

# JON LEON

314 University Ave ,Los Gatos ,CA 95030 Cell 408 659 5220 email jontleon@gmail.com

## Professional Summary

Focused individual who is successful in multi-tasking and delivering prompt and friendly service to all customers. Maintains a positive attitude and a great sense of humor during peak hours. Hardworking Server who thrives under pressure and goes above and beyond to create unforgettable guest experiences. Customer-oriented server with excellent interpersonal and communication skills. Food and beverage expert. Restaurant Server with over 34 years in the food and beverage industry. Fine dining expert and cheese connoisseur with extensive wine knowledge. Hotel dining and catering professional versed in guest services food and beverage operations. Experienced in large scale events, as well as intimate gourmet dining and afternoon tea services. Focused on efficient teamwork and complete customer satisfaction. Seeking full-time position with a flexible schedule.

## Skills

- Organized and efficient server
- ServSafe certification
- Quick problem solver
- Thrives in fast-paced environment
- Committed team player
- POS efficient
- Extensive food and wine knowledge
- Nutrition and fitness expert
- Knowledgeable in sales techniques
- Extensive hospitality background

## Work History

### Manager/Host,

#### Steamer Fish Again and Pasta Too – Los Gatos, CA

- Consistently provided professional, friendly and engaging service.
- Skillfully promoted items on beverage lists and restaurant specials.
- Followed all safety and sanitation policies when handling food and beverage to uphold proper health standards.
- Displayed enthusiasm and knowledge about the restaurant's menu and products.
- Delivery of exceptional service by greeting and serving customers in a timely, friendly manner.
- Appropriately enhanced dining experience with pairing knowledge and increased ticket sales.

### Manager/Server,

#### Petite Moulin Rouge – Los Gatos, CA

### Manager/Server,

#### Dianes Exquisite Cuisine – Los Gatos

## Accomplishments

- Consistently rated "excellent" in customer surveys regarding server friendliness, promptness and attentiveness.
- Extensive background in facility maintenance and highly trained in mechanical electrical appliance and fire life safety.
- Registered with California state electrical, mechanical and appliance repair.

## Education

### High School Diploma: 1983

#### Los Gatos High - Los Gatos, CA USA

### Associate of Arts: Biblical Arts, 2001

#### Moody Bible Institute - Spokane, WA



Jon Leon  
314 University Av, Los Gatos CA, 95030  
408 625 0856  
Jonleon212@gmail.com

---

**SERVER, CUSTOMER SERVICES SPECIALIST, ASSISTANT MANAGER**

Specializing in Fine-Dining Cuisine, Customer Service, Hospitality, Assisting Any And All Co Workers In Any Aspects Of Positive Motivation.

Dynamic, Results- Strong Work Ethic - Team-Spirited

---

**Overview**

More than thirty years of professional restaurant serving and management experience. Exemplify leadership qualities and professionalism, backed by a consistent, verifiable work Ethic..

Safe Serve certified...

---

**Areas of Expertise**

- Customer Service..
  - Hospitality.
  - Fine Dinning.
  - Training and Development Specialist in Hospitality, Serving and Work Ethic.
  - Successful catering experience (1200+ people)
  - Maximizing Floor productivity and staff performance
- 

**Professional Experience**

*P.F. Changs* 2012 - 2013

- Server/ Host

*Emiles*

2010 -2012

- Server, Host , Cook, Manager

*Cocos Catilina Corp*

2010 - 2012

- Server of high-volume establishment Cashier, Host, Closer, Assistant to manager

*Steamers Seafood Cafe And Grill*

1980-1991

- Server, Oyster Bar Trainer, Busser Trainer, Scheduler. Fine Dinning.
- 

**Education & Qualifications**

T.C.M.I. Ministry = Pastoral License.

Safe Serve Certified...

---

References & Supporting Documentation Furnished Upon Request



**Dishwasher Test**

Score 8/10

80%

- B 1) After washing your hands, which item should be used to dry them?
- a) Clean apron
  - b) Sanitized wiping cloth
  - c) Single use paper towel
  - d) Common used cloth
- C 2) While washing dishes by hand, which item should you wear?
- a) Cutting glove
  - b) Oven Mitt
  - c) Rubber glove
  - d) Nothing
- d 3) When should you wash your hands?
- a) Before you start work
  - b) After handling non-food items (garbage, money, cleaning chemicals)
  - c) After using the restroom
  - d) All of the above
- B 4) If you need to move a heavy load, you should PULL and not PUSH the object.
- a) True
  - b) False
- e 5) Which of the following could you be at risk for getting burned from?
- a) Steam from boiling pots
  - b) Hot liquids (coffee, soup, tea)
  - c) Hot equipment (ovens, pots, chaffing dishes)
  - d) Harsh chemicals
  - e) All of the above
- A 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
- a) True
  - b) False
- C 7) What should you do if you spill liquids or see a liquid spill?
- a) Leave it for someone else to clean-up
  - b) Wait until the end of your shift to clean it
  - c) Flag the spill and clean it immediately
  - d) Not sure
- C 8) When handling hot items you should?
- a) Wear rubber gloves
  - b) No need to wear anything
  - c) Use an oven mitt or cloth towel
  - d) Nothing
- D 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?
- a) Rinsing
  - b) Scraping
  - c) Washing
  - d) Sanitizing
- C 10) What is the proper method for cleaning and sanitizing stationary equipment?
- a) Spray with a strong cleaning solution and wipe with a sanitized cloth
  - b) Spray with a sanitizing solution, then rinse with clean water and dry
  - c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
  - d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution



