

Interview Note Sheet

Applicant Information	
Name: <u>Sawanda Stephenson</u>	Interviewer: <u>Yaqueini</u>
Date: <u>11/9/16</u>	Rate of Pay: <u>\$10</u>
Position (s) Applied for: <u>Server</u>	Referred by: <u>Patrick Sheppard</u>

Test Scores					
Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	/10	%	Housekeepin	/16	%

Seeking:
Full-Time
<u>Part-Time</u>

Relevant Experience & Summary of Strengths

Total of 20 in Food Service

Has been doing banquets for 20 years.
Was Captain Server.

Goes to school in the morning
looking for night shifts.

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

Transportation

Car

Public Transit

Carpool (Rider / Driver)

Regions Available to work:

Metro Area

Polk County

Indianola

Warren County

Certifications (if any)

TIPS

Serv-Safe

LEAD

Other _____

Will Submit

Availability

Open

AM only

PM only

Weekdays only

Weekends only

Details: _____

Uniforms Owned:

Bistro

Black Bistro

Tuxedo

1/2 Tuxedo

Black Vest

Long Black Tie

Chef Coat

Chef Pants

Knives

Black Pants

Non-Slip Shoes

Bow Tie

Other: _____

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:

Acrobat

outsourcing

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

First and Last Name: Sandra Stephenson
Email: SStephenson26@yahoo.com
Phone number: 515-988-5738

Working Experience:

Company Name: Victoria Secret

Dates of Employment: June 3, 20

Job Responsibility:

- Increase sale for quota
- coordinate the sale team
- listen, inspire all our guest
-

Company Name: Olive Garden

Dates of Employment: Jan 7, 2007

Job Responsibility:

- Trained all new server
- Provide 100% hospital to every guest
- rapport / focus on guest need
-

Company Name: Sheraton Hotel

Dates of Employment: 2001

Job Responsibility:

- Organized & set up banquet events
- Supervising the banquet staff
- making sure all guest is satisfy

Skills

- Leadership skill / w cert.
- Computer ~~MS~~ Microsoft office
- Fashion / Interior design skills
- Volunteer ~~for~~ for Non profit organization ex Donald McDonald House

Servers Test

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 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

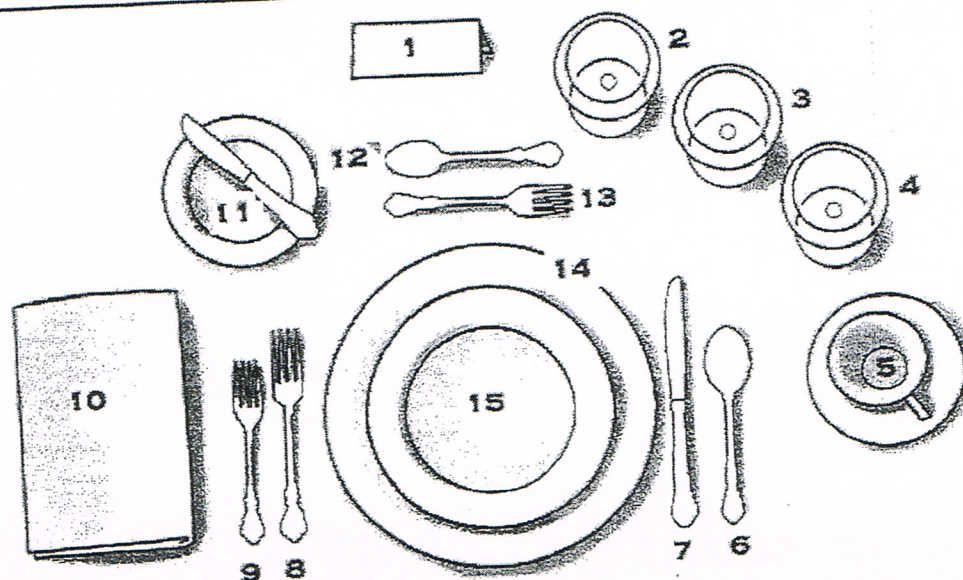
F Corkscrew

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

Score 36 / 35



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>4</u> Soup Spoon | <u>14</u> Service Plate |
| <u>15</u> Salad Plate | <u>3</u> Wine Glass (White) |
| <u>4</u> Water Glass | |

Fill in the Blank

- The utensils are placed 2 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Sugar Cream
- Synchronized service is when: plates served at the same time
- What is generally indicated on the name placard other than the name? meal
- 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?
report