

Interview Note Sheet

Name: Norma Moore	Interviewer: J. Dibble Mcree
Date: 10/12/2016	Rate of Pay: Jamie Critchley
Position (s) Applied for: Server	Referred by: 13.00

Last Stores:				Seeking:
Server	/35	% Bartender	/30	%
Prep Cook	/15	% Barista	/10	%
Grill Cook	/40	% Cashier	/10	%
Dishwasher	/10	% Housekeeping	/16	%

Full-Time
Part-Time

Relevant Experience & Summary of Services

Total of **25** in Food Service

banquet server / lead / captain @
Doolans Snoc Club for 8 years.
Server @ Waterview Pavilion for 3 yrs
Worked as a private caterer

P.O.S. Experience: Y / N details: _____

Transportation	<input checked="" type="checkbox"/> Car	Public Transit	Carpool (Rider / Driver)
Regions Available to work	North NJ	South NJ	Central NJ
			Jersey Shore

Certifications / Licenses	TIPS	Serv-Safe	LEAD
			Other _____
			Will Submit

Availability	Open	AM only	PM only	Weekdays only	Weekends only
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Details:	OPEN
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Uniforms Required	<input checked="" type="checkbox"/> Bistro <input checked="" type="checkbox"/> Black Bistro <input type="checkbox"/> Tuxedo <input type="checkbox"/> 1/2 Tuxedo <input checked="" type="checkbox"/> Black Vest <input checked="" type="checkbox"/> Long Black Tie <input checked="" type="checkbox"/> Chef Coat <input checked="" type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input type="checkbox"/> Black Pants <input type="checkbox"/> Non-Slip Shoes <input checked="" type="checkbox"/> Bow Tie <input type="checkbox"/> Other	
Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:

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

D 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

34/35
97%

Match the Correct Vocabulary

D Scullery

A. Metal buffet device used to keep food warm by heating it over warmed water

E 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)

A Chaffing Dish

C. Used to hold a large tray on the dining floor

B French Passing

D. Area for dirty dishware and glasses

G Russian Service

E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored

F Corkscrew

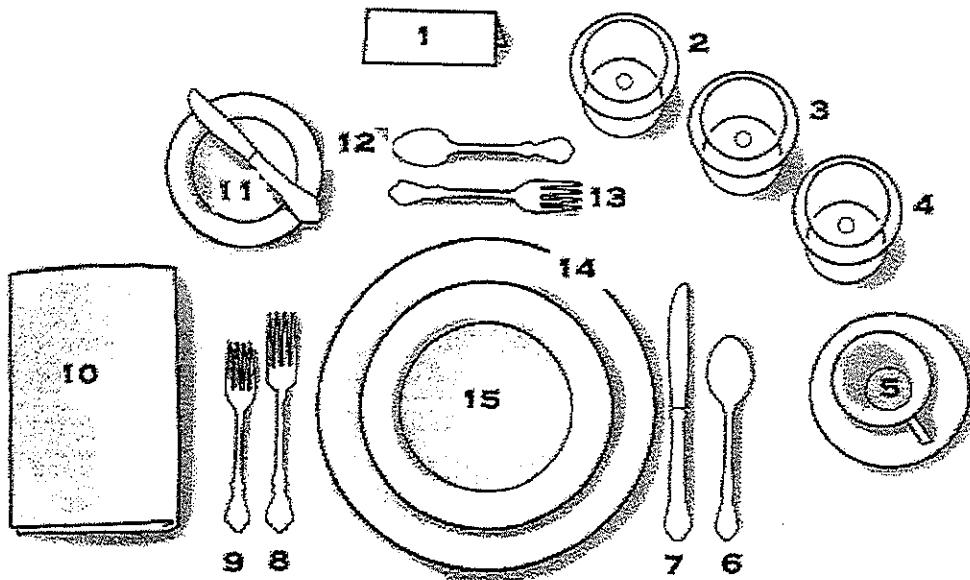
F. Used to open bottles of wine

C Tray Jack

G. Style of dining in which the courses come out one at a time

Name _____
Score / 35

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>1</u>	Name Place Card	<u>7</u>	Dinner Knife
<u>12</u>	Teaspoon	<u>2</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>13</u>	Wine Glass (White)
<u>4</u>	Water Glass		

Fill in the Blank

1. The utensils are placed 2 inch (es) from the edge of the table.

2. Coffee and Tea service should be accompanied by what extras? cream / sugar.

3. Synchronized service is when: served at same time.

4. What is generally indicated on the name placard other than the name? food menu.

5. The Protein on a plate is typically served at what hour on the clock? 6.

6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
Let kitchen or chef know.

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Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Nora Moore
Email: jerseyj5@yahoo.com
Phone number: 732 572 4745

Working Experience:

Company Name: Dolans Sport Club
Dates of Employment: Senior Captain
Job Responsibility: 2008-2015

- non banquets
- Server
- Food runner
- Banquet lead

Company Name: Interview Pavilion
Dates of Employment: 2009-2014

Job Responsibility:

- Banquet serving
- Dertending
- Set up

Company Name: NJ Waitstaff
Dates of Employment: Server

Job Responsibility:

- Private Parties
- Corp Functions
- Serving

Skills

- 28+ years experience
- Able to work independently
- Can carry large. Both hands



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2016294095604SD

Report Prepared: 10/20/2016

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Moore

First Name: Nora

Date of Birth: 05/15/1964

Social Security Number: *** * 4039

Hire Date: 10/20/2016

Citizenship Status: A citizen of the United States

Document Information

List B Document: Driver's license or ID card issued by a U.S. state or outlying possession

List C Document: Social Security Card

Document Name: Driver's license

Document State: New Jersey

Driver's License or ID Card Number:

Document Expiration Date: 10/31/2017

Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 10/20/2016

Case Submitted By: DMCK1905

Closed On: 10/20/2016

Closed By: DMCK1905

Closure Statement: The employee continues to work for the employer after receiving an Employment Authorized result.

SENSITIVE BUT UNCLASSIFIED



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U.S. Department of Homeland Security

U.S. Citizenship and Immigration Services

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