

# Nicole Simmons

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. I love working in the hospitality industry. I have been a Line/ Prep cook for the last 12 years. I am a hard worker with an amazing attitude. I love to learn new things and will ask questions if I do not know the answers.

## Work Experience

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### Line/Prep Cook/Dishwasher

The Kravier Grille (Korean BBQ)-Saratoga Springs, NY

March 2023 to June 2023

1. Would prep for the night's menu.
2. Chop and slice all fruits and vegetables needed for that night.
3. Make customer orders
4. Plate their orders
5. Would wash dishes in between cooking orders.
6. At the end of the night I would clean, wipe down, and sanitize all countertops and surfaces.
7. Would store and rotate food. Old in front, use first, New in the back.
8. Check coolers and freezer daily for temperature log.
9. Take out the trash twice a shift. Also, the end of the shift.

### Line/Prep Cook/Dishwasher

Alltown Fresh Select-Livingston, NY

December 2022 to March 2023

1. Wipe and sanitize all surfaces.
2. Slice and chop and stock all fruits, veggies, and meats. Also, any breads.
3. Wash dishes and pots and pans if needed someone to fill spot. 4. Sweep and mop floors.
5. Would rotate the line twice a day to make sure food was fresh.
6. Take customer orders.
7. Make customer orders.
8. Would make any pre-made sandwiches or salads for "grab-in-go" cooler.
9. Put away and stock coolers and freezers or pantry with new items.
10. Would rotate the stocked items: Old use first place upfront, New in the back.
11. Take out the garbage numerous times on a shift. Also, for sure at the end of the night.

**Housekeeping/Laundry Attendant**

Best Western-Swansboro, NC

February 2016 to September 2017

1. Stock my cart every morning with clean linens, cleaning products, and small hygiene products for the rooms.
2. Wipe down all surfaces in and outside the rooms. Bathtubs, showers, jacuzzi tubs, sinks, and mirrors.
3. Vacuum the floors and hallways.
4. Sweep and mop any floors including the bathrooms.
5. Would switch the dirty linens with clean linens. In the bathroom and on the beds.
6. Wipe down the T.V., microwaves, and refrigerators.
7. Take out the trash 3 times a shift.
8. Would also clean the front lobby some days.

**Line Cook/Prep Cook**

Dairy Queen-Swansboro, NC

March 2016 to August 2017

1. Wipe down and sanitize all surfaces.
2. Sweep and mop all floors.
3. Pull out and clean around and behind all equipment.
4. Make customers' orders in the back of line.
5. Covered the drive thru window.
6. Greet customers, take their payment, give their change, and hand them their orders. With smile and pleasant attitude.
7. End of night would clean and sweep, mop, wipe down EVERYTHING.
8. Take out the trash at the end of the night.

**Landscape Laborer**

Top of the Line Landscaping-Livingston,

NY May 2003 to October 2008

1. Rake, leaf blow and pack up the piles of leaves into bags.
2. Edge all walkways.
3. Weed gardens.
4. Plant new flowers, veggies, or shrubs.
5. Spread mulch in areas asked.
6. Weed eat the properties.
7. Helped water all plants.

## **Internship**

Restaurant Ready Internship Experience  
Free Food Harlem  
February 2025 - Present

### **Back of House Training:**

Assisted in food preparation, including chopping, marinating, and plating dishes for a 3-course prix fixe menu.

Maintained cleanliness and organization of the kitchen, following health and safety regulations.

Supported chefs in cooking and assembling menu items during peak hours.

Monitored food storage and inventory, ensuring proper stock rotation.

Learned and practiced various cooking techniques at all the standard kitchen stations.

### **Front of House Training:**

Greeted and seated guests, managing reservations and walk-ins efficiently.

Provided excellent customer service by taking orders, making menu recommendations, and ensuring guest satisfaction.

Assisted in setting up and closing the dining area, ensuring cleanliness and organization.

## **Education**

Certificates, Restaurant Ready Training  
Program, New York City  
January 2025 — March 2025

The training consisted of six modules,  
including hard and soft skills:

- Personal Responsibility
- Communication
- Attitude
- The Learning Process
- Customer Service
- Industry and Work Specific Skills

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## **GED**

QUESTAR III Hudson, NY

January 2009 to April 2009

10th Grade Education in Basics  
Germantown Central School  
Germantown, NY August 1991 to April  
2003

## **Certificates**

ServSafe Food Handler  
ServSafe Allergen Awareness  
ServSafe New York State Sexual Harassment Awareness Program

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, Math

- Time management • Teamwork
- Strong Work Ethic
- Multitasking
- Creativity • Integrity
- Empathy
- Collaboration
- Creative problem-solving
- Professionalism
- Initiative
- Organizational skills
- Open-mindedness
- Critical thinking
- Dedication
- Flexibility
- Laundry
- Cooking
- Kitchen Experience
- Landscape Maintenance
- Basic Math • Lawn Care
- Customer service

- Culinary experience
- Food preparation
- Meal preparation