

Name

580-000-0000

Address, Cherokee, OK 73728

name@gmail.com

Experience

Janitor

Terry Graham Inc. - Cherokee, OK

May 2013 to present

- Responsible for cleaning and maintaining all janitorial priorities
- Make sure that all trash is cleared and carried out

Crew Member

Sonic - Cherokee, OK

January 2020 - Present

- Conducted food preparation
- Maintained a safe work environment
- Practiced health department food safety precautions
- Completed all closing job duties and prepped the store for the following day
- Maintained general appearance and cleanliness of store
- Prepared food neatly, accurately, and in a timely manner
- Cleaned and sanitized work areas, dishes and utensils
- Routinely supported other areas of the restaurant as requested including answering telephones and completing financial transactions for other staff
- Ensured the cleanliness of the restaurant and that counters and tables were properly sanitized
- Prepared drinks, and food

Crew Member

Pizza Hut - Cherokee, OK

November 2019 - December 2019

- Performed cashier duties and prepared daily cash logs
- Conducted food preparation
- Maintained a safe work environment
- Practiced health department food safety precautions
- Delivered quality customer service and quickly resolved any customer issues
- Processed cash and credit payments in a quick and accurate manner
- Completed all closing job duties and prepped the store for the following day
- Maintained general appearance and cleanliness of store
- Prepared food neatly, accurately, and in a timely manner
- Maintained high standards of customer service during high volume, fast-paced operations
- Cleaned and sanitized work areas, dishes and utensils
- Routinely supported other areas of the restaurant as requested including answering telephones and completing financial transactions for other staff
- Welcomed customers into the store and helped them locate items
- Communicated all store initiatives and promotions to customers
- Promoted menu items and restaurant specials

- Relayed orders to the kitchen by quickly and accurately recording guest selections and keying them into the register
- Ensured the cleanliness of the restaurant and that counters and tables were properly sanitized
- Finalized transactions.
- Completed orders
- Prepared drinks, and food

Education

- Cherokee High School - Cherokee, OK August 2016 – Present
- Northwest Technology Center - Alva, OK August 2019 - Present
 - Computers and Business

Highlights

- Always on time
- Dependable
- Fast learner
- Will work before and after hours
- Respectable
- Can work with anyone

Extracurricular Activities

- FFA August, 2016 to May, 2017
- Food Pantry May, 2019 to Present
- Cherokee Track and Field March, 2017 to Present
- Helped out with CHS sports concession August, 2016 - Present
- Cherokee Band August, 2015 – Present

References

- Name – Owner of Business** 580-596-0000
- Name – Sonic Manager** 580-596-0000
- Name– Pizza Hut Manager** 580-596-0000