

KEVIN CONKLIN

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PROFESSIONAL EXPERIENCE

SESAME PLACE - LANGHORNE, PENNSYLVANIA
Supervisor July 2013 – Present

- Overseeing daily operations and the staff of the restaurant including delegating tasks to assistant supervisors and employees
- Maintaining inventory by placing daily orders and monitoring stock levels
- Ensuring safe work practices are followed
- Ensure guests' happiness and satisfaction by listening and responding to their needs in a timely manor
- Ensuring that all food is cooked according to SOP's
- Ensuring that all child labor laws are followed
- Tracking daily performance appraisals of employees and assistant supervisors
- Completion of all required daily paperwork
- Ensuring temperature checks are completed for cooked food as well as all freezers and coolers in the building
- Development of Assistant Supervisors and team members.
- Ensure proper cash handling procedures are followed

Assistant Supervisor January 2011 - July 2013

- Assist the supervisor by overseeing the operations of a particular area of the restaurant including delegating tasks to employees in that area.
- Ensure employees follow company policy
- Development of employees
- Ensure food is being prepared safely and up to standards
- Ensure safe work practices are followed
- Ensure guests' happiness and satisfaction by listening and responding to their needs in a timely manor
- Ensure all child labor laws are followed
- Ensure proper cash handling procedures are followed

Culinary Host July 2010 - January 2011

- Provide exemplary Service and ensure Culinary Standards of Service are met
- Perform general food prep work including preparing produce, desserts, entrees, snacks and basic menu items
- Follow SEA menu guidelines to specifications and serving procedures
- Ensure correct portions of food and beverage are serviced at correct temperatures with proper plate presentation
- Maintain food quality and sanitation standards to prevent cross- contamination
- Accurately process monetary transactions following proper cash handling procedures, as defined by the cash handling policies.
- Process and serve hot and cold food items for guests in a timely and courteous manner while maintaining food quality and sanitation standards

- Perform general housekeeping tasks including wiping down tables and chairs, sweeping, mopping, washing dishes and other duties as assigned in both the guest dining areas, kitchen and back areas
- Consistently demonstrate courteous and professional behavior in all work aspects with team members and guests
- Maintain a professional appearance that meets grooming and food safety standards

EDUCATION

BUCKS COUNTY TECHNICAL HIGH SCHOOL
BUCKS COUNTY COMMUNITY COLLEGE PENNSYLVANIA
TEMPLE UNIVERSITY

Bachelors / Economics Candidate, Jan 2016

ADDITIONAL SKILLS

- ServSafe Certified
- Computer Literate – what specifically??
- Pennsylvania Skills Certificate for Carpentry
- Experienced leader
- Skilled communicator
- Proficient, level headed decision maker
- Customer Service skills
- Skilled at prioritizing