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## Lead Server Resume

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### Job Objective

Lead Server with exceptional customer service and communication skills looking for a job in your company.

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### Highlights of Qualifications:

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- Strong experience in managing restaurant servers
  - Exceptional knowledge of menu items, cook time, and ingredients
  - Sound knowledge of customer service operations
  - Familiarity with food preparation and presentation standards
  - Proficient with food serving techniques
  - Ability to stand and walk for long periods
  - Ability to interact effectively with residents and staff
  - Ability to work in stressful and noisy environment
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### Professional Experience:

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#### Lead Server

Emory Hotel & Conference Center, Louisville, KY  
August 2007 – Present

- Supervised servers on daily basis to ensure smooth dining operations.
- Prepared daily schedules for servers.
- Ensured servers follow proper uniform codes.
- Conducted service trainings for newly hired servers.
- Greeted and seated customers in a friendly manner.
- Reported any hazardous situations to Manager promptly.
- Ensured that servers deliver food and beverages as per restaurant standards.
- Maintained the dining hall clean and safe.

#### Lead Server

Senior Lifestyle Corporation, Louisville, KY  
May 2004 – July 2007

- Assisted in hiring and training new hires.
  - Counseled and motivated servers to ensure optimum services.
  - Addressed customer's queries about menu selections.
  - Contacted kitchen staffs about recock orders, wait time and product availability.
  - Communicated customer's additional meal requirements and special requests to kitchen staffs.
  - Cleared and cleaned tables for next meals.
  - Ensured all servers follow food sanitation standards.
  - Worked with Manager in cost control and labor budget preparation activities.
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### Education:

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Associate Degree in Hospitality Management  
Germanna Community College, Fredericksburg, VA

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