

# Zolo Poole

## **Sous chef, kitchen lead, cook**

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To obtain a position with a company where my past experience and outgoing personality can benefit both the company and the customers they serve.

## Work Experience

### **Sous Chef/Kitchen Manager**

Hoppy Railyard Kitchen - Sacramento, CA

June 2019 to Present

- Basic kitchen serving duties
- Cleaned and sanitized kitchen, tools, and grill
- Ensured proper food handling standards
- Set prep station
- Washed, peeled and prepared ingredients for a commercial kitchen
- Prepared food orders in a timely manner
- Assist with day to day restaurant operation
- Manage back of the house (up to 5 staff members)
- Maintain daily inventory
- Approve vendor invoices
- Daily food preparation
- Interact with customers as time permits
- In charge of ordering food and supplies
- Ensure proper food presentation and quality
- Develop menu and weekly special items

### **Kitchen Manager/Cook**

University of Beer - Sacramento, CA

January 2018 to July 2019

- Assist with day to day restaurant operation
- Manage back of the house (up to three staff members)
- Maintain daily inventory
- Approve vendor invoices
- Daily food preparation
- Interact with customers as time permits
- In charge of ordering food and supplies
- Ensure proper food presentation and quality
- Promoted to Kitchen Lead after three months and Kitchen Manager after eight months.

### **Cook/Prep**

Selland Family Restaurants - Sacramento, CA

March 2019 to June 2019

- Basic kitchen serving duties
- Cleaned and sanitized kitchen, tools, and grill
- Ensured proper food handling standards
- Set prep station
- Washed, peeled and prepared ingredients for a commercial kitchen
- Prepared food orders in a timely manner

### **Dog Service Specialist**

Wag Hotels - Sacramento, CA

August 2017 to January 2018

Assist with day to day operations of the facility.

Escort dogs to and from daily activities

Monitor dogs during interactions with other dogs.

One on one time with dogs who require special care for reasons such as age, health aggressiveness or just preferred by owner.

Clean and tidy up rooms as needed

Follow feeding instructions for 3 meals a day prescribed by owner

Administer medications to dogs as needed.

Communicate behavior issues or health issues to owner.

### **Kitchen Manager**

Pizza Rev - Sacramento, CA

October 2016 to November 2017

Assist in day to day operations of the restaurant

Opening and closing of store

Assign register drawers for cashiers

Take count of money in store safe

Manage back and front of the house

Daily Preparation of produce and meat toppings as well as dough, sauce and cheeses

Keep detailed monthly records of inventory, delivery invoices and company expenses

Liaison between company and all product suppliers

Daily cleaning and maintenance of store and machinery

Received 2 promotions and pay raises

### **Office Assistant**

State of California EDD - Sacramento, CA

April 2015 to June 2017

Perform variety of general and complex clerical duties

Mail and document handling

Numerical data entry

Customer account management

Filing and records management

Document preparation and review

Composition and Correspondence

Oral communication with management and co-workers

Statistical and other record keeping

Develops knowledge of laws and programs administered by the state of CA and EDD

**Food and Nutrition Assistant**

Elk Grove Unified School District - Sacramento, CA

November 2013 to November 2016

Plan, organize and participate in quantity food preparation

Serve food at assigned sites

Set up food serving station and serve food to students and staff

Clean and store dishes, utensils, cafeteria equipment and food supplies

Maintain work area in a clean and sanitary condition

Operate a cash register, accept payments for food.

Operate a variety of kitchen equipment including ovens, warmers and carts

Assist in maintaining school cafeteria records, orders and supply inventories

**Prep Cook**

Chipotle Mexican Grill - Elk Grove, CA

January 2014 to October 2014

Assist with daily preparation of food

Greet Customers

Wash dishes, clean dining area

Keep work area clean and safe at all times

**Daycare Attendent**

Almost Home Doggie Daycare - Sebastopol, CA

June 2008 to August 2010

Independently supervise large and small dog play groups of 20+ dogs.

Clean and sanitize play areas

Basic grooming per owner request

Keep record of payments and check in/out times.

Monitor dogs for safe play.

Follow feeding instructions as a signed by owner.

**Education****High School Diploma**

Cosumnes Oaks High School - Elk Grove, CA

May 2011

**General Education**

Cosumnes River College - Sacramento, CA

**Skills**

- kitchen
- Chef
- Scheduling

## Certifications/Licenses

**food handler certificate**

## Additional Information

### Key Skills

- People Person
- Fast Learner
- Dependable, honest, hard worker
- Computer Savvy
- Able to provide excellent customer service