

KEVIN CONKLIN

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PROFESSIONAL EXPERIENCE

SESAME PLACE - LANGHORNE, PENNSYLVANIA

Supervisor, July 2013 – Present

- Overseeing daily operations of the restaurant, including delegation of tasks to assistant supervisors & employees
- Maintaining inventory by placing daily orders and monitoring stock levels
- Ensuring safe work practices are followed, such as making sure all food is cooked according to SOP's
- Ensuring temperature checks are completed for cooked food as well as all freezers and coolers in the building
- Ensuring guest satisfaction by listening and responding to their needs in a timely manner
- Tracking daily performance appraisals of employees and assistant supervisors
- Completion of all required daily paperwork
- Regulation of child labor laws
- Development of supervisors and team members
- Ensure proper cash handling procedures are being followed

Assistant Supervisor, January 2011 - July 2013

- Assist the supervisor by overseeing the daily operations of a particular area of the restaurant
- Delegation of tasks to employees in each specific 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 guest satisfaction by listening and responding to their needs in a timely manner
- Ensure all child labor laws 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
- 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
- Accurately process monetary transactions following proper cash handling procedures, as defined by the cash handling policies
- Produce and serve both hot and cold food items for guests in a timely and courteous manner while maintaining food quality and sanitation 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
- Pennsylvania Skills Certificate for Carpentry
- Advanced Customer Service skills
- Experienced leader & skilled communicator
- Proficient, level-headed decision maker
- Skilled at prioritizing