

Interview Note Sheet

Applicant Information	
Name: <u>Earstine Polli coffee</u>	Interviewer: <u>Jaylen</u>
Date: <u>12/29/10</u>	Rate of Pay: <u>\$10</u>
Position (s) Applied for: <u>Server</u>	Referred by: <u>Sharon Chen</u>

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	
<i>Been a server at Holiday Inn</i>	

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

Transportation			
Car	<input checked="" type="checkbox"/> Public Transit	Carpool (Rider / Driver)	

Regions Available to work:			
<input checked="" type="checkbox"/> Metro Area	Polk County	Indianola	Warren County

Certifications (if any)				
TiPS	Serv-Safe	LEAD	Other _____	Will Submit

Availability				
<input checked="" type="checkbox"/> Open	AM only	PM only	Weekdays only	Weekends only

Sundays off

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:
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EARSTINE ZOLLICOFFEE
3610 5TH AVE - #4, DES MOINES, IA 50313
Home: (515)302-1477
Cell: (515)423-9077

Work Experience

Family Fare	October 2014 to May 2016
Deli Clerk	
Prepared food. Served food. Took customer payments. Used a cash register. Counted cash and made correct change. Processed payments made with credit and debit cards. Accurately recorded customer orders. Cleaned and tidied serving and eating areas. Stocked service area. Served customers in a low cost, fast-service dining environment. Prepared cold drinks from drink dispenser.	
DES Staffing	October 2009 to present
Warehouse	
Server, customer service representative, cook, warehouse clerk, mail sorter and other various positions within companies that were looking for seasonal or temporary employees.	
Hy-Vee Grocery Store	March 2006 to May 2009
Server/Cashier	
Operated cash register, demonstrated new products and food to increase company earnings, provided excellent customer service and served food.	
Metro Kids	January 2005 to June 2005
Assistant Teacher	
Supported children's emotional and social development, sanitized toys and play equipment, observed and monitored kids play activities, read to children and taught painting, drawing, handicrafts, and songs.	
United Postal Service	December 2003 to December 2004
Mail Handler	
Sorted mail to ensure it was sent to the correct location and set up mail orders to be sent out.	

Education

Des Moines Area Community College	May 2012
Associates Degree	

Skills / Equipment

Data Entry	Janitorial / Cleaning	Warehouse / Production
Child Care	General Office	Customer Service
Cash Handling	Banking	Telemarketing

Multiple Choice

o 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

J 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

J 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

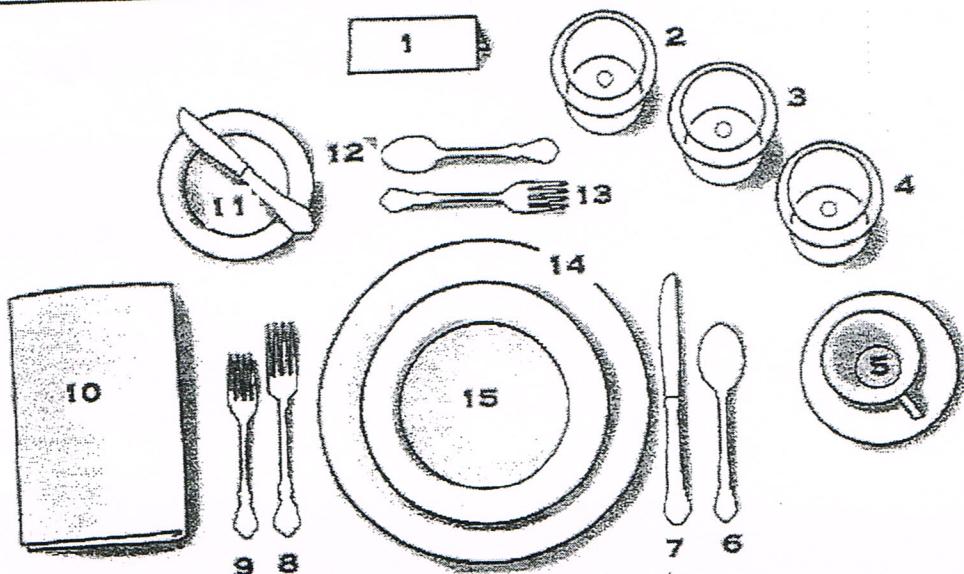
94%

Match the Correct Vocabulary

J Scullery
Q Queen Mary
P Chaffing Dish
F French Passing
R Russian Service
C Corkscrew
T 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	8	Dinner Fork
11	Bread Plate and Knife	9	Tea or Coffee Cup and Saucer
1	Name Place Card	1	Dinner Knife
12	Teaspoon	2	Wine Glass (Red)
13	Dessert Fork	3	Salad Fork
14	Soup Spoon	4	Service Plate
15	Salad Plate	5	Wine Glass (White)
5	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*
3. Synchronized service is when: _____ *serve same time*
4. What is generally indicated on the name placard other than the name? _____ *choice*
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? _____ *say it immediately*