Name \_\_\_\_\_

**Servers Test**

Score 29/35

**Multiple Choice**

82%

- b 1) Food is served on what side with what hand?  
a) On the left side with the left hand  
b) On the left side with the right hand  
c) On the right side with the left hand  
d) On the right side with the right hand
- d 2) Drinks are served on what side with what hand?  
a) On the left side with the left hand  
b) On the left side with the right hand  
c) On the right side with the left hand  
d) On the right side with the right hand
- a 3) Food and drinks are removed on what side with what hand?  
a) On the left side with the left hand  
b) On the left side with the right hand  
c) On the right side with the left hand  
d) On the right side with the right hand
- a 4) What part of a glass should you handle at all times?  
a) The stem  
b) The widest part of the glass  
c) The top
- d 5) When you are setting a dining room how should you set up your tablecloths?  
a) Neatly and evenly across the tables  
b) The creases should all be going in the same directions  
c) The chairs should be centered and gently touching the table cloth  
d) All of the above
- d 6) If you bring the wrong entrée to a guest what should you do?  
a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn  
b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served  
c) Try to convince the guests to eat what you brought them  
d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

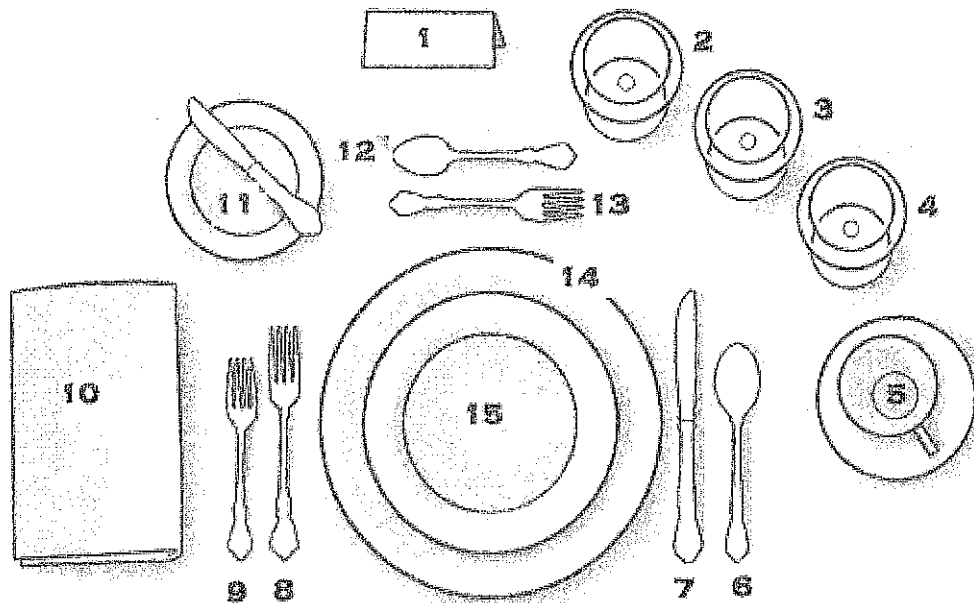
**Match the Correct Vocabulary**

- |   |   |
|---|---|
| <u>D</u> Scullery                           | A. Metal buffet device used to keep food warm by heating it over warmed water   |
| <u>E</u> Queen Mary                         | B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron) |
| <u>A</u> Chaffing Dish                      | <u>C</u> Used to hold a large tray on the dining floor  |
| <u>B</u> <del>French</del> French Passing   | <u>D</u> Area for dirty dishware and glasses  |
| <u>G</u> <del>Russian</del> Russian Service | E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored   |
| <u>F</u> Corkscrew                          | <u>F</u> Used to open bottles of wine   |
| <u>C</u> Tray Jack                          | G. Style of dining in which the courses come out one at a time  |

