

Interview Note Sheet

Name: Janine Dunaway
 Date: 12/9/16
 Position (s) Applied for:
server

Interviewer: Jo Park

Rate of Pay: \$13

Referred by: Danielle Arata

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

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service

- Teacher's Assistant - Para Professional at PS 37 in Staten Island
- Direct Care Worker - assisted disabled adults who lived in group home. Prep served meals.
- Doesn't mind traveling for work, N/South

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

Car

Public Transit

Carpool (Rider / Driver)

Regions Available to work:

North NJ

South NJ

Central NJ

Jersey Shore

Certifications Held:

TIPS

Serv-Safe

LEAD

Other _____

Will Submit

Availability:

Open

AM only

PM only

Weekdays only

Weekends only

Fri/Sat night

Details:

Uniforms Required:

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:

Other Languages Spoken:

Would you recommend this applicant for Academy Academy?

Conversion Candidate?

Servers Test

Multiple Choice

D 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

24/35

Match the Correct Vocabulary

D Scullery

C Queen Mary

A Chaffing Dish

G French Passing

B Russian Service

F Corkscrew

E 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

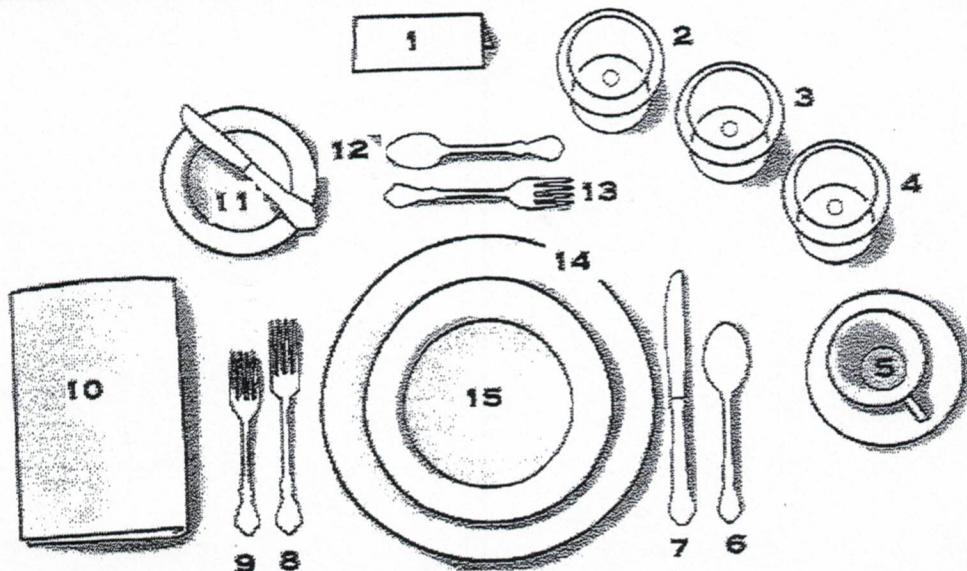
D. Area for dirty dishware and glasses

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

12
Teaspoon

13
Dessert Fork

6
Soup Spoon

15
Salad Plate

X
Water Glass

8
Dinner Fork

5
Tea or Coffee Cup and Saucer

7
Dinner Knife

X
Wine Glass (Red)

9
Salad Fork

14
Service Plate

X
Wine Glass (White)

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? CREAMER, SUGAR, sugar substi

3. Synchronized service is when: everything is brought out at same time

4. What is generally indicated on the name placard other than the name? table number

5. The Protein on a plate is typically served at what hour on the clock? 3 o'clock

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

Acrobat

outsourcing

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

First and Last Name: Janine Duncanay
Email: niniuvc@gmail.com
Phone number: 347-231-4453

Working Experience:

Company Name: PS 37

Dates of Employment: _____

Job Responsibility: Para Professional

- Teacher's Assistant
- Helped w/ disabled kids
- Patience
- Scheduling day to day activities

Company Name: Direct Care Worker

Dates of Employment: _____

Job Responsibility: Assisted living facility

- Dealt w/ disabled adults
- Prepped meals
- Served meals
-

Company Name: Private Home - Server

Dates of Employment: _____

Job Responsibility:

- Set up / Break down
- Mannerism/ Professional
- Taking food/drink orders
- carrying trays / clean up

Skills

-
-
-
-