

ROBERT G. GRUNDMAN

250 Kearny Street • San Francisco, CA 94108 • (415) 574-7651 • grundmanrobert@yahoo.com

PROFESSIONAL SUMMARY

Seeking positions in restaurant environment. I have 15 years of cashier experience and 20+ years in customer service experience.

- Self-motivated, honest, dependable, and work well under pressure
- Knowledgeable in handling challenging customers with patience and empathy
- Strong attention to detail and problem solving skills
- Computer literate: knowledge of computer basics, Internet, e-mail, and word processing
- Ability to provide excellent customer service
- Ability to quickly and confidently master skills and processes
- Capable of readily adapting to changes in the workplace

EMPLOYMENT EXPERIENCE

DISHWASHER/BUSSER/FOOD PREP

Geneva Steak House

San Francisco, CA

- Maintaining kitchen work areas, equipment, and utensils in a clean and orderly fashion
- Washing dishes, glassware, flatware, pots, or pans by hands. Placing clean dishes, utensils, and cooking equipment in storage areas. Clearing and Cleaning Tables
- Sorting and removing trash, placing it in designated pickup areas
- Cleaning or preparing various foods for cooking or serving

MANAGEMENT ASSISTANT

Round Table Pizza

Rohnert Park, CA

- Ensuring optimal level of sanitation and safety standards in work area at all times
- Maintaining and operating large pizza oven
- Evaluating all food requirements, monitoring food control on hot and cold storages. Maintaining a standard level and quality of food products at all times
- Managing all food order slips, administering all verbal instructions, and performing all cooking as per instructions
- Analyzing all customer orders and ensuring appropriate number of all orders for all customers. Managing all customers concerns and/or complaints and resolving the situations in a timely manner

IN-HOME CARE PROVIDER

Self-Employed

San Francisco, CA

- Administering bedside or personal care, such as ambulation or personal hygiene assistance
- Preparing and maintaining records of client progress and services performed
- Reporting changes in client condition to supervising nurse
- Performing healthcare-related tasks, such as monitoring vital signs and reporting changes to registered nurses if necessary
- Caring for individuals during periods of incapacitation and providing companionship. Planning, shopping or preparing nutritious meals or assisting clients in planning, shopping for, or preparing nutritious meals
- Using public transportation to accompany clients outside the home, such as to physicians' offices, shopping or on outings
- Performing housekeeping duties, such as cooking, cleaning, washing clothes or dishes, and bathing