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**RODOLFO**

[**RODOLFO.304276@2freemail.com**](mailto:RODOLFO.304276@2freemail.com)

**CAREER** **OBJECTIVE:** To identify with an organization where I could find fulfillment in

the utilization and enhancement of my academic preparation,

experiences and in the process contribute to mutual growth and

development.

**EMPLOYMENT HISTORY:**

**Company Name Position Period**

* **HERMANOS TACO SHOP Restaurant Supervisor July 25, 2014-**

**RESTAURANT Present**

**(Valencia, Quezon City, Philippines)**

* **November 2013- June 2014- partnered in running a Catering business.**
* **March 2013- September 2013 - had a personal business of contract growing of chickens.**
* **CHIC-BOY RESTAURANT Supervisor July 19, 2012-**

**(Cinco Koneho Inc.- Cainta, Rizal Philippines) Jan. 7, 2013**

* Oversees and in-charge on the daily operation of the restaurant.
* Implements the crew training system in the store through follow-ups.
* Monitors the weekly sales per man-hour. Prepares the weekly manpower schedule.
* Ensures implementation of control procedures: Receiving, Issuance, Inventory, and Documentation.
* Responsible for banking-in all sales money.
* Ensure proper administration of employment, i.e., conducting interviews, letter of employment, orientation, training, resignation, etc.
* Performs performance appraisal/evaluation of crew assigned to him.
* Check on orderings to replenish paper products and all necessary items at the operating stations.
* Hold regular informal meetings with staff to pass information and receive feedback on work problems and to encourage staff participation in operational improvement.
* Performs administrative duties (Food and Non-food inventory, stock factor/guide, production control, food and labor cost control and accountabilities, management reports and records, etc.).

**Dining Operations:**

* Serves the training and coaching needs of the subordinates.
* Implements the programs to improve the over-all efficiency of the restaurant operation.
* Ensure the strict compliance of quality control, cash and inventory standards.
* In-charge in the manpower schedule and discipline of the staff.
* Handles customer concerns and complaints.
* Organize and supervise the shift of the FOH (Front of the House) and BOH (Back of the House) staffs.
* Helps the dining and cashier staff when the situation is needed especially during peak hours.

**Kitchen Operations:**

* Checks all the kitchen equipment if running in good condition. Facilitate and coordinate the requests for the repair of the broken equipments.
* Strictly observe and supervise that the FIFO (First In-First Out) system is being implemented on all food items and putting the appropriate labels and production date of all back-up food items.
* Observes cleanliness, product quality, preparation standards which includes the correct procedures of the standard recipes and strictly notes the expected dispatch time of all the food items being served.
* Upkeep efficiently all inventories of records and ensure the organization and cleanliness of all storage especially refrigerated storage.

* **RED DEER LODGE HOTEL Food and Beverage Server December 2008-**

**AND CONFERENCE CENTRE July 2010**

**(Alberta, Canada)**

* **CUNARD** **LINE** **LIMITED** **Buffet** **Steward** **June 2005-**

**(RMS Queen Mary 2) (Acting Junior Waiter) September 2007**

**(Southampton, United Kingdom)**

* Handled assistant waiters and dining utilities of seven staffs.
* Acts as Assistant Waiter in the dining room.
* Takes and serves the food and beverage orders of the guests in the dining room.
* Present menus, suggest cocktails and/ or daily features.
* Pushes the sale of the food and beverage items to the guests.
* Does the inventory of the stored items in the dining room of the restaurant every month.
* Studies the menu and familiarizes himself with the outlet’s specialties as well as the out of stock items.
* Uses Micros terminal, Point of sales System and cash register.
* Looks after the necessary preparations and mis-en-place in the waiter’s station and the guest's dining tables before the start of the operations.
* Greets and assists in sitting the guests/ passengers.
* Mainly in-charge in transporting and refilling the foods in the buffet station.
* Sets-up the utensils and plates on the buffet area.
* Assists the guests in carrying their food to their tables.
* Clears out all the soiled dishes on the table after the guests has dined in the buffet area.
* Maintains the cleanliness of the dining area of the buffet.
* Maintains the United States and Canadian Public Health Standards during operations.
* Performs all the side duties and other assignments as ordered.
* **CUNARD LINE LIMITED Officer's WaiterSeptember 2003-**

**(M/V Queen Elizabeth 2) July 2004**

**(Southampton, United Kingdom)**

* Mainly in-charge in ordering and serving the food for the ship’s officers as passenger’s routines.
* Sets-up the foods including the mis-en-place for the buffet area and the dining area in the officer’s mess hall.
* Transports and refills the food in the buffet area for the officers.
* Maintains the cleanliness of the mis-en-place, food line, food storages, fridges and the dining area in the mess hall of the officers to acceptable standards.
* Maintains the United States and Canadian Public Health Standards during operations.
* Performs all the side duties and other assignments as ordered.

