

## Bartending Position via Craigslist

1 message

Stephen Cavener <df8314828df03261987b621bc1cee8fd@reply.craigslist.org>  
To: dbghx-5670121289@job.craigslist.org

Wed, Jul 6, 2016 at 9:31 PM

Sent from my iPad

Hello,

I am responding to your ad on Craigslist for a bartending position. I am a professional non-smoking bartender, with over ten years experience bartending and serving food in the bar area and tables, I am also T.I.P.S. certified. I have banquet Bartending experience from set-up to break down and truly understand the concept of the hospitality business of making the client feel special. I have a strong drink recipe knowledge and do not over pour. I have experience with Digital Dining, Restaurant Pro and Micros POS systems. I am honest, energetic, punctual, personable, friendly and extremely customer service oriented. I have reliable transportation, a flexible schedule and college degree in marketing.

I'd be happy to meet with you in person if you'd like to get a feel for my personality and hear more about my experience. Please call **267 257 2258** for an appointment that works for your schedule.

Thank you for your time.

Sincerely,

Stephen Cavener

7/21  
calling back.

11:30am

left  
message.

### Curriculum Vitae

Stephen Cavener

Burlington, NJ.

**267 257-2258**

**scavener0@gmail.com**

### Education

Hampton University

Hampton, Virginia.

BS Marketing

American Graphics Institute  
Blue Bell, Pennsylvania  
Adobe Illustrator II Certified  
2002

### ...On A Computer

I have a firm grasp of Micros, Restaurant Pro and Retail Pro, POS systems.  
I am proficient in Adobe Illustrator II, CS3, HTML and Adobe Creative Suite.

## Hospitality Work Experience

The Restaurant at Westover

West Norriton, PA

2011-present

**Bartender/Server.** Experienced with Bartending at a thirty seat bar. Responsibilities include taking orders running and serving food as well as keeping up with the service bar.

Hilton Hotel Banquet Div.

Express Personnel

Phila, PA

2009-2010

**Bartender / Server.** Full Service Banquet Bartender experienced with set up, breakdown and clean up of banquet functions especially mobile bar setup and break down.

Westover Country Club

Norristown, PA

2009-present

**Bartender.** Full Service Bartender working a variety of banquet functions and club events. Tuxedo uniformed premium service provided for a demanding clientele serving a variety of drinks from Manhattans to Martini's.

**Crystal Blue Lounge**

Norristown, PA

2009-2010

**Bartender.** Comfortable yet casual comfort food dining with an eye toward a busy late night crowd. The cocktails served varied from fruity martinis to trendy mixed drinks. Lounge featuring live music, Friday and Saturday and a very demanding clientele.

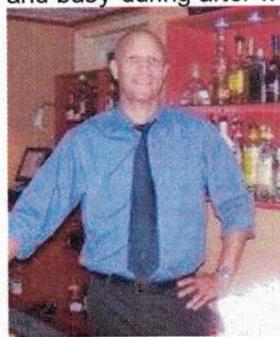
**Ocean Grille**

Philadelphia, Pennsylvania

2006-2009

**Bartender/Bar Area Server.** Casual neighborhood bar and grille with an emphasis on fresh seafood.

Generally relaxed pace until sports season especially playoff time and busy during after work clientele.



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Original craigslist post:

<http://cnj.craigslist.org/fbh/5670121289.html>

About craigslist mail:

<http://craigslist.org/about/help/email-relay>

Please flag unwanted messages (spam, scam, other):

<http://craigslist.org/mf/e41e62d7d24037e9131c4342aae05f3b0dab4dfe.1>

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Multiple Choice (6 points)

C 1) Carbonation C the rate of intoxication.

- a) Slows down
- b) Speeds up
- c) Does nothing to

B 2) What are the six most commonly used spirits?

- a) Sweet and Sour, Triple Sec, Grenadine, Midori, Lime Juice and Cranberry Juice
- b) Vodka, Whiskey, Gin, Bourbon, Rum and Tequila
- c) Chardonnay, Cabernet Sauvignon, Champagne, Merlot, Sauvignon Blanc, Zinfandel
- d) Kahlua, Vodka, Frangelico, Gin, Tequila, Spiced Rum

B 3) You can accept an expired ID as long as all other information is correct.

- a) True
- b) False

B 4) If someone has had too much to drink, serving them coffee will help sober them up.

- a) True
- b) False

D 5) What are the acceptable forms of ID for Alcohol Consumption?

- a) State or Government Issued ID Card or Drivers License
- b) Passport or Passport ID Card (as long as it lists the person's date of birth)
- c) School ID or Birth Certificate
- d) A & B
- e) A, B & C

B 6) If there is no shaker tin available to scoop ice for a drink, it is okay to use a glass.

