

Gerald Roberts

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To whom it may concern:

My name is Gerald Roberts. I am polite, well-spoken and a hard working person with the experience of working in a busy environment looking after the needs of patrons. I served attentively at all times with a willing and helpful manner that is required to answer people. My experiences taught me to be more approachable, cheerful and to possess good observational skills as well as the ability to work alone or as part of a team. I am keen to finding a challenging position within an exciting employer where I will be able to continue to increase my work experience & develop my abilities.

I have a vast experience within the field of restaurant hosting, customer service, retail, management, clerical work, data entry, catering and event production.

My combined duties & responsibilities

- Providing a warm welcome for customers.
- Receive orders & serve customer requests to the standards required
- Learning the names of & building relationships.
- Ensure timely delivery.
- Understand content and keeping up to date changes.
- Answer guest queries in a polite and helpful manner.
- Full product knowledge.
- Relaying, preparing and setting tables for the next guests.
- Looking after guests with special needs i.e. dietary requirements, allergies, mobility etc.
- Familiar with all cash handling & credit card payment procedures.
- The motivation to learn new knowledge and skills.
- Preparing & distributing items in a precise and timely manner.
- Maintaining and monitoring equipment and merchandise
- Project management

Attached is my resume. I look forward to hearing from you.

Sincerely,

Gerald Roberts

