

**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

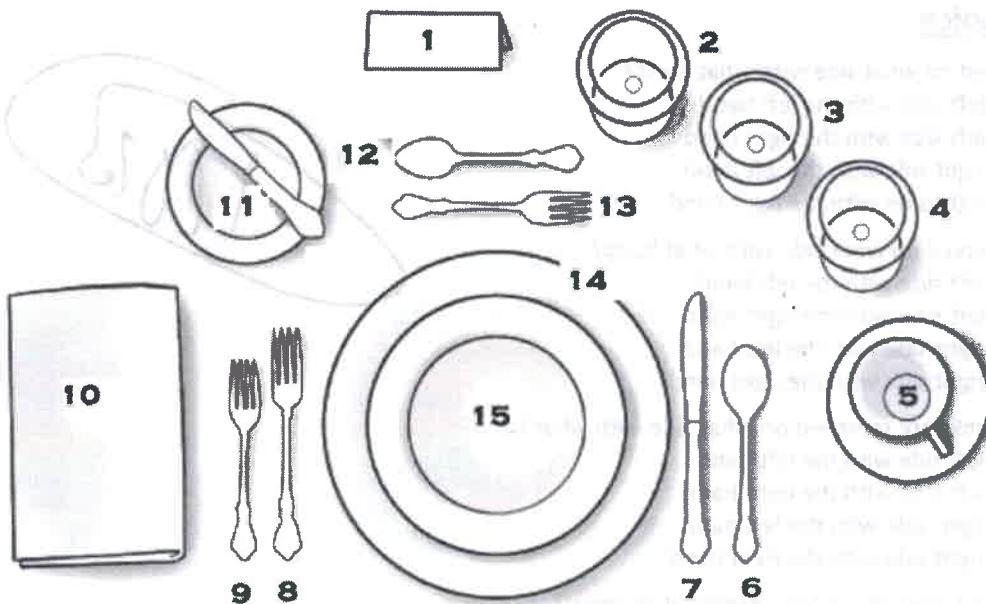
d 6) If you bring the wrong entrée to a guest what should you do?  
 a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn  
 b) Inform the guests that you will bring the correct entrée once everyone else in the dinning room is served  
 c) Try to 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

100%

**Match the Correct Vocabulary**

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

**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>3</u>	Wine Glass (White)
<u>4</u>	Water Glass		

**Fill in the Blank**

1. The utensils are placed one inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Milk & sugar
3. Synchronized service is when: all persons at a table receive their meal at the 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? 6
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Talk to the expeditor.

# SHELDON BEST

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## EXPERIENCE

### Topnotch Events, New York, NY

*Server, Bartender, Coat Check Attendant, Busser* – December 2014 - June 2016

- Waited tables and served drinks at catered events and traditional restaurants
- Assisted clients with setup and breakdown of event spaces
- Assisted training new servers
- Served as liaison between event clientele and servers
- Greeted guests and managed coat check
- Assisted chefs and bartenders preparing meals and drinks

### Canard, Inc., New York, NY

*Server, Coat Check Attendant, Busser* – September 2015 - June 2016

- Waited tables at catered events, restaurants, and parties
- Assisted clients with setup and breakdown of event spaces
- Greeted guests and managed coat check

### Ensemble Studio Theatre, New York, NY

*Literary Administrative Assistant* – September 2016 - Present

- Managed all email correspondence between playwrights and theater
- Archived submitted plays into spreadsheets
- Read and evaluated submitted plays

### Rainbow Project, Derry, Ireland

*Drama Facilitator* – August 2016

- Created two-day theater workshop for LGBTQ youth
- Facilitated discussions around social issues
- Taught and lead improv games

### Community Word Project, New York, NY

*Teaching Artist* – January 2015 - June 2016

- Collaborated with teachers and principals to create curriculum for middle school students
- Created lesson plans weekly to meet students needs
- Utilized theater and theatrical conventions to help students write poetry
- Evaluated and assessed students' academic and social progress
- Facilitated class discussions dealing with academic and social issues

### CUNY's Creative Arts Team, New York, NY

*Teaching Artist* – September 2010 - June 2016

- Collaborated with teachers to create lesson plans for J.H.S, H.S., & college
- Created and implemented theatrical works in order to teach literacy
- Facilitated class discussions dealing with academic and social issues
- Evaluated and assessed students' academic and social progress

### Theater, Television, and Film, USA

*Actor* – August 2007 - Present (Acting resume available upon request)

## EDUCATION

### Brandeis University, Class of 2008 (GPA: 3.9)

Bachelor of Arts in English and American Literature / Theater Arts

Conversant in Spanish and Irish (Gaeilge); Excellent typist (75 words per minute); Proficient with both Macs and PCs.

Lincoln Center's Martin E. Segal Award winner, Nominated twice for the AUDELCO Award, Inducted into the *Phi Beta Kappa* Honor Society; Posse Foundation Full Tuition Leadership Scholarship recipient.

## SKILLS

## AWARDS





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Rest Periods Acknowledgement

All non-exempt employees are entitled to a 10-minute rest period for each four hours worked. It is the employee's responsibility to take their rest period before the end of the fourth hour of work. If any non-exempt employee believes that he or she is unable to take their rest break or is not being permitted to take his or her rest break, that employee should contact his or her supervisor immediately.

Employee Signature:

Date: 08/21/17

