

Keneth Espiritu

Doha

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Work Experience

HEAD BARISTA cum CASHIER

Paul Cafe - Doha

March 2016 to Present

Doha Qatar

BARISTA

M +974 55157421

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DUTIES AND RESPONSIBILITIES

- Promotes coffee consumption by educating customers; selling coffee and coffee grinding and brewing equipment, accessories, and supplies; preparing and

Education

TOYOTA TRAINING SCHOOL

Skills

- **SKILLS & ABILITIES** cappuccino, cocktail, mojito, fruit juices and others. Maintained a strong understanding
- Generates revenues by attracting new customers; of company values and customer defining new and expanded services and products. needs, responding quickly to
- Maintains inventories by replenishing coffee bean supply; complex requests in a fast-paced environment. Oversaw team stocking coffee brewing equipment; maintaining supplies, members and developed best pastries, and cookies, dry items, syrups and all other items practices to balance workload in use at the bar. during peak hours, reducing hourly
- Keeps equipment operating by following operating burden per employee. Engaged customers in a highly visible role, instructions; troubleshooting breakdowns; maintaining conveying a positive and supplies; performing preventive maintenance; calling for professional attitude. repairs.
- Maintains safe and healthy work environment by following organization standards and sanitation regulations.
- Improves quality results by studying, evaluating, and re- designing processes; implementing changes; maintaining and improving the appearance of the store and coffee bar. 2 KENETH ESPIRITU
- Enhances coffee shop reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Preparing and serving hot and cold drinks such as coffee, tea, artisan and specially beverages.
- Cleaning and sanitizing work areas, utensils and equipment
- Cleaning service and seating areas

- Describing menu items and suggesting products to customers
- Servicing customers and taking orders
- Ordering, receiving and distributing stock supplies
- Receiving and processing customer payments CASHIER DUTIES AND RESPONSIBILITIES
- Greeted customers and determined their needs and wants
- Managing transactions with customers using cash registers
- Scanning goods and ensuring pricing is accurate
- Collecting payments whether in cash or credit
- Issue receipts, refunds, change or tickets
- Redeem stamps and coupons
- Cross-sell products and introduce new ones
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving the store
- Maintain clean and tidy checkout areas
- Track transactions on balance sheets and report any discrepancies
- Bag, box or gift-wrap packages
- Handle merchandise returns and exchanges 3 KENETH ESPIRITU Robinson's Lipa AL MANSOURA DOHA QATAR BATANGAS, PHILIPPINES M +974 55157421 SHOE SALESMAN (5 MONTHS) APRIL 2014
- AUGUST 2014) KENETHTUDESPIRITU@GMAIL.COM DUTIES AND RESPONSIBILITIES
- Greeted customers and determined their needs and wants
- Discussed type, quality and number of merchandises required for purchase
- Recommended merchandise based on individual requirements
- Advised customers on utilization and care of merchandise
- Provided advice to clients regarding particular products or services
- Explained the use and advantage of merchandise to customers
- Answered customers' queries and concerns
- Showed the live working of merchandise
- Quoted prices and discounts as well as credit terms, trade-in allowances, warranties and delivery dates
- Prepared sales contracts and accepted payment through cash, cheque and credit card
- Assisted in display of merchandise
- Maintained sales records for inventory control Dairy Moor MABINI AVE. TANAUAN CITY BATANGAS WAITER (4 MONTHS) SEPTEMBER 2014
- DECEMBER 2014 DUTIES AND RESPONSIBILITIES
- Escort customers to their tables.
- 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.
- Inform customers of daily specials
- Write patrons' food orders on order slips, memorize orders, or enter orders into computers for transmittal to kitchen staff.
- Serve food or beverages to patrons, and prepare or serve specialty dishes at tables as required.

- Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
- Collect payments from customers.
- Assist host or hostess by answering phones to take reservations or to-go orders, and by greeting, seating, and thanking guests. 4 KENETH ESPIRITU
- Perform cleaning duties, such as sweeping and mopping AL MANSOURA DOHA QATAR floors, vacuuming carpet, tidying up server station, taking out M +974 5515721 trash, or checking and cleaning bathroom. KENETHTUDESPIRITU@GMAIL.COM
- Perform other duty assigned by supervisor Canlubang Golf And Country Club Restaurant For (Caddy) Calamba Laguna (5 Months) January 2015 To May 2015 Assistant Cook DUTIES AND RESPONSIBILITIES
- Storage and disposal of food
- Testing Recipes
- Recording Supply Use
- Clean and prepare cooking station
- Food preparation
- Maintain Sanitation standards
- Ensures that all sanitation rules are observed by the kitchen staff
- Checked all items to ensure adequacy and quality