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OBJECTIVE: Seeking an Entry Level Construction position with a growing Company.

SKILLS:

- Customer Service
- Sales / Marketing
- Computer Proficient
- Social Media Marketing
- Inventory
- MS Word, Excel
- Bookkeeping
- Stocking / Packing
- Forklift Operator
- Shipping / Receiving
- Kitchen Prep
- Floor Buffer / Waxer
- Cleaning, Vacuuming

WORK EXPERIENCE:

C.M.C.

Cook / Shipping Receiving Clerk

Clean and cook meat, fish, or poultry. Cook foodstuffs according to menus, special dietary or nutritional restrictions, or numbers of portions to be served. Clean and inspect galley equipment, kitchen appliances, and work areas to ensure cleanliness and functional operation. Apportion and serve food to facility residents, employees, or patrons. Supervision of workers who assist in preparing and serving meals. Pack and unpack items, stock on shelves in stockrooms, cold storage. Store items in an orderly and accessible manner. Examine and inspect stock items for wear or defects, report damage to supervisors. Receive and count stock items, and record.

San Luis Obispo, CA
09/2011-12/2015

Purely Enhanced

Sales / Owner

Sales and Marketing, Vendor Contracts, Develop, Manage and Audit Customer Accounts, Bookkeeping, Supervision, Outside Sales, Inventory, Invoicing.

Los Angeles, CA
06/2009 – 08/2011

RaceTrac Service Station

Store Clerk / Cashier

Receive and Process payment by cash, check, credit cards. Issue receipts, refunds, credits, or change due to customers. Assist customers by providing information and resolving their complaints. Provide information for prices of goods, services, and calculate bills using, cash registers, or optical price scanners. Greet customers entering establishment.

Bossier City, LA
06/2005 – 08/2007

Williams Janitorial

Janitor

Saint Louis, MO
06/1998 – 09/2001

EDUCATION:

Francis Howell Central High School
GED-Los Angeles

Saint Louis, MO

Certifications:

IBT – OSHA 10 Hour
IBT – 8-Hour DOT, Hazmat
Forklift Operator

Los Angeles, CA
Los Angeles, CA
Los Angeles, CA

- C 1) After washing your hands, which item should be used to dry them?
a) Clean apron
b) Sanitized wiping cloth
c) Single use paper towel
d) Common used cloth
- C 2) While washing dishes by hand, which item should you wear?
a) Cutting glove
b) Oven Mitt
c) Rubber glove
d) Nothing
- D 3) When should you wash your hands?
a) Before you start work
b) After handling non-food items (garbage, money, cleaning chemicals)
c) After using the restroom
d) All of the above
- B 4) If you need to move a heavy load, you should PULL and not PUSH the object.
a) True
b) False
- E 5) Which of the following could you be at risk for getting burned from?
a) Steam from boiling pots
b) Hot liquids (coffee, soup, tea)
c) Hot equipment (ovens, pots, chaffing dishes)
d) Harsh chemicals
e) All of the above
- A 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
a) True
b) False
- C 7) What should you do if you spill liquids or see a liquid spill?
a) Leave it for someone else to clean-up
b) Wait until the end of your shift to clean it
c) Flag the spill and clean it immediately
d) Not sure
- C 8) When handling hot items you should?
a) Wear rubber gloves
b) No need to wear anything
c) Use an oven mitt or cloth towel
d) Nothing
- A 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?
a) Rinsing
b) Scraping
c) Washing
d) Sanitizing
- B 10) What is the proper method for cleaning and sanitizing stationary equipment?
a) Spray with a strong cleaning solution and wipe with a sanitized cloth
b) Spray with a sanitizing solution, then rinse with clean water and dry
c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution