

Name Shirlee Belar

Servers Test

Score / 35

Multiple Choice

- 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 **Y**
 d) On the right side with the right hand
- 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
- 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 **Y**
 c) On the right side with the left hand
 d) On the right side with the right hand
- 4) What part of a glass should you handle at all times?
 a) The stem **a**
 b) The widest part of the glass
 c) The top
- 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
- 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

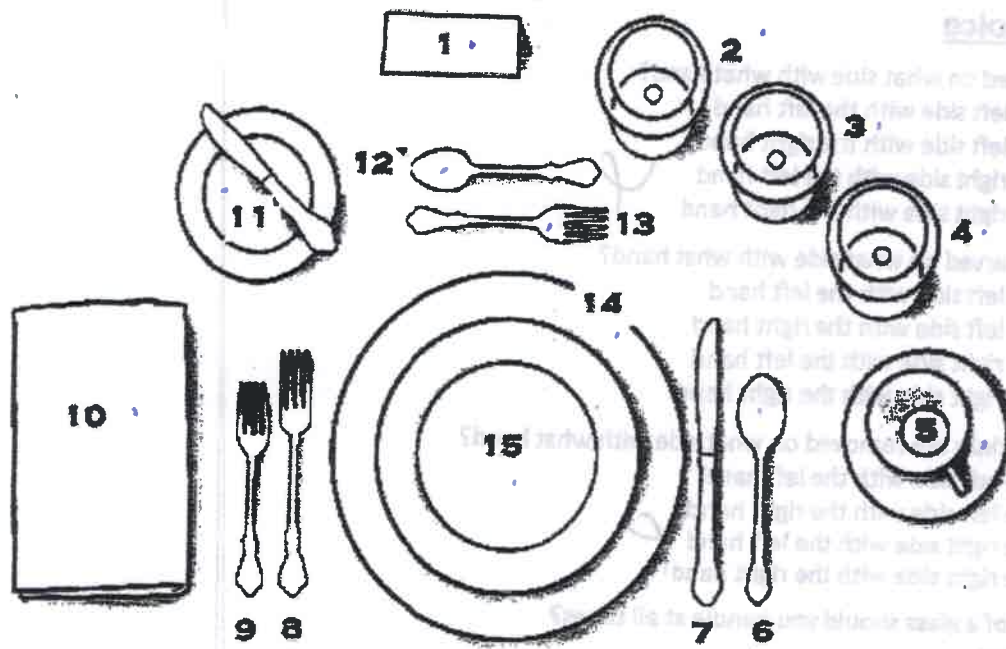
Match the Correct Vocabulary

- | | |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>A</u> Scullery X | A. Metal buffet device used to keep food warm by heating it over warmed water |
| <u>E</u> Queen Mary | 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) |
| <u>D</u> Chaffing Dish Y | C. Used to hold a large tray on the dining floor |
| <u>G</u> French Passing Y | D. Area for dirty dishware and glasses |
| <u>B</u> Russian Service Y | E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>F</u> Corkscrew | F. Used to open bottles of wine |
| <u>C</u> Tray Jack | G. Style of dining in which the courses come out one at a time |

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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>1</u> Name Place Card | <u>7</u> Dinner Knife |
| <u>12</u> Teaspoon | <u>3</u> Wine Glass (Red) |
| <u>13</u> Dessert Fork | <u>9</u> Salad Fork |
| <u>6</u> Soup Spoon | <u>14</u> Service Plate |
| <u>15</u> Salad Plate | <u>2</u> Wine Glass (White) |
| <u>4</u> Water Glass | |

Fill in the Blank

- The utensils are placed 1 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? sugar / Splenda & spoon / lemon
- Synchronized service is when: when service is in balance & carried out well with others
- What is generally indicated on the name placard other than the name? Seat # / event name
- The Protein on a plate is typically served at what hour on the clock? depends when the event takes place
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
tell them you will do to the best of your ability to provide it for them & check

Shir-Lee Behar

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EDUCATION:

University of California of San Diego, San Diego 2010- 2012
B.A Degree International Studies- Linguistics Degree, GPA 3.4

EXPERIENCE:

Personal Assistant, Capital Real Estate, WV, CA Oct 2014- May 2016

- Preparing correspondence on my boss' behalf, delegating in his absence, liaising with his family, clients, etc.
- Organising meetings, appointments, and private events.
- Managing budget and conducting research on the internet.
- Reading, monitoring and responding to the boss' email & calls.

Interpreter, Quality Int. Services, Northridge, CA Feb 2013- May 2016

- Interpreting at depositions and handling PR with clients.
- Filing, faxing, photocopying and other general office duties.
- Data entry on Microsoft Excel, invoicing and billing.
- Organising, analysing and reporting information.

Server, Wood Ranch BBQ & Grill, Northridge, CA July 2013- Feb 2014

- See Server description below

Server, La Vaca, San Isidro, Argentina June 2012- Feb 2013

- Taking food and beverage orders to guests
- Sanitize, reorganize and uphold station during shift
- Responsible for cash handling and Suggestive Sell

Hostess/Server, BJ's Restaurants, Westlake Village, CA Oct 2009- March 2010

- Recommended for excellent Customer Service
- Taking food and beverage orders to guests
- Sanitize, reorganize and uphold station during shift
- Enter orders into online system to ask for food preparation
- Responsible for Coordinating, Answering phones, Greeting, Seating, Suggestive Sell and food running

AWARDS:

- President's Education Awards Program- Outstanding Academic Excellence 2006-2007
- Honor Roll Student 2004-2010
- Bank of America Achievement Awards in the field of: Liberal Arts Foreign Language, 2008

SKILLS:

- Proficient in German, Hebrew, Spanish and English
- Outstanding communications skills- able to listen, write, and speak effectively
- Excellent at managing multiple priorities- managing various assignments and adapting to changing conditions and work obligations.
- Ability to work well with others in a professional manner while attempting to achieve a common goal.
- Basic computer skills
- Good Leadership and Reasoning skills

