
Church Hostess Resume

Job Objective

A talented Church Hostess with great hospitality skills and customer service experience looking for a job in a well known organization.

Highlights of Qualifications:

- Highly experienced in supervising dining activities in the church
 - Thorough knowledge of food service techniques
 - Deep knowledge of health and sanitation laws
 - Familiarity with event management operations
 - Good understanding of budget preparation activities
 - Amazing ability to assist in menu planning
 - Immense ability to maintain records of supplies and expenses
 - Outstanding ability to stand and walk for long periods
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Professional Experience:

Church Hostess
Group Management Services, Los Angeles, CA
August 2007 – Present

Responsibilities:

- Provided service trainings to kitchen staffs and servers.
- Purchased food supplies as needed.
- Performed inventory control activities.
- Arranged banquet halls for special events
- Assisted in setting-up tables and chairs in the dining hall.
- Managed repairs and replacements of kitchen equipment.
- Followed safety policies at all times.

Church Hostess
TRC Staffing Services, Inc., Los Angeles, CA
May 2004 – July 2007

Responsibilities:

- Planned nutritious menus for special events at church.
 - Hired staffs for food preparation and serving.
 - Managed procurement and storage of food products.
 - Assisted in expense control activities.
 - Developed kitchen maintenance and cleaning schedules.
 - Worked with volunteers to provide hospitable guest services.
 - Coordinated with outside caterers when needed.
 - Coordinated with event planner for weddings and receptions.
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Education:

Bachelor's Degree in Communication
Belmont University, Nashville, TN

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