* **NORWEGIAN CRUISE LINE Buffet Runner****June 2000-**

**(M/S Norwegian Sky &**  **August 2002**

**Norwegian Majesty)**

**(Miami, Florida, USA)**

* Helps in the preparation and cooking the food items to be served in the buffet area in accordance with the Canadian and United States Public Health regulations.
* Set-up the food items in the buffet area according to the discretion of the chef in charge.
* Replenish and remove the food items in the buffet area during the scheduled opening and closing times of the buffet area.
* Maintains the food temperature according to the regulations set up by the Canadian and United States Public Health.
* Maintains the cleanliness of the buffet area.
* **PRINCESS CRUISES LIMITED Utility Accommodation/ September 1998-**

**(M/V Island Princess & TSS Sky Princess) Officer's Steward December 1999**

**(Sta. Clarita, California USA)**

**Utility Accommodation:**

* Wash, rinse, and sanitize all the crew areas which include the alleyways, washrooms, toilets, stairs, deck heads and bulk heads.
* Assists in collection and disposal of all passengers’ baggage during embarkation and disembarkation.
* Collects, segregates, and dispose all garbage in the crew area.
* Maintains the United States and Canadian Public Health Standards during operations.
* Performs all the side duties and other assignments as ordered.

**Officer Steward:**

* Clean and service designated cabins of the officers.
* Collect bar requirements.
* Take laundry for cleaning and return as soon as possible.
* Linen change and towel as passenger routines.
* Collects and serves meal orders of the officers.
* Maintains the United States and Canadian Public Health Standards during operations.
* Performs all the side duties and other assignments as ordered.

**EDUCATIONAL BACKGROUND:**

* **Bachelor of Science in Hotel** **Trinity University of Asia** **1997**

**and Restaurant Management**  **(formerly Trinity College of Graduate**

**Quezon City)**

* **Secondary** **Roosevelt College Sumulong**  **1990**

**Cainta, Rizal, Philippines Graduate**

**CERTIFICATIONS/ SEMINARS & TRAININGS ATTENDED:**

**Certificate/ Trainings Venue Period**

* **Basic Shift Management Chic-Boy Restaurant Puregold November 26-28**

**Seminar J.P. Rizal Makati City, Philippines 2012**

* **Customer Service and Chic-Boy Restaurant Puregold July 14, 2012**

**Food Safety Seminar J.P. Rizal Makati City, Philippines**

* **First Aid/ CPR** **Canadian Red Cross March 28-29**

**(Cardio-Pulmonary c/o Northern College 2011**

**Resuscitation) Certification (Timmins, Ontario, Canada)**

* **WHMIS (Workplace Online Training March 29, 2011**

**Hazardous Material Information**

**System) Certification**

* **Food and Beverage Alberta Hotel & Lodging Association- Feb. 9, 2010**

**National Certification Red Deer Lodge Hotel & Conference Centre**

**(Red Deer, Alberta, Canada)**

* **Proserve Liquor Staff Alberta Gaming & Liquor Commission- Feb. 24, 2009**

**Certification Red Deer Lodge Hotel & Conference Centre**

**(Red Deer, Alberta, Canada**)

* **Restaurant Practicum** **Ciudad Fernandina Restaurant – Oct - Dec 1996**

**Greenhills, San Juan City, Philippines**

* **Waitering TESDA (formerly National - July 17 - 25 1995**

**Manpower Youth Council)**

**Taguig City, Philippines**

* **Hotel Practicum Grand Boulevard Hotel – Nov 14, 1994 -**

**Manila, Philippines Feb 15, 1995**

**OTHER SKILLS:**

* Computer Literate.

**INTERESTS:**

* Has great attention to detail, organization, analysis and travel.
* ***Personal references are available upon request.***