

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

105 Foote Ave. San Francisco, Ca. 94112

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 area, 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