

FOOD SERVICE RESUME PHRASES & ACTION VERBS

ACTION VERBS

- Prepared
- Trained
- Cleaned
- Baked
- Measured
- Greeted
- Developed
- Served
- Sourced
- Measured
- Stocked
- Seasoned
- Weighed
- Washed
- Portioned
- Coached
- Complied
- Fried
- Peeled
- Mixed
- Directed
- Filed
- Provided
- Assisted
- Controlled
- Improved
- Motivated
- Mentored
- Created
- Designed
- Inspected
- Programmed
- Utilized
- Monitored
- Arranged
- Assembled
- Tracked
- Managed
- Scheduled

PHRASES

General Food Production

- Followed procedures for safe food preparation, assembly and presentation.
- Took initiative to find extra tasks when scheduled duties were completed.
- Participated in production on a daily basis, producing bakery and savory menu items alongside the team
- Developed and tested recipes for new products; refined processes and made improvements to existing products
- Cut a variety of fruits and vegetables for salad bar and make vinaigrettes
- Created and operated specialty breakfast station
- Make and replenish soups, dips, and crudite vegetable spreads
- Arrange cheese, charcuterie, and fruit platters
- Prepare cold sandwiches for deli station
- Operate grill station to prepare grilled vegetables and meats

Baking

- Produced a variety of bakery products from preparation to baking to packaging
- Assemble and bake biscuits and other breads
- Responsible for completion of more than 50 breakfast, lunch, dinner and bakery menu items
- Hands-on experience with breads and pastries including 5-grain loaves, wheat pullman bread, challah braids, baguettes, fruit bread, croissants, brioche, fruit tarts, 4 varieties of muffins, brownies, coconut macaroons, layer cakes, cookies, scones, pies and quiches
- Scaled, shaped, proofed and baked all breads and pastries
- Packed and readied goods for transport
- Maintained sourdough starter for bakery
- Readied finished breads for packaging shipping

Food Safety and Sanitation

- Maintained a healthy and safe environment by adhering to safety & sanitation standards
- Maintained food safety and sanitation standards for bakery department
- Familiar with internal sanitation procedures and temperature logs
- Participated in 1-week orientation and quality training at CFE worksite
- Daily maintenance of strict food safety and sanitation protocols including
 - Temperature logs
 - Environmental pest control
 - Kitchen inspections

Customer Service

- Maintained high standards of customer service at high-volume, fast-paced eatery
- Mastered point-of-service (POS) computer system for automated order taking

- Handled cash and credit transactions quickly and accurately
- Built loyal clientele through friendly interactions and consistent appreciations
- Resolved complaints promptly and professionally

Quality Control

- Overall quality assessment and control
- Monitored quality control of all food products and maintenance of display areas

Inventory and Ordering

- Assisted management with inventory control and stock ordering.
- Managed product and raw ingredient inventory
- Received and inspected bakery shipments. Conducted bakery inventories and maintained bakery supplies

Managerial

- Assisted in general operations at high-volume [eatery/bakery]
- Took the lead resolving issues
- Coordinated scheduling and shifts for department
- Scheduled maintenance and repairs as needed
- Managed activities of a team of bakers producing a variety of fresh-baked goods
- Hired and trained new team members
- Managed production schedules and output

Training

- Trained new and existing team members to consistently provide exemplary service
- Trained team in new products and seasonal items as necessary
- Cross-trained team members to ensure seamless service

Team Work

- Communicated clearly and positively with coworkers and management