

Amirah Muhammad

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Work Experience

Bar Manager/Head Bartender

Twelve 25-Tuscaloosa County, AL

January 2021 to March 2024

- Assist w/ cleaning before & after shift

Bartender:

- set up bar for daily shift work
- served bar & restaurant mixed shots , specialty cocktails throughout day & late night shifts
- did weekly inventory & truck orders
- delegated shift duties & trained new bar / server staff on pour tests , recipes , etc.

Food Service Director

BREWER PORCH CHILDREN'S CENTER

January 2018 to August 2021

- Implemented State Child Nutrition Program regulations
- Monitored and worked with 3rd party vendors to ensure that clients and staff have access to high quality, nutritious and appealing meals
- Approved monthly menus
- Recorded daily and monthly summary reports of each client/staff
- Applied for state-wide grants when needed
- Created activities that implemented BPCC's Wellness and Health Plan to get the clients engaged in healthier lifestyles
- Implemented all state policies and procedure updates and modifications according to monthly training
- Managed day to day food operation
- Trained staff on each station on how to effectively serve clients (children)
- Managed inventory
- Kept track of food gross sales
- Any administrative duties correlated with my boss

Restaurant Supervisor

THE HOUSTON ZOO

January 2017 to December 2017

- Trained workers in food preparation, service, sanitation and safety procedures

- Supervised and participated in kitchen and dining area cleaning activities
- Estimated ingredients and supplies required to prepare meals
- Controlled inventories of food, equipment and reported waste/shortages
- Assigned duties to employees in accordance with work demands
- Observed and evaluated workers to ensure high quality standards and discipline

Banquet Server

The University Club-Tuscaloosa, AL

May 2014 to December 2016

Take food and beverage orders from guests and enters orders in our point-of-sale system.

Accurately describes menu items, specials, drinks, and wines for guest satisfaction.

Interacts with the bartender, properly setting up glasses for drinks.

Set dining room station

Maintains a safe and sanitary work environment

Serves menu items to guests in a prompt and courteous manner and according to established service standards.

Education

BS in Rest. & Hotel Management w/ a concentration in Food and Beverage

UNIV. OF ALABAMA

January 2012 to May 2016

Skills

- Food Safety
- Software programs (Microsoft word, Excel, Powerpoint, Microsoft Outlook, etc.)
- Time Management
- Management
- Restaurant Management
- Profit & Loss
- POS
- Sales
- Bartending
- Food Preparation
- Strong written and verbal communication skills
- Restaurant Experience
- Kitchen Management Experience
- Administrative experience (3 years)
- Kitchen Experience

- Catering
- Strong leadership skills with ability to build a positive work environment
- Food Service
- Restaurant experience
- Leadership
- Customer service
- Microsoft Office
- Organizational skills
- Administrative experience
- Cooking
- Culinary experience
- Kitchen experience
- Restaurant management
- Team management

Certifications and Licenses

Food Handler Certification

TABC Certification

Assessments

Front desk agent (hotel) — Proficient

April 2024

Selecting hotel rooms based on requests and identifying errors in hotel data

Full results: [Proficient](#)

Bartending — Proficient

April 2024

Understanding, pouring, and mixing drink orders

Full results: [Proficient](#)

Supervisory skills: Motivating & assessing employees — Proficient

June 2023

Motivating others to achieve objectives and identifying improvements or corrective actions

Full results: [Proficient](#)

Administrative assistant/receptionist — Proficient

February 2023

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.