Copy this Sample Hostess Resume and customize it to make your own unique resume, which is based on your background and gained skills.  
**Related jobs are:** Air Hostess, Restaurant Hostess, Guest Host, TV Host Resume, Waitress or a Waiter.

**Background**  
A host/hostess has the responsibility of looking after the convenience and facilities of the guests within a restaurant/hotel. Their job duties includes looking after the stay arrangements of guest, making food and seating arrangements etc. they have to make sure that the guests have a pleasant experience in the establishment where they are working.

The hostess is responsible for the seating and greeting of the guest’s while the waiters/waitress serve as a liaison between the guests and the kitchen.

**Hostess/Host Resume Example**

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**Full Name**  
[Street, City, State, Zip] | [Phone] [Email Address]

**HOSTESS**

Summary

Five year record of commitment and dedication to providing outstanding client hosting services to firm’s clientele. Perfected the following skills:

* Pleasant appearance –  Neat, clean and non-offensive wardrobe
* Communication and customer-handling skills.
* Ability to lead/guide – Enthusiastic and friendly with co-workers and clients.

**■ Objective Statement –**Pursue a position of Host/Hostess in which customer service orientation and interpersonal skills, along with professional attitude towards clients, is valued and appreciated. Performing my role with full dedication, integrity and care to make a significant contribution to the image and profits of the hospitality organization.

Employment

**Hostess**          Restaurants Gim-Tak Miami, FL         2008 – Present

***■ Main Contributions:***

* Received and welcomed the guests with due attention; greeted them with a smile.
* Provided highest quality of service to the customers by making seating arrangements and room booking prior to their visit.
* Presented the guests with menus and explained any special cuisines to be served.
* Ensured food quality before serving, presented it in the most appetizing way.
* Assisted the customers by working out their queries and grievances.
* Coordinated with other staff to ensure the availability of best service for the guests.

Waiter

**Job Description:**  
The main duty of the waiter’s position is to take food and drink orders from restaurant guests and serve the filled orders to them quickly and efficiently.  
Other responsibilities include escorting guests to their tables, receiving payment and cleaning/removing fixtures after customer finish dining. Waiters are generally supervised by head of waiters who is responsible of the overall customer satisfaction and the smooth operation of the restaurant.

The following is a free resume template that is good for restaurant waiter, cocktail waiter, and head of waiters. You can customize this sample according to you needs.

**Waiter Resume Example**

Overview

**Objective Statement** – To work as a waiter in a challenging environment, contributing enthusiasm, dedication, responsibility, and good work ethic, combined with a desire to utilize my customer service skills obtained through experience as a waiter in [ABC] restaurant.

**Qualification,Skills and Qualities**

* Five years’ experience as waiter in a restaurant.
* Customer service skills – Top notch communication skills and professional work ethic.
* Multi-tasking capability.
* Ability to work-in and lead a team – Good leadership/delegating abilities for supervising waiters’ staff (for those who apply for head of waiters).
* Sales and marketing skills.
* High school diploma.

■ Professional Experience

Restaurant Branch       New York, NY                2007 – Present **Waiter**

**Responsibilities include:**

* Greeted new customers and escorted them to their tables.
* Presented menus and answered questions about the cuisine, making recommendations upon request.
* Recommended wines and other drinks to customers.
* Wrote customers’ orders and conveyed to kitchen staff.
* Took orders from customers and served food, drinks and deserts.
* Served specialty dishes to customers at tables as required.
* Checked to ensure that customers are enjoying their meals – took action to correct any issues, as needed.
* Prepared bill/receipts and collected payment from customers.
* Cleaned tables and other areas as needed, after clients departed.

Waitress

Waitresses must have effective serving skills, positive attitude, reliability and good work ethics. People who are willing to work as waitresses must accept some tough working conditions. For example – they should work on feet in hours of walking/standing, being able to lift and carry delicate and heavy trays from the kitchen to the customers table. The following is a free resume template that is good for restaurant waitress, cocktail waitress, and head of waitresses.  
You can customize this sample according to you needs.

**Waitress Resume Example**

■ Overview

Five years’ experience as a waitress in fast paced restaurant environment, engaging in daily challenges and learning experiences; a great opportunity to develop the following skills:

* Tolerance – Excellent stamina, able to multi-task, professional attitude – work ethics.
* Excellent customer service skills – People oriented with superb interpersonal skills.
* Sales and marketing skills.
* Team lead/play abilities – delegating capabilities (for those who apply for head of waitresses’ position).

**Educational Qualifications**

* Hospitality courses
* High school diploma

**Objective Statement** – Working in a challenging environment as a waitress, where I can use my effective customer service skills to bring about growth of restaurant clientele.

■ Professional Experience

Restaurants OP Chains          San Jose, CA                2008 – Present **Waitress**

Served restaurant customers with a professional attitude – Received orders, served food/drinks and collected payment.

**Responsibilities include:**

* Escorted customers to their table and arranged their seating.
* Presented and explained menus to customers – Answered queries regarding restaurant items and informed them of daily specials.
* Took food/drink orders and conveyed them to kitchen staff.
* Recommended wines to customers – Professionally served wines according to the customers’ selection.
* Provided excellent customer service: Worked closely with restaurant staff to ensure that orders were served in an efficient manner – Orders were assembled properly in the kitchen and delivered to customers in a timely manner.
* Verified customer satisfaction.
* Presented desserts upon completion of main meal.
* Collected payment and thanked customers prior to their exit.
* Trained new staff regarding the restaurant’s procedures, culture and practices – Worked with staff members to provide team oriented service.
* Managed waitresses.

