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## Thea M Klein

218 E 8th St  
Kaukauna, Wisconsin 54130  
(920) 460-0240

### PROFESSIONAL SUMMARY

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I have worked as a server, a cook, host, cashier and CNA

### SKILLS

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I have had to cook, clean, set up lobby, I have done basic tasks as far as taking care of residents in an assisted living home and med passing, and cleaning and cooking in the home as well.

### WORK EXPERIENCE

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#### **Tri Manor Assistant Living Home**

Appleton, Wisconsin  
CNA/Med Tech

5/2019 to  
12/2019

#### **Pizza Hut**

Kaukauna, Wisconsin  
Server/Cook

- Assist host or hostess by answering phones to take reservations or to-go orders, and by greeting, seating, and thanking guests.
- Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
- Check patrons' identification to ensure that they meet minimum age requirements for consumption of alcoholic beverages.
- Clean tables or counters after patrons have finished dining.
- Collect payments from customers.
- Describe and recommend wines to customers.
- Escort customers to their tables.
- Explain how various menu items are prepared, describing ingredients and cooking methods.
- Fill salt, pepper, sugar, cream, condiment, and napkin containers.
- Garnish and decorate dishes in preparation for serving.
- Inform customers of daily specials.

- Perform cleaning duties, such as sweeping and mopping floors, vacuuming carpet, tidying up server station, taking out trash, or checking and cleaning bathroom.
- Perform food preparation duties such as preparing salads, appetizers, and cold dishes, portioning desserts, and brewing coffee.
- Prepare checks that itemize and total meal costs and sales taxes.
- Prepare hot, cold, and mixed drinks for patrons, and chill bottles of wine.
- Prepare tables for meals, including setting up items such as linens, silverware, and glassware.
- Present menus to patrons and answer questions about menu items, making recommendations upon request.
- Provide guests with information about local areas, including giving directions.
- Remove dishes and glasses from tables or counters, take them to kitchen for cleaning.
- Roll silverware, set up food stations or set up dining areas to prepare for the next shift or for large parties.
- Serve food or beverages to patrons, and prepare or serve specialty dishes at tables as required.
- Stock service areas with supplies such as coffee, food, tableware, and linens.
- Take orders from patrons for food or beverages.
- Write patrons' food orders on order slips, memorize orders, or enter orders into computers for transmittal to kitchen staff.

## **CERTIFICATIONS, LICENSES, AWARDS**

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I have all my proper certifications as far as food handling proper cleaning and CNA, med tech, CPR