

Frank Morton

111 Taylor Street, San Francisco, CA
(415) 604-8225, f88morton@gmail.com

SKILLS SUMMARY

Truck Driver

- Drove 23-foot truck and delivery van
- Loaded and unloaded trucks and vans
- Read maps, used GPS, and followed geographic directions
- Verified the contents of inventory loads against shipping papers
- Presented bills and receipts and collected payments for goods delivered or loaded

Prep Cook / Kitchen Assistant

- Promoted from dishwasher after 3 months on the job
- Prepped vegetables, meats and chicken for cooking
- Cleaned food preparation areas, cooking surfaces, and utensils
- Washed dishes using commercial dishwasher and cleaned the kitchen

Janitor

- Serviced, cleaned, and supplied restrooms
- Swept, mopped, scrubbed, and vacuumed floors
- Stripped, sealed, finished, and polished floors, using buffering machine

Desk Clerk

- Answered, screened, and forwarded calls, providing information, taking messages, and scheduling appointments.
- Greeted and directed building visitors to their desired locations
- Filed and maintained records
- Received payment and recorded receipts for services

WORK HISTORY

Truck Driver

1 ½ years

- Laundry Locker, San Francisco
- Munez Delivery Service, Hayward, CA

Prep Cook/ Kitchen Assistant

1 year

- Prep Cook / Dishwasher, Cheesecake Factory, Redding, CA

Janitor

1 year

- Peerless Maintenance, Redding, CA

Desk Clerk

1 ½ years

- Office Waste Task Force, San Francisco, CA

EDUCATION

High School Diploma, John Muir Charter School, Redding, CA