

Kathleen Reed

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#### Professional Summary

Accomplished and energetic sever with a solid history of achievement in customer service. Motivated leader with strong organizational and prioritization abilities. Areas of expertise include: Ability to keep calm and resolve stressful situations and being a great team player.

#### Skills

Customer and personal service, Active Listener, Quick learner, English language, Monitors social perceptiveness, good public speaker, Critical thinking, Service Orientated, Good reading comprehension, Time management, Good judgment and decision making, Good coordination

#### Experience

March 2005 to October 2015

Sinbads Restaurant San Francisco, California

Server

My job duties as a sever: Total checks, present them to customers, and accept payment for services. Determine where patrons would like to eat their meals and help them get situated. Monitor food preparation or serving techniques to ensure that

proper procedures are followed. Stock service stations with items such as ice, napkins, or straws. Take food orders and relay orders to kitchens or serving counters so they can be filled. Clean or sterilize dishes, kitchen utensils, equipment, or facilities. Monitor food distribution, ensuring that meals are delivered to the correct recipients and that guidelines, such as those for special diets, are followed.

August 2003 to October 2004

Larnardis San Bruno, CA

Deli clerk

Clean and sanitize work areas, equipment, utensils, dishes, or silverware. Store food in designated containers and storage areas to prevent spoilage. Weigh or measure ingredients. Receive and store food supplies, equipment, and utensils in refrigerator s, cupboards, and other storage areas. Remove trash and clean kitchen garbage containers. Carry food supplies, equipment, and utensils to and from storage and work areas. Operate cash register, handle money, and give correct change. Use manual or electric appliances to clean, peel, slice, and trim foods. Inform supervisors when equipment is not working properly and when food and supplies are getting low, and order needed items. Package take-out foods or serve food to customers.

Education

June 1974 Comsewogue High School Port Jefferson Station, NY  
High School Diploma General

Other

References available upon request.  
Ability to start working right away.