

Mr. Tommy D. Davis

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EDUCATION

Manuel Arts High School, Los Angeles, CA
High School Diploma: General Studies

June 1980

PROFESSIONAL EXPERIENCE

Maintenance Assistant

October 2016 - February 2017

Waste Management-Walker, Louisiana

- Performs repairs in accordance with Waste Management Safety and Life Critical Rules and OSHA. (Occupational and Safety Health Act) requirements.
- Maintained a clean, safe work area in compliance with Corporate / OSHA Standards. Performs all work in accordance with established safety procedures.
- Assisted Technicians with minor repairs and assigned preventive maintenance services.
- Ensured all plant equipment is functioning properly.
- Assisted Technicians in the adjustments, repair or replacement of all fixed and rolling stock equipment including but not limited to balers, conveyor belts, gearboxes, electrical motors, machine shafts, rollers, and bearings.
- Performed other maintenance and project related work as required such as inventory maintenance, stocking, and other custodial duties.

Manager in Training

March 2014-May 2015

Circle K-Baton Rouge, LA

- Schedule periodic on-going communication meetings with all store employees and the Market Manager regarding safety, employment issues, policies, enhanced sales, etc.
- Recruit, interview, select, retain and train positive, enthusiastic employees, ensuring excellent customer service
- Develop, manage and assign tasks appropriately to ensure the store is clean, adequately stocked, organized and well-maintained based on established Company standards
- Schedule employees within Company guidelines to maximize customer service, sales and maintain store image
- Ensure a safe workplace, train and ensure compliance on safety procedures and promote safety awareness
- Monitor workplace environment to assure legal and/or regulatory compliance
- Follow and ensure compliance with Company loss prevention and safety procedures
- Assure store cleanliness by conducting store walks and following up with employees to address concerns

Security Supervisor Manager/Valet Manager

March 2003-January 2013

Hollywood Casino-Baton Rouge, LA

- Chauffeur Driver for V.I.P. clients
- Create or implement security standards, policies, and procedures.
- Plan, direct, or coordinate security activities to safeguard company assets, employees, guests, or others on company property.
- Analyze and evaluate security operations to identify risks or opportunities for improvement.
- Communicate security status, updates, and actual or potential problems, using established protocols.
- Monitor security policies, programs or procedures to ensure compliance with internal security policies, licensing requirements, or applicable government security requirements, policies, and directives.
- Identify, investigate, or resolve security breaches.
- Train subordinate security professionals or other organization members in security rules and procedures

Security Representative/Security Manager/Chief of Security
Baton Rouge General-Baton Rouge, LA

March 1993-January 2012

- Create or implement security standards, policies, and procedures.
- Plan, direct, or coordinate security activities to safeguard company assets, employees, patients, or other company property.
- Create and monitor annual budget for security department for 70 employees.
- Implement security awareness program for patients and staff.
- Identify, investigate, or resolve security related issues.
- Train security staff on non-violent intervention course and CPR standards.
- Analyze and evaluate security operations on an annual basis to include the security management plan.
- Monitor report writing and investigational skill of the security department.

Staff Sergeant

United States Air Force-Cheyenne, WY

April 1983-August 1992

- Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns.
- Analyze employment-related data and prepare required reports.
- Conduct exit interviews and ensure that necessary employment termination paperwork is completed.
- Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA).
- Schedule or conduct new employee orientations.
- Analyze employment-related data and prepare required reports.

CERTIFICATIONS

- Serv Safe: Food Protection Manager Certification

SKILLS

- Proficient in Word, Excel, and PowerPoint

Dishwasher Test

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 dry 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

C

- 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