Interview Request
1 message

Allicia Grc <151dfd271fff39f1a8f42108ba90e218@reply.craigslist.org>   Wed, Jul 6, 2016 at 12:42 PM
To: kmqwx-5662625094@job.craigslist.org

To The Attention of Management:

Hello there, my name is Allicia Gray and I am reaching out to you because I would like to work for your company. I heard about the Banquet Server position via Craigslist and I just knew this was the job for me. I know am one who fits the description of what you are looking for and I know I have what it takes to get the job done. Not only am I passionate about my work, but I am a hard worker, a people person, and at the same time a team player with great time management skills. I have worked in the food industry for four years-doing everything from hosting to serving, dish washing as well as cooking, food prep and table set-up.

Today I'm writing this cover letter to apply for this job and to assure you that I am a faithful and committed employee and will be a responsible for my growth with your company.

If we agree that I'm the one for the job I can begin work as soon as you give me the green light.

The best way to reach me is email, although I have listed my number (609) 470-7799 in case you would like to speak with me or you have any further questions. I am available for interviewing anytime this week, I look forward to speaking with you soon and I really hope you find me to be a great addition to your winning team. Thank you for taking time to go over my enclosures.

Sincerely,

Allicia Gray

Enclosed: Resume

Original craigslist post:
http://southjersey.craigslist.org/fbh/5662625094.html
About craigslist mail:
http://craigslist.org/about/help/email-relay
Please flag unwanted messages (spam, scam, other):
http://craigslist.org/mf/2e24d23d7ccbdcbefd4349dc9a1c1a104d87578c.10

📄 **New resume FC@.docx**
12K

11:30 am

quick to quickfix609als@gmail.com

Allicia Gray
Pleasantville, NJ 08232
267-371-2314
Quickfix609215@gmail.com

Career Goal:

To gain a position in a food service industry where I may provide what it takes to get the job done. While allowing me to make excellent use of my training and culinary background and at the same time making use of my proper interpersonal and leadership skills. Accompanied by my ability to be super creative and focused when using my organizational skills geared toward the objective and goal as a result of offering a friendly inviting safe space for guest and staff while ensuring their every comfort is met by exceptional service.

Summary:

Mature young adult with a pleasant personality and experience dealing with the public. Reliable hard worker and can be a great asset to the company. Open to learning new skills and information, people person.

Professional Experience:

Til' The Last Bite Catering Service   **Current Career Goal-** Philadelphia, PA
-CULINARY ENTREPRENUER
* Networking and meeting like-minded people
* Fundraising and researching for business grants and loans
* Writing business proposal and presenting information to potential investors

Tasteful Sensation Soul food & Seafood Restaurant   Dec 2015 – April 2016   Philadelphia, PA
-PREP COOK & COUNTER PERSON
* Opening and closing restaurant
* Taking customer orders
* Expediting orders before pick up
* Handling tenders in cash exchange
* Dish wash through the work day
* Heavy prep

Express Employment Services   Aug 2015 – Dec 2015 Philadelphia, PA
- BANQUET SERVER
* Prepare rooms in terms of adjusting lights and setting appropriate temperature
* Set banquet rooms and halls as per instructions of the event manager
* Ensure that all decorations have been set in accordance to the instructions
* Make sure that tables are set with linen, dishware and flatware
* Fill glasses with water before guests arrive and refill them during the course of the event
* Greet guests in a cordial manner as they arrive
* Carry food trays to the tables
* Anticipate guests' needs continually and fulfill them appropriately
* Clear dishes and flatware once the event has ended

Rainbow Clothing Store   July 2014 – June 2015 Philadelphia, PA
-SALES ASSOCIATE
* Assisting manager with opening and closing
* Aiding to customers complaints and answering all questions
* Dressing mannequins for seasonal looks and new arrivals
* Stoking shelfs, labeling and tagging items, unloading boxes and floor setup

SPECIAL SKILLS AND ABILITIES
* Excellent verbal communication skills
* Positive attitude and ability to multitask
* Capable of standing for extended periods of time
* Able to work beyond duty time including evenings and weekends
* Lift 50lbs
* Understand POS SYSTEM

Education

Lincoln Technical Institute
Medical Assistance
M.A Diploma & Certification   **GPA:** 3.60

Mar 2014- Oct 2014 Philadelphia, PA

Pleasantville High School
General Studies
High School Diploma

Sept 2007- June 2010 Pleasantville, NJ

Awards Received
- Dean's list(7/9x's)
- Perfect Attendance(4/9x's)
- Student Of The Module(4/9x's)

References Available Upon Request

Multiple Choice

_C_ 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

_B_ 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 dinning 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

_A_ Scullery ✗
_D_ Queen Mary
_C_ Chaffing Dish ✗
_E_ French Passing ✓
_B_ Russian Service ✓
_E_ Corkscrew ✓
_E_ 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
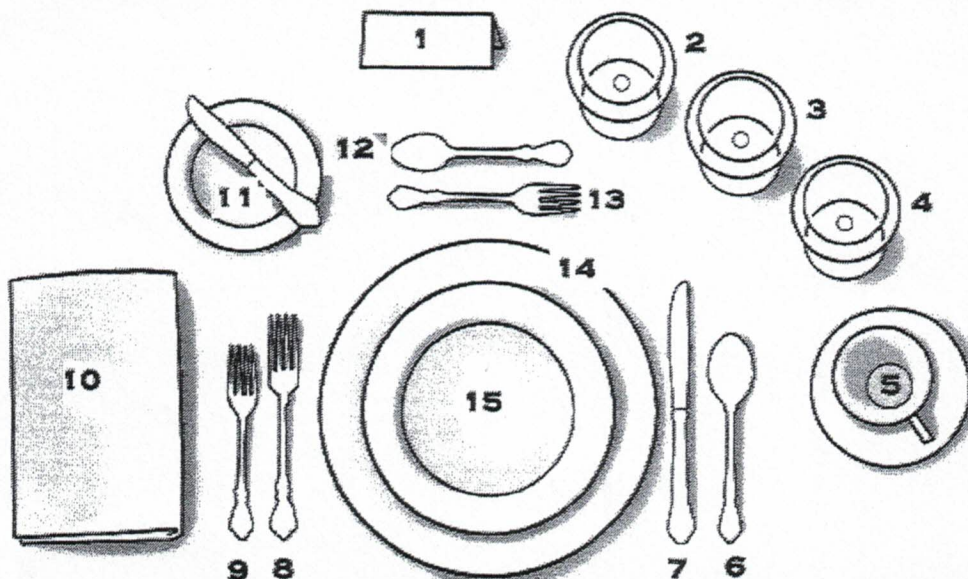D. Area for dirty dishware and glasses
E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored
F. Used to open bottles of wine
G. Style of dining in which the courses come out one at a time

Name Allica Gray

Servers Test

Score ___ / 35

Match the Number to the Correct Vocabulary

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

✓

Fill in the Blank

1. The utensils are placed ___1 inch___ inch (es) from the edge of the table.

2. Coffee and Tea service should be accompanied by what extras? ___Napkins___.

3. Synchronized service is when: ___→ Good Question (googling today)___ X.

4. What is generally indicated on the name placard other than the name? ___ X

5. The Protein on a plate is typically served at what hour on the clock? ___5/6 th hr?___

6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
___give guest specialty menu___ X