

Alfredo Meza  
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## **SUMMARY OF SKILLS**

- Competent at managing responsibilities in a high-volume atmosphere
- Relates easily with all levels of co-workers and customers
- Can stand on feet for long periods of time
- Skilled at interacting with customers of all socioeconomic backgrounds
- Tolerant and flexible, adjusts to different situations
- Dependable employee with common sense and a variety of skills
- Demonstrated ability to adapt to new equipment & technology
- Self-motivated, initiative, maintains a high level of energy.

## **EMPLOYMENT EXPERIENCE**

**December 2017 - Present**

**Father Alfred Center**

**Head Food Coordinator**

**San Francisco CA**

- Cooks, portions and garnishes food items according to designated recipes.
- Prepares and serves food in a timely manner to guests.
- Examines and checks all food items to ensure quality and accuracy.
- Scheduled and delegated work to assigned team and supervises their kitchen activities.
- Cleans kitchen area and complies with established food sanitation standards.
- Restocks assigned food station and reports maintenance needed for kitchen equipment.

**September 2017 – December 2017**

**St. Anthony's**

**Food Prep Coordinator**

**San Francisco CA**

- Ensured ingredients are properly kept at appropriate temperature.
- Ensured availability and quality of ingredients at all times.
- Cleaned work equipment, dishes, utensils, and work areas.
- Prepared for cooking process by cutting, washing, peeling, and cutting required foods.
- Reported damaged equipment and low supplies to supervisors.

## **EDUCATION**

**Merrill F. West High School**

**High School Diploma**