Name \_\_\_\_\_

**Servers Test**

Score / 35



**Match the Number to the Correct Vocabulary**

- |           |                       |           |                              |
|-----------|-----------------------|-----------|------------------------------|
| <u>10</u> | Napkin                | <u>8</u>  | Dinner Fork                  |
| <u>11</u> | Bread Plate and Knife | <u>5</u>  | Tea or Coffee Cup and Saucer |
| <u>1</u>  | Name Place Card       | <u>7</u>  | Dinner Knife                 |
| <u>12</u> | Teaspoon              | <u>2</u>  | Wine Glass (Red)             |
| <u>13</u> | Dessert Fork          | <u>9</u>  | Salad Fork                   |
| <u>6</u>  | Soup Spoon            | <u>14</u> | Service Plate                |
| <u>15</u> | Salad Plate           | <u>3</u>  | Wine Glass (White)           |
| <u>4</u>  | Water Glass           |           |                              |

**Fill in the Blank**

- The utensils are placed 4-2-4 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? cream sugar lemons
- Synchronized service is when: usually Banquets
- What is generally indicated on the name placard other than the name? 8 Entree & meal detail
- The Protein on a plate is typically served at what hour on the clock? 3
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
Notify cook



# NOTICE TO EMPLOYEE

Labor Code section 2810.5

## EMPLOYEE

Employee Name: Jon Leon

Start Date: 2/14/17

## EMPLOYER

Legal Name of Hiring Employer: S.E Scher

Is hiring employer a staffing agency/business (e.g., Temporary Services Agency; Employee Leasing Company; or Professional Employer Organization [PEO])? ☐ Yes ☐ No

Other Names Hiring Employer is "doing business as" (if applicable):

Acrobat Outsourcing

Physical Address of Hiring Employer's Main Office:

665 Third St. Suite 415, San Francisco, CA. 94107

Hiring Employer's Mailing Address (if different than above):

Hiring Employer's Telephone Number: 415-431-8826

If the hiring employer is a staffing agency/business (above box checked "Yes"), the following is the other entity for whom this employee will perform work:

Name: \_\_\_\_\_

Physical Address of Main Office: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

## WAGE INFORMATION

Rate(s) of Pay: 15.00 Overtime Rate(s) of Pay: \$22.50

Rate by (check box): ☒ Hour ☐ Shift ☐ Day ☐ Week ☐ Salary ☐ Piece rate ☐ Commission

☐ Other (provide specifics): \_\_\_\_\_

Does a written agreement exist providing the rate(s) of pay? (check box) ☒ Yes ☐ No

If yes, are all rate(s) of pay and bases thereof contained in that written agreement? ☐ Yes ☐ No

Allowances, if any, claimed as part of minimum wage (including meal or lodging allowances):

(If the employee has signed the acknowledgment of receipt below, it does not constitute a "voluntary written agreement" as required under the law between the employer and employee in order to credit any meals or lodging against the minimum wage. Any such voluntary written agreement must be evidenced by a separate document.)

Regular Payday: FRIDAY

## WORKERS' COMPENSATION

Insurance Carrier's Name: Integro USA Inc. dba Integro Insurance Brokers

Address: 1 State Street Plaza, 9<sup>th</sup> floor, New York, NY. 10004

Telephone Number: 212-295-5440

Policy No.: LDC4042609 AOS

☐ Self-Insured (Labor Code 3700) and Certificate Number for Consent to Self-Insure: \_\_\_\_\_

## PAID SICK LEAVE

Unless exempt, the employee identified on this notice is entitled to minimum requirements for paid sick leave under state law which provides that an employee:

- a. May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- b. May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- c. Has the right to file a complaint against an employer who retaliates or discriminates against an employee for
  1. requesting or using accrued sick days;
  2. attempting to exercise the right to use accrued paid sick days;
  3. filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
  4. cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code.

The following applies to the employee identified on this notice: *(Check one box)*

- ☒ 1. Accrues paid sick leave only pursuant to the minimum requirements stated in Labor Code §245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave.
- ☐ 2. Accrues paid sick leave pursuant to the employer's policy which satisfies or exceeds the accrual, carryover, and use requirements of Labor Code §246.
- ☐ 3. Employer provides no less than 24 hours (or 3 days) of paid sick leave at the beginning of each 12-month period.
- ☐ 4. The employee is exempt from paid sick leave protection by Labor Code §245.5. (State exemption and specific subsection for exemption): \_\_\_\_\_

## ACKNOWLEDGEMENT OF RECEIPT

*(Optional)*

Erika Komatsu

(PRINT NAME of Employer representative)

(SIGNATURE of Employer Representative)

(Date)

2/14/17

for Leon

(PRINT NAME of Employee)

(SIGNATURE of Employee)

(Date)

2-14-17

The employee's signature on this notice merely constitutes acknowledgement of receipt.

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes.