john franklin recto

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Razelle Bongalonta

Recruitment Executive

RTC-1 Recruitment Services

Dubai, UAE

P.O. Box 338228

Dear Ms. Bongalonta,

I would like to express my strong intention in applying for the position of Restaurant Supervisor. I possess 10 excellent years of experience in the food industry and customer service with 3 years in a supervisory role.

I offer the knowledge and skills to make a significant and positive impact on your company and client’s success. My expertise focuses on the following experiences:

* As a restaurant supervisor I always make sure that the standard operating procedure are being followed all the time to ensure that the customers are satisfied with quality of food, beverages, and the service of the staff.
* Monitoring inventory and ensuring that all food supplies and other restaurant essentials are adequately stocked.
* Monitoring the restaurant’s cash flow and settling outstanding bills.
* Reviewing customer surveys to develop and implement ways to improve customer service.
* Resolving customer complaints in a professional manner.
* Conducting regular inspections of the restaurant kitchen to determine whether proper standards of hygiene and sanitation are maintained.
* Overseeing food preparation, presentation, and storage to ensure compliance with food health and safety regulations.
* Assisting the General Manager in supervising and briefing the staffs to ensure they are all well aware of the service standards and knowledgeable on the menu for the smooth operation. As well as in screening and training new restaurant staffs.
* Contacting the suppliers, and coordinating with the maintenance, and pest control service needs or requests.

Furthermore, my ability to effectively interact with wide range of diverse cultures and personalities will be of great asset that I can contribute to the company. I really value lasting relationship with guests, as I believe that a happy customer is a repeat customer.

Thank you for taking the time to review my resume. I would very much like to discuss further.

I look forward to speaking with you soon.

Sincerely,

John Franklin G. Recto