

## Waiter / Waitress CV

**Name Surname**  
**Address**  
**Mobile No/Email**

### PERSONAL PROFILE

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I am an outgoing and cheerful Waitress with an extensive experience of serving. I am very polite, I know a lot about foods and can make recommendations, as well as being allergy aware. I can manage many covers at once. I always offer service with a smile and leave customers feeling very positive about their visit.

- Talented and creative.
- Sensible and practical.
- Tidy and Neat.
- Friendly.
- Highly organised.

### EMPLOYMENT HISTORY

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#### Date to Date or To Date – Civil Engineer – Where?

January 2010 – Present - Head Waitress, Burrows Hotel, London

My position as the Head Waitress in Burrows Hotel was very rewarding. My duties were to serve the breakfast and evening lunch for the guests that were staying in the hotel. I would have to take the orders from the guests as they arrived in the dining room after being seated by the porter. I would then relay the order to the kitchen, and bring the prepared meals to the guests, ensuring that they were satisfied with their meals and had the required condiments.

January 2008- January 2010 - Waitress, Big Cook, London

Working as a Waitress in a Big Cook franchise really helped me to work under pressure. Having to relay cooked orders from the kitchen to the diners in a very short space of time, whilst simultaneously ensuring that mess was tidied up and tables sanitised before the next diners seated themselves at the tables. As this was a fast food franchise I was not duty bound to check on diners to ensure they were happy, but I always managed to fit it in.

### QUALIFICATIONS

Food preparation certificate held.  
First Aid certificate held.  
Health and Safety certificate held.

### SKILLS AND ABILITIES

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Computer skills – MS Office, Excel???

### HOBBIES & INTERESTS

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What do you like to do outside of work?

### REFERENCES

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Available on request.