

[Full Name]

[City, State] | [email@example.com] | [Phone Number]

PROFESSIONAL SUMMARY

[Detail-oriented **Food Server** with [X] years of experience in high-volume, fast-paced restaurant environments, delivering exceptional guest service and maintaining high standards of cleanliness and presentation.]

[Proven ability to manage multiple tables, accurately handle orders and payments, and collaborate effectively with kitchen and bar staff to ensure timely and accurate service.]

[Recognized for a friendly, professional demeanor, strong upselling skills, and consistent adherence to health, safety, and sanitation regulations.]

EXPERIENCE

[Lead Food Server] | [High-Volume Casual Dining Restaurant]

[Month Year] – Present

[City, State]

- [Provide attentive table service for an average of [X–Y] tables per shift, consistently maintaining guest satisfaction scores above [Z]% on post-visit surveys.]
- [Accurately enter orders into the POS system ([POS System Name]) and coordinate with kitchen and bar staff, reducing ticket errors and food returns by [X]% over [time period].]
- [Promote daily specials and upsell appetizers, desserts, and beverages, contributing to an average check increase of [X]% and recognition as a top seller for [number] consecutive months.]

[Food Server] | [Family-Style Restaurant]

[Month Year] – [Month Year]

[City, State]

- [Greeted guests promptly, presented menus, and explained specials, ensuring all dietary needs and preferences were communicated clearly to the kitchen staff.]
- [Handled cash, credit, and mobile payments using [POS System Name], balancing the drawer at end of shift with [X]% accuracy and minimal discrepancies.]
- [Maintained a clean and organized dining area by resetting tables within [X] minutes, restocking service stations, and following all health and sanitation guidelines (ServSafe / local regulations).]

EDUCATION

[High School Diploma] | [Name of High School]

[Month Year] – [Month Year]

[City, State]

- [Relevant coursework or activities: Hospitality, Customer Service, Business Basics, or participation in [Hospitality/Restaurant Club] or [Part-time Food Service Work] while studying.]

[Food Safety / ServSafe Certification] | [Certifying Organization]

[Month Year] – [Month Year or "Present"]

[City, State or Online]

- [Completed training in safe food handling, temperature control, cross-contamination prevention, and proper cleaning and sanitizing procedures.]

SKILLS

- **Guest Service & Hospitality:** [Friendly table-side manner, active listening, conflict resolution, and creating a welcoming dining experience for diverse guests.]
- **Order Management & POS:** [Proficient with [POS System Name], accurate order entry, bill splitting, and handling cash and electronic payments.]
- **Food & Beverage Knowledge:** [Basic understanding of menu items, ingredients, allergens, portion sizes, and pairing recommendations for beverages.]
- **Speed & Multitasking:** [Efficient at managing multiple tables, prioritizing tasks, and maintaining service quality during peak hours.]
- **Teamwork & Communication:** [Clear communication with kitchen, bar, and host staff; supportive attitude and reliability in covering shifts when needed.]
- **Cleanliness & Safety:** [Strong adherence to food safety, hygiene, and sanitation standards; regular use of checklists and closing/opening procedures.]
- **Languages (Optional):** [Conversational proficiency in [Language 1], [Language 2] to assist and communicate with a broader range of guests.]

PROJECTS & ADDITIONAL EXPERIENCE

[Shift Efficiency Improvement Initiative] | [Restaurant Name]

[Month Year] – [Month Year]

- [Collaborated with fellow servers and the shift supervisor to streamline table assignment and order-running routines, reducing average ticket time by approximately [X] minutes.]

[Catering & Special Events Support] | [Restaurant / Catering Company]

[Month Year] – [Month Year]

- [Assisted with setup, service, and breakdown for private events of up to [X] guests, ensuring proper table arrangements, buffet presentation, and timely food replenishment.]