

AMANDA REED

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SUMMARY

Motivated food serving professional with 8+ years food and beverage experience in casual and fine dining. Catering front of house and back of house.

HIGHLIGHTS

- Back of house operations understanding
- Kitchen productivity
- Ability to handle fast-paced environment
- Math calculations aptitude
- Ability to handle/resolve problems
- Cash handling
- Staff scheduling knowledge
- Team-oriented
- Well groomed
- Willing to work under pressure
- Written and oral communication skills
- Able to lift up to 50 pounds
- Able to work in a fast paced environment
- Basic knife skills
- Banquet operations and off-site catering expert
- Food handling knowledge
- Food production quality knowledge
- High level of cleanly kitchen maintenance
- Knowledge of basic food preparation
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- Proven leadership skills
- Reliable, punctual and committed to customer service

ACCOMPLISHMENTS

Food Preparation.

Greeted each customer with friendly eye contact. Helped with preparation, set-up, and service for catering events.

Placed clean dishes, utensils and cooking equipment in storage areas.

Portioned, arranged, and garnished food, and served food to waiters or patrons. Stocked bar with beer, wine, liquor and related supplies.

Trained new employees.

Washed dishes, glassware, flatware, pots and/or pans using dishwashers or by hand.

Maintained contact with kitchen staff, management, serving staff and customers.

Notified kitchen personnel of shortages or special orders.

Observed diners to anticipate any additional needs and respond to requests.

Set tables with clean linens, condiments, and other supplies.

Set up banquet tables.

Food Preparation

Supported all kitchen operations when chef was absent.

Assisted diners with obtaining food from buffet/serving table as needed.
Answered telephone calls and responded to inquiries.

EXPERIENCE

07/2008 to Current

Food Server/Kitchen Support/Front of House/Back of House

Panetta's Catering — Campbell, CA

Apportioned and served food to facility residents, employees, or patrons.

Assisted co-workers.

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Assisted diners with seating as needed

Checked patrons' identification to ensure that they met minimum age requirements for consumption of alcoholic beverages

Cleaned and maintained the beverage area, display cases, equipment, and order transaction area

Cleaned and prepared various foods for cooking or serving

Cleaned up spilled food, drink and broken dishes, and removed empty bottles and trash

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Cleaned bars, work areas, and tables

Greeted guests and sat them at tables or in waiting areas.

EDUCATION

2004

High School Diploma: General

Westmont High School — Campbell, CA, USA