1 year of experience of Food Handling/Dining Services + Work Training Program Completion**
- **Preferred work environment:** one which contains hard-working people focused on getting the job done correctly, task oriented, organized, and structured.
- **Problem Solving Approaches:** generate the possibilities, consider the impact on others, gather all the facts, and examine the logical consequences.
- **Notable skills:** Provides a friendly, quality customer experience to each customer. Work hard to understand and articulate Food with Integrity.
- **Key strengths:** Have the ability to organize the process, product, or person. Follow through in a step by step way. Seek leadership roles and take charge quickly. Very task oriented and focused on efficiency.
- **Attributes of significant note:** In my problem solving approach, I like to examine all logical consequences and gather all facts. I'm known to be systematic and structured, and my dominant function is thinking.

## **SKILLS / EXPERIENCE:**

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### **Pastry Preparations**

- Ability to unload pastries as they arrive on pallets
- Responsible for cutting and prepping pastries for over **2600 guests daily** in a clean, efficient, organized, and timely manner.
- Racked pastries onto roller carts
- Separated good from expired goods
- Completed Knife training
- Trained new Volunteers for prep

### **Dishwasher**

- Ability to work in high volume kitchen
- Responsible for rinsing dirty dishes, glass, tableware and sanitizing before placing in racks and sending through machine
- Sort and stack clean dishes. Carried clean dishes to Cook's line and other proper storage areas
- Changed dishwater in dish machine every hour
- Removed trash and garbage to dumpster
- Clean and roll/unroll mats
- Fill/empty soak tubs with cleaning/sanitizing solutions
- Sweep/mop floors
- Assemble/disassemble dish machine
- Swept up trash around exterior of dining area and dumpster
- Wiped up any spills to ensure kitchen floors remained dry
- Notified manager anytime dish machine wash or rinse cycle fell below safety standard temperatures
- Ensured all basic cleaning jobs were carried out quickly and efficiently as possible

- Kept a professional attitude, impeccable cleanliness, and solid organizational skills

#### **Server/Busser**

- Ability to serve well presented meals on a timely basis, perform general server duties as assigned, take food and beverage orders then serve meals on a timely basis that are both presentable and appetizing in appearance.
- Responsible for checking service trays before distribution, obtaining and replenishing necessary dining room supplies before next scheduled meal.
- Followed safety regulations and precautions at all times.
- Ensured that all food service areas were maintained in a clean and safe manner by assuring that necessary equipment and supplies were properly maintained
- Interacted effectively with guests
- Followed written and oral instructions well
- Served food and beverage to guests in a prompt and efficient manner

#### **EMPLOYMENT HISTORY**

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<b>Lunch Relief</b>	<b>St. Anthony's Diner</b>	<b>2013 – 2014</b>
<b>Dishwasher</b>	<b>St. Anthony's Diner</b>	<b>2013 – 2014</b>
<b>Pastry Prep</b>	<b>St. Anthony's Diner</b>	<b>2013 – 2014</b>
<b>Server</b>	<b>St. Anthony's Diner</b>	<b>2013 – 2014</b>
<b>Busser</b>	<b>St. Anthony's Diner</b>	<b>2013 – 2014</b>

#### **Additional work History:**

<b>Automotive Lube tech</b>	<b>2 years</b>
<b>Customer Service/Service writer</b>	<b>10 years</b>

#### **EDUCATION:**

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1 years of undergraduate studies, **Laney College** ..... **Oakland, CA**

High School Diploma, ..... **Berkeley High School, Berkeley, Ca**

Occupational Related Courses: **Positive work skills, Sexual Harassment, Communication and Listening**

Certifications: **Professional Food Handlers Certificate**

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February 11, 2014

Clare Bautista  
Director, Talent Acquisition

Dear Sir (Madam, Gentlepeople),

I would like very much to be considered for the position of Dishwasher at your organization. I feel very strongly that my background and experience would make me a perfect fit for this role.

For the past 1 years, I have been working in the Food Handling/Dining Services field. I have been trained to meet the Food Service and Health Department standards. My skills and experience areas of expertise are: Pastry Prep, Dishwashing, Lunch relief, and Serving. My goal of employment with you is to exceed the employers expectations and prove to be an effective asset to your company with everything I have to offer. I am task oriented, organized, structured, and known to provide excellent customer service in a fast paced environment while maintaining a safe and clean work area.

I am attaching a copy of my resume for your review and am looking forward for an opportunity to meet with you personally to discuss my background in greater depth and how my skills and experience can be a benefit to your organization. I look forward to hearing from you.

Sincerely,

William Ware

Enc. resume