Bartender

Here is a format of a resume for bartenders that you can use according to your needs.

**General Job Description:**  
Bartenders not only take and serve drink orders or collect payment but they often maintain the bar area as they are responsible for cleaning it, ordering its supplies and the display of its objects.  
Here is a draft of a resume to personalize.

**Sample Bartender Resume**

■ Overview

Over five years’ experience as a bartender in a [A, B, C] dynamic environment, people oriented persona, quick learner of new mixes, great customer service, resourceful, efficient and a hard-worker.

**Objective Statement**To work in a bar in which I can utilize my customer service skills, professional expertise and knowledge of beverages towards expanding the customer base of the restaurant/bar, apart from ensuring optimum satisfaction for existing customers.

**Key Skills and Qualities:**

Friendly | Tolerant | Adaptable | Tremendous stamina  
Excellent interpersonal skills | Exceptional customer service skills  
Sales and marketing skills | Able to multi-task

* Good with numbers – mathematics skills.
* Knowledge of laws and procedures related to alcohol consumption.
* Team-Player as well as ability to work independently.

**Educational Qualifications,**

* Bartending courses – Bartending licensee and health certificate.
* Food handler card.
* High school diploma

■ Employment Experience

FAZ Hotels & Resorts       San Francisco, CA                           2007 – Present **Bartender**

**Key Responsibilities and Performance:**

* Served customers in a helpful/friendly manner – Received drink orders from clients, waiters and waitresses, served drinks, collected payments and operated the cash register.
* Efficiently mixed ingredients to prepare cocktails; poured beers and wines according to drink recipes.
* Served snake food to customers seated at the bar.
* When required, checked identification of customers to ensure meeting age requirements for purchase of alcohol and tobacco products.
* Subtly surveyed and evaluated customers to ensure no over-consumption of alcohol.
* Cleaned up bar area on a regular basis.

***Notable Initiatives:***

* Ordered and maintained bar supplies such as: drinks, food and liqueurs.
* Regularly arranged attractive displays of bottles and glassware.
* Continuously reviewing information to keep up to date on new cocktails and drinks.
* Recommended different drinks to customers – presented new drinks and liqueurs.

Food Service Worker This sample will provide you all responsibilities and skills of a Food Service worker. It will also help you in preparing your own resume for this position.  
related job titles are – Food Service Worker, Food Service Assistant and Food Server Attendant.

**General Job Description**  
Food Service worker is a person who works in restaurants or hotels or any place where food is prepared and served. The job of the person varies as per his skills.

**Food Service Worker Resume Example**

■ Qualifications

Highly efficient and experienced food service worker, adept at carrying out repetitive and routine chores of preparing dishes as per the instruction of the cook and restaurant managers.

**Offering the following qualifications:**

* Tolerance – Capable of coping with a high work load and performing under high stress without compromising quality of service.
* High adherence to cooking standards.
* Ability to maintain cleanliness and hygiene of the surrounding area.
* Customer service skills – People oriented and positive attitude.
* Able to work round the clock and guide others.
* Food handler card.
* High School Diploma.

■ Employment Experience

GAT Food Services, Inc.          Indiana, PA                    2007 – Present  
**Food Service Worker**  
***Key Functions:***

* Was responsible for the assembly and delivery of meal service.
* Provided efficient, courteous, quality service and properly portioned foods according to the menu, with a high standard of customer service details.
* Received food orders from the customers and recommended new dishes.
* Sorted customer queries related to food preparation and ingredients.
* Assisted the cook in food preparation – Prepared dishes as per his instructions.
* Maintained proper storage of food to keep it fresh.
* Cleaned the kitchen equipment and appliances and held responsibility of getting them repaired in case of any problem.
* Maintained cleanliness and hygiene around the cooking station as well as the place where the customers have their meals.

McDonald Crewmember/Worker Some parts of this Sample McDonalds Resum**e**may reflect your skill sets and experience as a McDonald staff member. If these sections sound good to you, you’re welcome to copy/past and personalize them.

McDonalds is one of the largest prevailing chains all round the world. The job responsibilities of the McDonald crew-member include various activities from billing to preparing food items as per the prescribed standards of the food chain. McDonalds’ worker required to pass on the job training before joining the staff.

**McDonalds Resume Example  
McDonald Crewmember/Worker Resume**

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Qualifications Overview

Motivated McDonald’s worker has worked three years in [McDonald’s chain] obtaining vast knowledge in handling customers and important service skills including skill sets as follows:

* Handling high work load.
* Attention to detail.
* Adherence to health standards.
* Basic knowledge of cooking and equipment.

Work Experience

**McDonald Crew-member/Worker**[Location]           2009 – Present

***Main Responsibilities***

* Received customers pleasantly, took their orders, transmitted to kitchen staff, served, and prepared bills.
* Prepared food items such as hamburgers as per the established standards.
* Adhered to the quality and work standards of the chain.
* Maintained the equipment, such as oven and grill, in proper condition.
* Maintained cleanliness in the work stations.
* Assisted the other staff members in taking orders.
* Analyzed customer complaints and feedback for constant improvements.

**Education**

* High school Diploma

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