- a) True
- b) False

Vocabulary (9 points)

Match the word to its definition

C "Straight Up"

- a.) Used to crush fruits and herbs for craft cocktail making

F Shaker Tin

- b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured

I "Neat"

- c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice

A Muddler

- d.) To pour  $\frac{1}{2}$  oz of a liquor on top

D Strainer

- e.) Used to measure the alcohol and mixer for a drink

E Jigger

- f.) Used to mix cocktails along with a pint glass and ice

G Bar Mat

- g.) Used on the bar top to gather spills

D "Float"

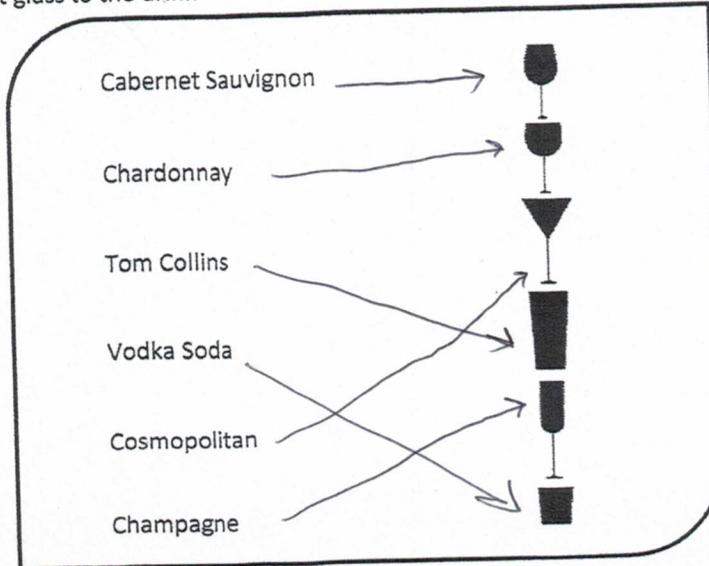
- h.) Requesting a separate glass of another drink

H "Back"

- i.) Means to serve spirit room temperature in a rocks glass with no ice

**Glassware (6 points)**

Match the correct glass to the drink



**Answer and Question (14 points)**

Provide examples of 3 brand name "top shelf" spirits (3 points): Grey Goose, Patron, Hendricks

What are the ingredients in a Manhattan? Whiskey / scotch sweet vermouth garnish cherries

What are the ingredients in a Cosmopolitan? Vodka, triple sec, Lime juice, cranberry

What are the ingredients in a Long Island Iced Tea? Vodka, Gin, Tequila, Rum, Soju, Coke

What makes a margarita a "Cadillac"? Galliano X

What is simple syrup? sugar + water heated until the sugar liquifies

Is it legal to pour liquor from one bottle into another? What is this called? (2 points)

Illegal marrying X

What should you do if you break a glass in the ice? Remove all ice from the bin, wash it out, and replace with new ice.

When is it OK to have an alcoholic beverage while working? Never.

What does it mean when a customer orders their cocktail "dirty"? add. Olive Brine

What are the ingredients in a Margarita? Rum, triple sec, sour, lime juice (fresh if available)

**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

B 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

D 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**

E Scullery

D Queen Mary

A Chaffing Dish

B French Passing

G Russian Service

F Corkscrew

C 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

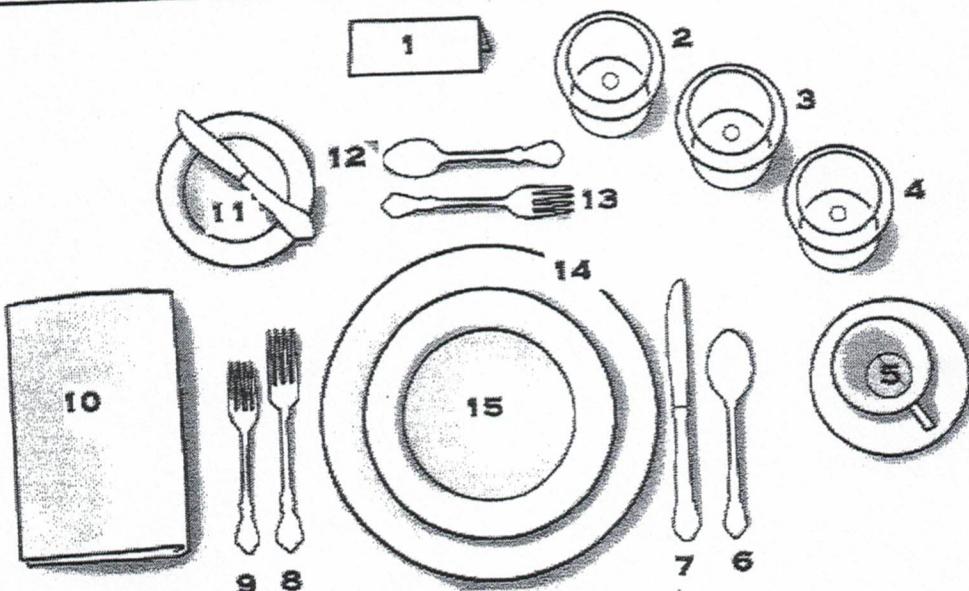
D. Area for dirty dishware and glasses

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**



Match the Number to the Correct Vocabulary

- 10 Napkin
- 11 Bread Plate and Knife
- 1 Name Place Card
- 6 Teaspoon
- 17 Dessert Fork
- 12 Soup Spoon
- 15 Salad Plate
- 2 Water Glass

- 8 Dinner Fork
- 5 Tea or Coffee Cup and Saucer
- 7 Dinner Knife
- 3 Wine Glass (Red)
- 9 Salad Fork
- 14 Service Plate
- 4 Wine Glass (White)

Fill in the Blank

1. The utensils are placed \_\_\_\_\_ inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? \_\_\_\_\_
3. Synchronized service is when: \_\_\_\_\_
4. What is generally indicated on the name placard other than the name? \_\_\_\_\_
5. The Protein on a plate is typically served at what hour on the clock? \_\_\_\_\_
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
Find waiter/captain or go to chef.