

**Sydney M. Hopkins**

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**Desired Position**

A position in which I can provide customer service and learn all aspects of a business.

**Qualifications**

- Experience serving a diverse customer population
- Extensive customer service experience
- Enthusiastic, cooperative, team player, and all around people person
- ServSafe Food Handler's Card certified

**Employment History****Prep Cook/ Dishwasher, May 2013- Present**

Trattoria Da Vittorio, San Francisco, CA

- Assist with the preparation of meals by chopping vegetables, making salads, and putting together entrees
- Maintains the cleanliness of the food station and ensures it is presentable at all times
- Tests food temperature, stores food in appropriate containers, and empty the trash
- Performed kitchen maintenance as needed
- Sort and rinse dirty dishes, glass, tableware and other cooking utensils and place them in racks to send through dish machine
- Wash pots, pans and trays by hand
- Fill/empty soak tubs with cleaning/sanitizing solution
- Empty trash and garbage to the dumpster
- Ensure the tidiness of kitchen area and floor
- Alert manager anytime dish machine wash or rinse cycle falls below safety standard temperature
- Other duties as assigned by supervisor

**Server, November 2012- March 2013**

Slider Bar, San Francisco, CA

- Greets patrons promptly and enthusiastically upon their arrival
- Handle table bookings, direct customers to their tables, present menus, and offers suggestions
- Maintains knowledge of current menu and choices

- Takes guests orders accurately with attention to detail and makes recommendations upon request
- Expedites food orders in a timely and efficient manner
- Ensures guest have a pleasant dining experience by delivering items, fulfilling customers needs, offers desserts and drinks, removing courses, and removing unused utensils and glasses
- Obtaining revenues, issuing receipts and payments
- Assist with special events
- All other duties as assigned

**Server, April 2012- September 2012**  
 Gilberth's Rotisserie and Grill, San Francisco, CA

- Greets patrons promptly and enthusiastically upon their arrival
- Answers questions pertaining to food, beverage, and inquiries about the facility as needed
- Maintains knowledge of menu and ingredients
- Takes guests orders accurately and with attention to detail and makes recommendations upon request
- Expedites food orders in a timely and efficient manner
- Follows all safety and sanitation policies
- Calculates guest check accurately
- Communicates professionally and effectively with the restaurant team to ensure patrons' have a pleasant experience
- Other duties as assigned

**Prep Cook, September 2011- April 2012**  
 Pluto's Place, San Francisco, CA

- Assist with the preparation of meals by chopping vegetables, making salads, and putting together entrees
- Maintains the cleanliness of the food station and ensures it is presentable at all times
- Tests food temperature, stores food in appropriate containers, and empty the trash
- Performed kitchen maintenance as needed
- Performs cashier duties as assigned

**Server, 2005-2010**  
 Powell's Place, San Francisco, CA

- Wait tables for regular customers, private parties, and special events
- Assist patrons with questions and make recommendations when requested
- Ensure patron satisfaction with orders and work quickly to correct any problems
- Handle cash and credit card transactions
- Ensure the cleanliness of the store by sanitizing tables and abiding by safe food

- handling policies at all times
- Other duties as assigned
- Often had open and close duties of the restaurant

I left this position upon learning they were going out of business.

**Cashier, 2003-2005**

Round Table Pizza, San Francisco, CA

- Prepared pizza from scratch ingredients
- Took orders from eat-in customers as well as phone orders for pizza delivery
- Frequently had cashier duties as well as store closing responsibilities

**Sales Associate/Cashier, August- December 2002**

FAO Schwartz, San Francisco, CA

- Greeted customers in and out of the store
- Assist customers with service, questions and concerns
- Maintains a neat environment
- Assisted with credit card and cash handling transactions as needed

**Stock Person, 2001- 2002**

Rite Aid Pharmacy, San Francisco, CA

- Responsible for the organization of the stock room
- Created new product displays
- Ensured aisles were stocked and organized at all times
- Maintained a professional and friendly demeanor at all times
- Assisted with customers inquiries about products as needed
- Served as cashier when needed

**Food Runner, 2000-2001**

International House of Pancakes, Redding, CA

- Greeted customers and showed them to their seat
- Handled telephone inquiries and orders
- Assisted wait staff with orders and customers service
- Washed dishes and cleaned equipment at the close of the business
- Occasionally served as cashier when necessary

**Education**

Certified Food Handler, San Francisco, CA

High School Diploma, Live Oak High School, Redding, CA

**References**

Available upon request