

Jeffrey L. McClellan
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SKILLS

- Over 9 years of solid experience in food service and maintenance
- Flexible in working a variety of shifts and available for overtime as needed
- Gets along well with all coworkers, supervisors and customers
- Self-motivated, detail oriented, and able to complete tasks with little or no supervision
- Reliable, punctual fast learner with excellent attention to detail

FUNCTIONAL AREA OF EXPERTISE

Maintenance

- Cleaned and sanitized work areas, equipment, utensils, and dishes.
- Stored food in designated containers and storage areas to prevent spoilage.
- Took and recorded temperature of food and food storage areas, such as refrigerators and freezers.
- Washed, peeled, and cut various restaurant foods items, such as fruits and vegetables, to prepare them for cooking and serving.
- Trained new hire workers as well as providing on-going assistance when needed.
- Monitored compliance with health and fire regulations regarding food preparation and serving.
- Performed a variety of cleaning duties ensuring that the assigned areas were maintained in a clean, sanitary, orderly, and attractive condition at all times.
- Well trained and experienced in using vacuums, power sweeper, buffing machine, dust mop, standard mop in order to strip, seal and wax flooring.
- Maintained janitor closets as well as cleaning equipment in an organized and safe manner.
- Organized and managed the proper labeling, dilution and use of all chemical cleaners.
- Gathered and emptied trash as well as serviced, cleaned, and supplied restrooms.

EMPLOYMENT HISTORY

November 2007 to May 2016

Lead Kitchen Line Server
State of California, Salinas, CA

September 2001 to November 2007

Sales Clerk
State of California, Salinas, CA

February 1994 to July 2001

Architectural Design Teaching Assistant
State of California, Salinas, CA

EDUCATION AND PROFESSIONAL DEVELOPMENT

Certificate of Completion, Building and Grounds Janitorial Services

2016

Abram Friedman Occupational Center, Los Angeles, CA

Certificate of Completion, Forklift Operator OSHA Certified Training Program

2016

Hot Jobs INC. Long Beach, CA

2016

Certificate of Completion, Chrysalis Job Preparation Courses

Chrysalis Los Angeles, CA

1995-2001

Certificate of Completion, Drafting: Architecture and Mechanical Drawing

Valley Adult School, Salinas, CA

2000

Certificate of Completion, Advanced Accounting

Valley Adult School, Salinas, CA

1999

Certificate of Completion, Entrepreneurship

Valley Adult School, Salinas, CA