

James L. Gracia
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(415)424-5089

Paul Rickett
Client Services Manager
Acrobat Outsourcing
665 3rd Street, Suite 415, San Francisco, 94107 CA]
(209)809-6590

April 15, 2015

Dear Mr. Rickett,

In the interest of exploring an entry-level position with Acrobat Agency, I am pleased to submit my resume cover letter.

My experience aligns well with the qualifications you are seeking. In particular, with my role as a Prep Cook, I am certain I would make a valuable addition to your organization. With more than 8 years working as a Senior Food Service Worker for UCSF, I am adept in proper sanitation protocols, FIFO procedures, and assisting with catering and food line services. More over, my on-the-job experience has afforded me a well-rounded skill set, including first-rate communication and excellent customer service.

Please review my attached resume for additional details regarding my expertise and abilities. Thank you for your time and consideration. I look forward to meeting with you personally to further discuss the position and my qualifications.

Sincerely,

James L Gracia

James L. Gracia

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415-424-5089 jimmyg_12@yahoo.com

Objective

To secure employment in a stable and growth organization that will utilize my leadership skills and work experience to enhance the ability and success of the employer and myself.

Experience

Senior Food Service Worker

UCSF Medical Center, San Francisco, Ca. 9414

Nutrition & Food services- Parnassus Campus

Unit – Retail/PFS/Catering/Culinary

September 2007 –Present

Customer Service

- Greeting customers with a smile and upbeat professional attitude and offers assistance.
- Knowledge of menu being served at each station.
- Understands and provides accurate information.
- Ensures a professional and gracious environment.

Retail Food Service

- Take orders and prepare food at made to order stations sandwich, salad and any station needing assistance.
- Take order and serve hot food using portion control standards.
- Label and date products in the refrigerators, follow FIFO procedures
- Ready hot and cold holding well for meal service to maintain safe and quality food.
- Clean and sanitize work surfaces and work station specific equipment per procedures

Catering

- Assist with preparation of food platters and lay out
- Accurately set up carts , serve and clean up special events
- Deliver and retrieve catering at specified order time and location
- Restock and store supplies, linen, and equipment after events
- Assist and direct work of other staff assisting in large events

Sanitation

- General maintenance and cleanliness of customer seating are, floors , counters and equipment
- Picks up trash, recycling and compost from all areas of the department and takes it to designated containers in the trash room area for removal.
- Check and maintain logs for dish machine temperatures and sanitizer concentration checks.
- Replenish soap, paper towels, hair nets, and gloves throughout serving area.

Senior Shipping Tech

Music Link, Brisbane, Ca.

October 1999 – March 2007

Responsible for pick up and shipping of Daily orders

Prepare Shipping documents for delivery-(FED-EX, UPS manifest & etc.

Estimate and quote shipping cost to sales unit

Pac, load and unload shipments to ensure safe handling and damage

Assist and train all new staff in shipping procedures

Customer service-Answer phones request, and walk-in business

Education

High School Diploma 9/1980 -6/1984

Mission High, San Francisco, Ca.

June 1984

Interests

Softball, -played in minor league pro baseball, health

References

References are available on request

[Your Name]

[Street Address, City, ST ZIP Code] [phone] [e-mail]