

Interview Note Sheet

Applicant Information

Name:	Summer Williams		Interviewer:	Aux
Date:	6-12-15		Rate of Pay:	
Position (s) Applied for:	Server		Referred by:	

Test Scores

Server	27 / 35	%	Bartender	/ 30	%
Prep Cook	/ 15	%	Barista	/ 10	%
Grill Cook	/ 40	%	Cashier	/ 10	%
Dishwasher	/ 10	%	Housekeeping	/ 16	%

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service

- * Food-prep
- * Banquet server

P.O.S. Experience: Y / N details: _____

Transportation

Car

Public Transit

Carpool (Rider / Driver)

Regions Available to work:

Kansas City, KS

Overland Park, KS

Kansas City, MO

Independence, MO

Certifications (if any):

TIPS

Serv-Safe

LEAD

Other _____

Will Submit

Availability

Open

AM only

PM only

Weekdays only

Weekends only

Details:

Uniforms Owned:

Bistro

Black Bistro

Tuxedo

1/2 Tuxedo

Black Vest

Long Black Tie

Chef Coat

Chef Pants

Knives

Black Pants

Non-Slip Shoes

Bow Tie

Other: _____

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:

<u>SPECIFY HOURS AVAILABLE DAILY</u>	<u>SUNDAY</u>	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>	<u>SATURDAY</u>
AM	<i>* available 24 hours / 7 days a week</i>						
PM							

JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Alexandra Likins Telephone No. (913) 306-9350

Address LV, KS

Occupation: Manager Relationship: Coworker Number of Years
Acquainted: 3

Name: Maigan Morse Telephone No. (913) 240-0362

Address LV, KS

Occupation: server Relationship: Coworker Number of Years
Acquainted: 2

Name: Kevin Darting Telephone No. (913) 705-0586

Address Lansing, KS

Occupation: cook Relationship: Coworker Number of Years
Acquainted: 2

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outsourcing
Your Hospitality Staffing Professionals

Date 6/12/2015

Name Summer Williams

Address 641 Everett
KCK 66601

Offer Letter & Acknowledgment

Acrobat Outsourcing is pleased to offer you a position as: Banquet Server, Food-prep
Position at the rate(s) of \$ 9.00 - 10.00 per hour starting on 06/12/15

This offer is contingent upon satisfactory completion of the background check process. By accepting this offer, you also agree to comply with the policies set forth by the company and acknowledge the guidelines that are shared with you at the time of hire.

ACCEPT Job Offer

By signing and dating this letter below, I, Summer Williams, accept this job offer of Banquet server, Food-prep by Acrobat Outsourcing.

Signature [Signature]

Date 6/12/2015

OR

DECLINE Job Offer

By signing and dating this letter below, I, _____, accept this job offer of _____ by Acrobat Outsourcing.

Signature _____

Date _____

By accepting a job with Acrobat Outsourcing, you agree that you have done so voluntarily and acknowledge that there is no specified length of employment. Your employment is at will and either Acrobat Outsourcing or you may terminate the relationship with or without cause and with or without notice at any time. Prompt reporting of all work-related injuries and/or illnesses is a requirement of employment and you agree to report such injuries and/or illnesses as required. Acrobat Outsourcing reserves the right to change the hours, wages, and working conditions at any time based on business necessity. Policies are subject to change and revised information may supersede, modify, or eliminate existing policies. Any questions, please feel free to consult with the Human Resources Manager contact Acrobat Outsourcing.

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Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Summer Williams
Email: williamssummer@live.com
Phone number: 913-284-2404

Working Experience:

Company Name: Branco's Catering
Dates of Employment: 4/2017 - Present
Job Responsibility:

- Bartender
- Server
- Captain
- Lead

Company Name: Armark
Dates of Employment: 6/2016 - 4/2017
Job Responsibility:

- Lead Bartender
- Trainer
- Server
- Set-up

Company Name: High Noon Saloon + Brewery
Dates of Employment: 10/2012 - 2/2015
Job Responsibility:

- Line Cook
- Server
- Bartender
- Kitchen Manager
- General Manager

Skills

- Excellent Interpersonal Communication
- A++ Server skills
- A++ Bartender skills
- Office skills (Email, schedules, etc)

Name Summer Williams
Servers Test Score 27/35

Multiple Choice

- B 1) Food is served on what side with what hand?
a) On the left side with the left hand
b) On the left side with the right hand
c) On the right side with the left hand
d) On the right side with the right hand
- D 2) Drinks are served on what side with what hand?
a) On the left side with the left hand
b) On the left side with the right hand
c) On the right side with the left hand
d) On the right side with the right hand
- A 3) Food and drinks are removed on what side with what hand?
a) On the left side with the left hand
b) On the left side with the right hand
c) On the right side with the left hand
d) On the right side with the right hand
- A 4) What part of a glass should you handle at all times?
a) The stem
b) The widest part of the glass
c) The top
- D 5) When you are setting a dining room how should you set up your tablecloths?
a) Neatly and evenly across the tables
b) The creases should all be going in the same directions
c) The chairs should be centered and gently touching the table cloth
d) All of the above
- D 6) If you bring the wrong entrée to a guest what should you do?
a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served
c) Try to convince the guests to eat what you brought them
d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

Match the Correct Vocabulary

- | | |
|--------------------------|---|
| <u>D</u> Scullery | <u>A</u> Metal buffet device used to keep food warm by heating it over warmed water |
| <u>F</u> Queen Mary | <u>B</u> Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron) |
| <u>A</u> Chaffing Dish | <u>C</u> Used to hold a large tray on the dining floor |
| <u>B</u> French Passing | <u>D</u> Area for dirty dishware and glasses |
| <u>G</u> Russian Service | <u>E</u> Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>F</u> Corkscrew | <u>F</u> Used to open bottles of wine |
| <u>C</u> Tray Jack | <u>G</u> Style of dining in which the courses come out one at a time |