

Kivon Riley

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WORK EXPERIENCE

Arthur L Johnson High School - School Cook

2014 - current

San Francisco, CA

- Designed weekly menus, prepared school-approved recipes, and contributed 6 new recipes to meal rotations
- Prepared breakfast, lunch, snacks, and weekend meals for 600+ high school students and staff with strict attention to food and nut allergies
- Readied serving stations and counters with trays, napkins, utensils, condiments, and ice, and greeted students as they entered cafeteria
- Tracked waste and leftovers, and adjusted inventory needs to reduce waste by 23%
- Managed end-of-shift duties, and delegated maintenance, cleaning, and inventory checks to fellow cooks

Franklin Elementary School - School Cook

2009 - 2014

San Francisco, CA

- Contributed to 45+ meal plans, and partnered with director to find alternatives for children with food sensitivities
- Prepared meals and snacks for more than 200 children each day in accordance with USDA guidelines, health department regulations, and school policy
- Packaged and delivered breakfast to classrooms, and served lunch in 3 rotations in cafeteria
- Performed quality, safety, and temperature checks throughout cooking, baking, and serving
- Maintained spreadsheets for inventory, labeled and stored food properly, and reported low inventory to director

Chili's - Server

2007 - 2009

San Francisco, CA

- Provided beverages to guests within 90 seconds of seating, and shared menu recommendations based on customers' tastes
- Recorded orders using Revel POS tablet system, and served alcohol in accordance with state law
- Served appetizers, entrees, and desserts within 45 seconds of kitchen's notification, and refilled beverages without guests having to ask
- Checked on guests 3-4 times throughout dining experience, and resolved 100% of all complaints without involving management
- Cleared and sanitized tables and chairs, assisted kitchen with food prep, and helped fellow servers with food runs and beverage refills

EDUCATION

Balboa High School - High school diploma

2000 - 2004

San Francisco, CA

SKILLS

Cleanliness; Detail Oriented; Safety; Teamwork; Food Preparation