

Interview Note Sheet

Applicant Information	
Name: <u>Earstine Zelli coffee</u>	Interviewer: <u>Jaylin</u>
Date: <u>12/29/16</u>	Rate of Pay: <u>10</u>
Position (s) Applied for: <u>Server</u>	Referred by: <u>Sharon Cohen</u>

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

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

Relevant Experience & Summary of Strengths

Total of _____ in Food Service

Been a server
at Holiday Inn

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: _____

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:

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
Associates Degree

May 2012

Skills / Equipment

Data Entry

Child Care

Cash Handling

Janitorial / Cleaning

General Office

Banking

Warehouse / Production

Customer Service

Telemarketing

Name 33 Score / 35
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

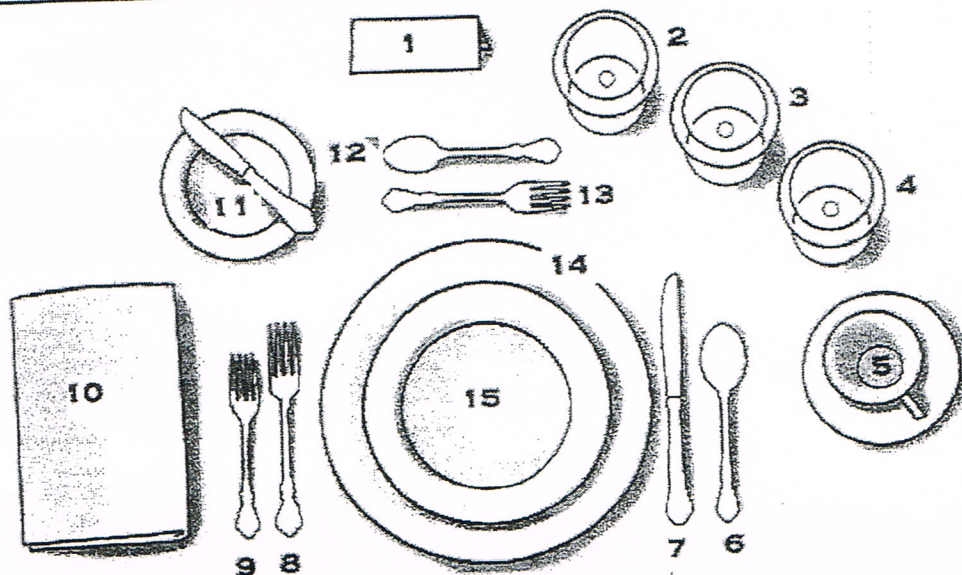
Match the Correct Vocabulary

- | | |
|--------------------------|---|
| <u>d</u> Scullery | A. Metal buffet device used to keep food warm by heating it over warmed water |
| <u>a</u> 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) |
| <u>f</u> Chaffing Dish | C. Used to hold a large tray on the dining floor |
| <u>g</u> French Passing | D. Area for dirty dishware and glasses |
| <u>B</u> Russian Service | E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>f</u> Corkscrew | F. Used to open bottles of wine |
| <u>C</u> Tray Jack | G. Style of dining in which the courses come out one at a time |

Name _____

Servers Test

Score / 35



Match the Number to the Correct Vocabulary

- | | | | |
|-----------|-----------------------|----------|------------------------------|
| <u>10</u> | Napkin | <u>5</u> | Dinner Fork |
| <u>11</u> | Bread Plate and Knife | <u>6</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>3</u> | Salad Fork |
| <u>14</u> | Soup Spoon | <u>4</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 _____ inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? sugar & creamer
- Synchronized service is when: serve same time
- What is generally indicated on the name placard other than the name? choice
- 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? type it immediately