

TIFFANY DESIRE PONTON

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OBJECTIVE

Seeking a challenging position in the Hospitality field .

EXPERIENCE

08/2015 TO 09/2015

The Grove

Cedar Grove, NJ

EVENT SERVER

- Responsible for preparing the banquet before the guest arrive. Set-up of tables, lay table linens, chairs, silverware, centerpieces, and glassware;
- Responsible for providing guest with a luxurious banquet by attending to guest request during the meal;
- Responsible for ensuring beverages are filled at all times;
- Responsible for keeping and clearing the table and submitting dishes to the kitchen dishwasher after event is over;
- Maintain the highest level of customer service, professional appearance and mannerisms;
- Complete all other duties as assigned

11/2015 To 04/2016

Acrobat Outsourcing

Woodbridge, NJ

Event Server

- Set up for events by putting out tablecloths and place settings, arranging table placement and setting up a buffet
- Carrying plates of food on trays and serving guests
- Keep glasses filled; remove each round of plates and replenish utensils
- Perform cleaning tasks and breakdown of service
- Maintain high standards of safety and cleanliness
- Adhere to grooming and appearance standards

EDUCATION

9/2010 TO 6/2014

Newark Bridges High School

Newark, NJ

FIELD OF STUDY: GENERAL STUDIES

10/2014 TO 4/2015

Drake College of Business

Newark, NJ

FIELD OF STUDY: MEDICAL OFFICE TRAINING

Name Tiffany Ponton Score 11 / 35

Servers Test

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
- C 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
- C 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
- B 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
- A 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

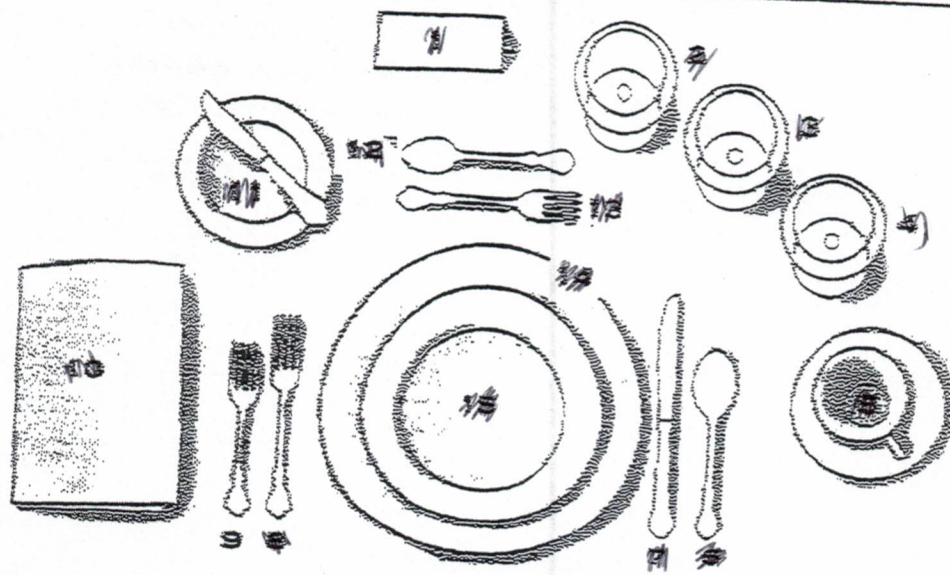
Match the Correct Vocabulary

- D Scullery
C Queen Mary
E Chaffing Dish
B French Passing
A Russian Service
F Corkscrew
G Tray Jack

- A. Metal buffet device used to keep food warm by heating it over warmed water
B. 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)
C. Used to hold a large tray on the dining floor
D. Area for dirty dishware and glasses
E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored
F. Used to open bottles of wine
G. Style of dining in which the courses come out one at a time

Servers Test

Name Tiffany Ponton
Score 21/35



Match the Number to the Correct Vocabulary

- | | | | |
|-----------|-----------------------|-----------|------------------------------|
| <u>10</u> | Napkin | <u>8</u> | Dinner Fork |
| <u>11</u> | Bread Plate and Knife | <u>5</u> | Tea or Coffee Cup and Saucer |
| <u>12</u> | Name Place Card | <u>7</u> | Dinner Knife |
| <u>13</u> | Teaspoon | <u>2</u> | Wine Glass (Red) |
| <u>14</u> | Dessert Fork | <u>9</u> | Salad Fork |
| <u>6</u> | Soup Spoon | <u>14</u> | Service Plate |
| <u>15</u> | Salad Plate | <u>3</u> | Wine Glass (White) |
| <u>4</u> | Water Glass | | |

Fill in the Blank

- The utensils are placed 6 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Sugar/Creamer
- Synchronized service is when: Multiple Servers Assist you!
- What is generally indicated on the name placard other than the name? Your Seating Area
- The Protein on a plate is typically served at what hour on the clock? 3
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
Describe their menu options