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# CATERING ATTENDANT RESUME

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## Job Objective:

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To obtain a challenging and responsible position as Catering Attendant position within an organization that will utilize my skills, experience and education, as well as offer growth opportunity.

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## Summary of Qualifications:

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- Remarkable experience in Catering and Food Service
  - In-depth knowledge of food and beverage preparations, service standards, and etiquette
  - Skilled in settings table and service ware suitably
  - Exceptional ability to understand and implement directions given in function set-ups
  - Good Communication and customer service skills
  - Excellent sanitation skills and customer service skills
  - Ability to obtain Tips and Tams card in compliance with municipal regulations
  - Clean driving record with valid driving license
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## Work Experience:

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Catering Attendant, August 2005 to till date  
Sodexo, Spring Hill, TN

- Assisted in greeting customers in a polite and positive manner.
- Anticipated customers' needs and responded promptly.
- Monitored and maintained cleanliness and sanitation.
- Set up and monitored catered event according to group requirements and management direction.
- Ensured customer satisfaction and made the management alert whenever needed.
- Restored and restocked items for next service.
- Stored all reusable items properly.

Catering Attendant, May 2000 to July 2005  
National 4-H, Spring Hill, TN

- Assisted in the orientation of new staff members in the department.
  - Interacted with customers in a polite, courteous, helpful and gracious manner.
  - Assisted customers with any special requirements and in seating or location changes.
  - Attended to customer complaints satisfactorily and brought them to manager's attention.
  - Ensured that all food products were served at the appropriate temperature and stored properly.
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## Education:

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Associate Degree in Catering Management, Fort Hays State University, Kansas, KS

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