

3/5/15
2:10 AM

Porter

Juan M Polina

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Skills

- 10 years' experience in Customer Service
- Extensive knowledge of Kitchen Operations
- Experience as Crew Leader
- Excellent Written and Verbal skills
- Bi-Lingual Ability
- Proficient in Word, Excel and PowerPoint

Experience

Rubio's, Serramonte

2006 - 2013

Shift Leader

Supervision

- Oversee four employees
- Maintain daily, weekly, and monthly inventory
- Tabulate daily receipts and process for deposit
- Process all invoices

Kitchen

- Knowledge of kitchen set-up and closing
- Ability to perform cooking functions
- Maintain daily food preparation
- Knowledge of matrix menu

Team

- Take orders from customers
- Work well with team and assist when necessary
- Provide team with breaks and delegate assignments

McDonald's, South San Francisco.

2006 - 2006

Cook, runner, cashier

Kitchen

Food preparation

Runner

Ensure orders were correct

Teaming

- Take customer orders
- Assist with change orders

**Venga
Empanadas**

2013

- Cashier
- Barista
- Cleaning floors bathroom and BOH
- Closing and opening shifts
- Counting money before and after I close.

Tropisueno.

Busser

2013-2014

- Cleaning tables
- Getting ready for next costumers
- Bring chips
- Bring the dishes to the dishwasher
- Getting the salsas ready for the opening shift

Travelodge

December 2014- Now.

Houseman.

- Clean the parking lot
 - Get all ready for next day at the laundry room.
 - Clean up machines soda, ice and candy.
 - Make sure the rooms has towels for the costumers
 - Be aware of the front desk if they need something else to get done.
 - Clean rooms if assigned.

REFERENCES UPON REQUEST