Name: Lesley Benson
Address: 5 St Stephen's Street, Musselburgh, East Lothian, EH16 7AS
Phone: 0131 225 6547 (home) 07784 533 211 (mobile)
Email: lbenson3@gmail.co.uk
Position: General Manager

CURRICULUM VITAE

PERSONAL STATEMENT

I am a very capable, results orientated manager with experience in owning a high performing restaurant. I successfully increase efficiency, drive sales & turnover whilst maintaining a continued focus on customer service. I have an ability to evaluate opportunities and risks to deliver innovative new solutions to nurture and grow a business. I have excellent people skills and enjoy leading the business from the front offering the personal touch to my customers. I am currently looking for a suitable management position which is heavily customer orientated with an ambitious forward thinking company.

EMPLOYMENT HISTORY

Links – Restaurant/ Deli **Position: Proprietor & Licensee**
2 Leith Links, Edinburgh, 0131 547 3214
November 2010 –January 2015
I created, opened and built up this restaurant up to be a successful business.
Duties

- Staff Management

Hiring and training of all staff, staff motivation, writing of weekly rota, maintaining wage budgets, tax responsibilities, disciplinary procedures and administration.

- Stock Control

Product selection to high standards, maintenance & control of GP % on all wine, spirits and food, ordering of stock & rotation. Weekly stock takes, insuring that quality & trading standards are adhered to.

- Kitchen Duties

Writing & costing of all menus, compliance with all Health & Safety and Food Hygiene regulations. Supervision of all kitchen staff to ensure a high standard is maintained at all times. General Chef duties for holiday cover.

- Other Duties

Banking, book keeping, payroll, till programming, liaising with customers for private functions, development of website.

Greenfield – Bar/ Cafe **Position: General Manager**
15 Greenfield Road, Edinburgh, 0131 221 1222
August 2006 - September 2010
Duties

- Stock Control

Product selection to high standards, maintenance & control of alcohol. Working with stock taker on stock taking, insuring that quality & trading standards are adhered to.

- Function Management

Complete organisation of functions from initial contact to overseeing the event on the day. Our functions have varied from 20 covers, full wedding receptions, drinks & canapé functions to product launches.

- Back of House Duties

All cashing up and balancing of tills, banking, change orders, safe balancing, issuing of invoices for functions, production (not writing) of menus and all correspondence. Ordering of all front of house items, full till programming, working with wine suppliers on production of wine list

- Daily Service

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Working & supervising daily service, coordinating & maintaining busy service periods i.e. agenda coordination (100-150 covers Fri & Sat nights), dealing with and rectifying customer complaints, bar service and maintaining high standards throughout.

- Customer Relations

Greenfield had a large regular customer base, something I felt essential in the present climate. I am proud to have been a part of cultivating such a strong customer base.

Carberry Restaurant **Position: Duty Manager**
Campbell Street, Stirling
August 2004- July 2006
Duties
Supervising and coordinating service in a very busy 80 seater fine dining restaurant.
Responsible for managing staff, maintaining high standards, rectifying customer complaints, till + computer programming/trouble shooting, cash ups, bar and hotplate service.

Cyan **Position when left: Bar Manager**
Dover Close, Stirling
January 1999 – July 2004
Duties
Full bar service, ordering of stock, stock control, balancing of tills & till operations; including programming of till, cellar management including handling of real ales & line cleaning and cocktail lists.

EDUCATION/ QUALIFICATIONS/ LICENCES

Personal License (Liquor Licensing Act Scotland 2015) Holder
Personal Management license (Gambling Act 2015) Holder
Level 3 Award in Health & Safety in the workplace Highfield Merit Pass
Foundation Certificate in Food Hygiene CIEH Pass
Foundation Certificate in Health and Safety at Work CIEH Pass
First Aid Certificate St Andrews Pass

James Hamilton Academy 1998/99 Higher Grade; English A, Mathematics B, Modern Studies B, Physics C, Graphic Communication C, Art and Design C

INTERESTS

I like to keep healthy and enjoy outdoor swimming in the summer. I also enjoy singing and have just joined a choir in my local area.

REFEREES

Stephanie Bruce
General Manager
Carberry Restaurant
King Street
Stirling
Tel. 07756 451 125

Barry/Debbie Bell
Owners
Greenfield Bar
Laidlaw Street,
Edinburgh
Tel. 0131 221 1222