

Emery Steele

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SUMMARY

Host cashier with three years of **restaurant experience** supporting high volume casual and polished dining service. Creates welcoming guest experiences through accurate greetings, telephone communication, thoughtful seating rotation, menu guidance, and calm handling of routine concerns. Trusted with cash and **credit transactions**, POS register operation, change making, receipt issuance, drawer reconciliation, and **basic inventory math**. Keeps dining rooms ready by checking cleanliness, removing debris, pre bussing and bussing tables, and supporting coffee, pastry, and simple food preparation. Recognizes **returning guests**, communicates clearly with servers and managers, and helps maintain balanced service flow during busy evening shifts. Dependable English communication and practical arithmetic support accurate, personable service from arrival through payment.

EXPERIENCE

Host Cashier

May 2025 - Present

Redbud Table & Grill

Tulsa, OK

Leads host stand and cashier coverage during busy dinner service, coordinating guest arrival, telephone response, seating flow, payments, dining room readiness, and simple food support.

- Welcomed arriving parties and answered calls, keeping seating flow organized across active server sections.
- Recognized **returning guests** and **preferences**, creating a personal welcome during busy evening service.
- Processed **POS cash** and credit payments, issued **receipts**, and verified drawer totals at closing.
- Explained menu details and routed allergy questions, helping guests receive accurate information from kitchen staff.
- Resolved routine concerns calmly and involved supervisors when guest needs exceeded front desk authority.
- Cleared tables and **floor debris**, then prepared coffee and packaged **pastries** during peak service.

Restaurant Host and Cashier

September 2023 - April 2025

Prairie Fork Kitchen

Owasso, OK

Supported **high volume** casual dining through arrival coordination, **telephone service**, balanced server assignments, accountable payment handling, guest recognition, and dining room support.

- Coordinated arrivals and seating, balancing party size with open server sections during rush periods.
- Answered telephone questions about menus, hours, wait estimates, and dining procedures with clear guidance.
- Accepted cash and card payments, calculated change, issued receipts, and maintained organized transaction records.
- Compared POS totals with drawer contents, documenting discrepancies for supervisor review after each shift.
- Cleared light debris and supported **table bussing**, helping return dining areas to service promptly.
- Remembered guest **preferences** and shared useful details discreetly, supporting efficient and personable **seating rotation**.

PROJECTS

Evening Dining Service Support 📅 2026

Supported busy evening service through coordinated arrivals, balanced seating, payment accuracy, table readiness, guest questions, and practical front of house teamwork.

LEADERSHIP & AWARDS

- Recognized by supervisors for dependable cash handling and accurate end of shift verification.
- Trusted during busy service periods to support seating balance, table readiness, and guest concerns.

EDUCATION

High School Diploma

2023

Union High School GPA: 4.0

Tulsa, OK

Coursework: *English communication, practical mathematics, customer service, food safety*

CERTIFICATIONS

- ServSafe Food Handler Certificate 📅 2024
- Basic Cash Handling Training 📅 2024

TECHNICAL SKILLS

- **Point of Sale Systems:** POS register, credit transactions, receipt printing

- **Cash Operations:** Cash payments, change making, drawer counting
- **Reconciliation Methods:** Register totals, cash on hand, discrepancy records
- **Guest Communication:** Telephone service, menu guidance, venue directions
- **Seating Operations:** Server rotation, table assignment, wait estimates
- **Dining Room Readiness:** Table clearing, table resetting, floor checks
- **Food Preparation:** Coffee preparation, pastry service, sandwich preparation
- **Service Recovery:** Concern handling, supervisor escalation, guest follow up
- **Inventory Mathematics:** Basic arithmetic, product counts, transaction review
- **Food Safety:** ServSafe practices, safe handling, cleanliness checks

SKILLS

- | | | | |
|-------------------------|---------------------|-----------------------|-------------------------|
| • Guest reception | • Telephone service | • Credit transactions | • Basic math |
| • Host stand operations | • Menu guidance | • Change making | • Table bussing |
| • Restaurant service | • POS systems | • Receipt issuance | • English communication |
| • Seating rotation | • Cash handling | • Cash reconciliation | |

PROFESSIONAL AFFILIATIONS

- Restaurant service team contributor supporting hosts, servers, kitchen staff, and managers.
- Front of house service participant focused on welcoming communication and orderly dining operations.

LANGUAGES

- English (Native)
- Spanish (Beginner)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST