
Kitchen Clerk Resume

Job Objective

To secure the position of Kitchen Clerk that will allow me to utilize acquired skills and experience.

Work Experience:

Kitchen Clerk

Wallet Corporation, Marcus Hook, PA
May 2004 – Present

- Ensured to verify quantity and quality of foodstuffs issued to kitchen.
- Managed to weigh and measure foodstuffs.
- Managed distribution of all foodstuffs ensuring appropriate usage.
- Prepared inventory of foodstuffs on hand in kitchen.
- Prepared all menu items according to quantity menus.
- Adhered and ensured to maintain proper hygiene standards.

Kitchen Clerk

Spice Corp, Marcus Hook, PA
March 2002– April 2004

- Ensured the customer gets the desired taste of his choice from the dish.
 - Demonstrated to mix and cook specialty dishes and delicate foods.
 - Managed to figure food cost and records on daily food cost sheet.
 - Ensured to check food and supplies coming in and maintained inventories.
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Summary of Qualifications:

- Familiarity with modern methods and equipment used in the preparation of food in large quantities.
 - Ability to prepare different kind of dishes
 - Ability to prepare and cook food in large quantities
 - Ability to supervise the work of others
 - Ability to follow verbal and written instructions
 - Ability to coordinate between customers and kitchen staff
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Education:

Associate Degree in Communications
Glendale Community College, Glendale, AZ

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