

# Alexander F. Borja

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## Experience

### Lead Pasta Maker and Lead Prep Cook, Facebook

March 2014 - October 2015

- Managed pasta procurement and pasta team.
- Produced 100lbs - 200lbs variations of pasta from scratch daily: gnocchi, ravioli, gluten free pasta, whole-wheat pasta and exotic pastas.
- Held accountable for pasta machine and equipment maintenance and cleanliness
- Maintained production and usage records as required.
- Retained high sanitary, hygienic and safety standards and conditions while adhering to health guidelines.
- Performed other general cleaning and other food service duties requested by management.

### Lead Prep Cook for Noodle Bar, Facebook

November 2014 - June 2015

- Managed all Asian cuisine preparations.
- Managed shifts that included: daily decision-making, scheduling, and planning while upholding standards, product quality and cleanliness.
- Demonstrated efficiency and proficiency in professional knife-handling skills.
- Worked in team environment while following recipes, maintaining organized work stations.
- Experienced in safe food handling, preventing food-borne illness and sanitation techniques.
- ServSafe certified.
- Managed fifo process.
- Provided direction to employees regarding operational and procedural issues.
- Developed employees by providing ongoing feedback, establishing performance expectations and by conducting performance reviews.
- Performed other duties and responsibilities as required or requested.

### Line Cook for Noodle Bar, Facebook

March 2014 - November 2014

- General cooking and other performed other duties requested by kitchen leads.

### General Manager, MixtGreens

April 2010 - March 2014

- Managed all general areas of the restaurant. Supervised 18 kitchen staff members, trained 25 employees regionally. Served 800 - 1,000 customers daily.
- Adhered to company standards and service levels to increase sales and minimize costs, including food, beverage, supply utility and labor costs.
- Ensured invoices, reporting, personnel duties were completed on time and in accordance with company policies and procedures.
- Enforced sanitary practices for food handling, general cleanliness, and maintenance of kitchen and dining areas. Ensured compliance with operational standards, company policies, federal/state/local laws, and ordinances.
- Managed consistent high quality of food preparation and service.
- Maintained professional restaurant image, including restaurant cleanliness, proper uniforms, and appearance standards.
- Supervised portion control and qualities of preparation to minimize waste.
- Forecasted food needs, placed orders with distributors and planned delivery schedules of fresh food and supplies.
- Ensured positive guest service in all areas. Responded to complaints and implemented appropriate actions to dissatisfied guests into return guests.
- Guaranteed proper security procedures were in place to protect employees, guests and company assets.

- Completed accident reports promptly in the event that a guest or employee was injured.
- Managed shifts that included: daily decision-making, scheduling, and planning while upholding standards, product quality and cleanliness.
- Investigated and resolved complaints concerning food quality and service.
- Provided direction to employees regarding operational and procedural issues.
- Interviewed hourly employees. Directed hiring, supervision, development and, when necessary, termination of employees.
- Developed employees by providing ongoing feedback, establishing performance expectations and by conducting performance reviews.
- Kept management apprised promptly and fully informed of all issues and conducted corrective action where necessary or suggested alternative courses of action.
- Performed other duties and responsibilities as required or requested.

### **Line Cook and Trainer, San Francisco Towers**

**November 2006 – December 2010**

- Managed station set up and collected all necessary supplies to prepare menu for service.
- Provided support to 6 employees, supervisors and 300 residences daily.
- Cook II for breakfast, lunch and hotel room service.
- Worked closely with Head Chef on dietary meals while paying attention to special needs residence.
- Prepared a variety of foods; meat, seafood, poultry, vegetable, and cold food items.
- Arranged sauces and supplementary garnishes for allocated station.
- Covered, dated and correctly stored all bits and pieces and food prep items.
- Notified Head Chef in advance of likely shortages.
- Served menu items compliant with established standards.
- Utilized food preparation tools in accordance with manufactures instructions.
- Closed the kitchen properly and followed closing checklist for kitchen stations.
- Maintained a prepared and sanitary work area at all times.
- Ensured all storage areas are tidy and all products stored appropriately.
- Returned dirty food preparation utensils to the appropriate areas.
- Assisted with all duties as assigned by Kitchen Manager and Head Chef.

### **Bistro Café, Line Cook II**

**September 2005 – September 2006**

- Prepped/cooked for pizza line, salad and sandwich stations for team production.
- Maintained all dessert preparation and presentation for serving customers.
- Catered to high volume customer traffic and special orders.
- Ordered supplies and maintained inventory.
- Provided excellent customer service and served as model team player.

## **Education**

Cooking Certificate, California Culinary Institute	2002-2003
San Francisco City College, General Education	2004-2005

## **References**

Chef Greg Gilvason, Facebook (650) 387-8142

Tony Alcala, Head of Operations at MixtGreens, (415) 350-0808