

Name

Emily Woods

**Servers Test**

Score / 35

**Multiple Choice**

A

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

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 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

E

Queen Mary

A

Chaffing Dish

B

French Passing

G

Russian Service

F

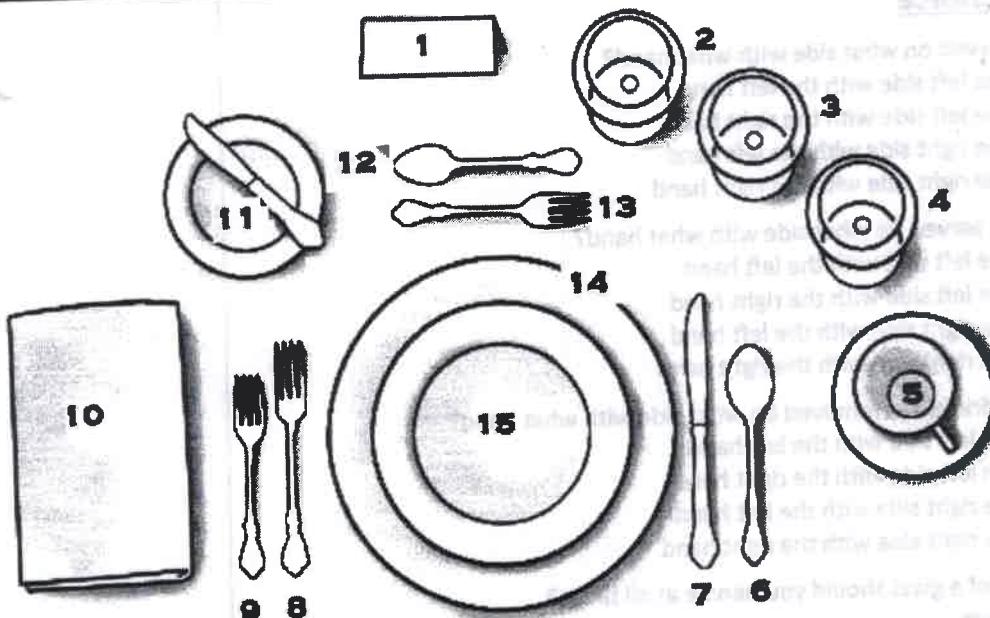
Corkscrew

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**

<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>9</u>	Wine Glass (Red)
<u>14</u>	Dessert Fork	<u>11</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**

1. The utensils are placed \_\_\_\_\_ inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Sugar + cream, milk
3. Synchronized service is when: Food comes out all at once to each guest has an exact table great number
4. What is generally indicated on the name placard other than the name? Food allergies, ENTREE
5. The Protein on a plate is typically served at what hour on the clock? 3:00
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Tell the Kitchen

# EMILY WOODS

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## EDUCATION

**Emerson College**, Boston, MA, Class of 2016, *B.A. Acting, Art History Minor, Dean's Scholarship*

## RELATED EXPERIENCE

### **BGB Studio & Casting, Los Angeles, CA** — *Intern*

*January 2016—present*

Answer phones, run casting sessions, take pitches from agents/managers, check availability of actors, create session sheets, tape sessions, set up and confirm appointments. Substantial ~~experience~~ working on *Gilmore Girls: A Year in the Life*, *Four Stars* (pilot), and *Masters of Sex*.

### **BGB Studio, Los Angeles, CA** — *Teacher's Assistant*

*June 2016—present*

Coordinate with teachers and guest teachers on class preparation, set-up and take-down of classroom, handle camera, email correspondence with students, enforce attendance/payment schedules.

### **Writer/Director, Boston, MA**

Wrote and directed an original play based on Buddhist parables. Produced the world premiere in Spring 2015.

### **True Story Theater, Greater Boston Area** — *Troupe Member*

Strengthen community by performing interactive playback theatre in churches, schools, hospitals, offices.

## CUSTOMER SERVICE EXPERIENCE

### **Rise N Grind, Hollywood, CA** — *Barista*

*June 2016—present*

Assist bakers, prepare espresso beverages, articulate knowledge of products, opening and closing tasks.

### **Caffe Aromi, Boston, MA** — *Barista*

*January 2014—August 2015*

Customer service, working espresso bar, food prep, daily upkeep of shop, inventory.

### **29 Newbury, Boston, MA** — *Server/Host*

*March 2014—October 2014*

Personable food service at upscale restaurant. Greet guests, manage reservations, answer phone calls.

## LEADERSHIP & ACTIVITIES

### **RAWHUNNY, Boston, MA** — *Talent/Booking & Marketing Manager*

Singer/musician in a folk-pop trio. Book shows/marketing. Hosted a Boston area music festival in 2015.

### **Boston Compass, Boston, MA** — *Contributing Music Writer*

Attend and cover local D.I.Y. music shows. Preview touring acts and upcoming shows/festivals.

## SPECIAL SKILLS:

Microsoft Office, Ableton Live, Final Cut Pro, Adobe Creative Suite (Photoshop and InDesign), Social Media.

