

Interview Note Sheet

Applicant Information

Name: James Sheppard

Interviewer: Y. Meyer

Date: 4/27/17

Rate of Pay: \$ 12.00

Position (s) Applied for: Cook position

Referred by: walk-in

Test Scores

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

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

NO Sundays
and hours

Sup
chef

Grill
line
prep
manage
a
restaurant

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

Transportation

Car

Public Transit

Carpool (Rider / Driver)

Regions Available to work:

Polk County

Des Moines

Nest Des Moine

Dallas 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:

JAMES M. SHEPPARD III

68 Thayer (515) 242-6900 Des Moines 50315

jamesmatthewsheppard@gmail.com

OBJECTIVE: To find long-term employment and work my way to a management position.

WORK EXPERIENCE: Food Service (Management)

- Planned and participated in planning menus, preparing and portioning foods while utilizing food Surpluses with controlled portion costs
- Supervised non-cooking personnel / ensured cleanliness of kitchen / equipment
- Purchased food items, kitchen supplies, and equipment, or requisitions them
- Hired, and discharged employees, as well as trained new employees
- Verified quantity / quality of food items issued to kitchen from storeroom
- Trained new employees / sampled and critiqued food ensuring conformance with recipes
- Supervised, coordinated, and participated in activities of cooks and other kitchen personnel
- Estimated food consumption, and requisitioned / purchased food
- Received / examined food items / supplies to ensure quality and quantity met established standards and specifications
- Maintained time and payroll records

Food Service (Line Cook) - Prepared daily menu specials

- Inspect / clean food preparation areas; equipment and work surfaces / serving areas to ensure safe and sanitary food-handling practices.
- Ensure food is stored / cooked at correct temperature by regulating temperature of ovens, broilers, grills, and roasters.
- Ensure freshness of food / ingredients by checking for quality, keeping track of old and new items, and rotating stock.
- Season / cook food according to recipes / personal judgment and experience.
- Weigh, measure, and mix ingredients according to recipes or personal judgment.
- Portion, arrange, garnish food, and serve food to waiters or patrons.
- Observe / test foods to determine if they have been cooked sufficiently.
- Wash, peel, cut, and seed fruits and vegetables.

Customer Service

- Gave the beneficiary meaningful / ethical information to help them to make better decisions for their medical insurance.
- Called prospective customers to explain type of service / merchandise offered
- Quoted prices and persuaded customer to buy their services and products, using prepared sales talk
- Solicited orders for merchandise over telephone for Parson's Technology and AT &T
- Called members to explain new software or merchandise offered
- On-Air DJ Services
- Performed commercial delivery to the public/ announced different public functions
- Recorded log IN's and Out's/ recorded primary functions of the equipment
- Plus kept an accurate account of new releases and the many songs played

WORK HISTORY

Greater Caterers of Iowa/Rib Shack/ Chef 7/2016

Village Inn/ Line cook/ training Instructor/Prep/Steward/ Des Moines ,IA 3/2014

Zio John's /Line Cook/ Training Instructor Cedar Rapids, IA 3/2012- 8/2013

Vangent/ Medicare Part A Claims Rep. Cedar Rapids, IA 5/2007-08/2009

KCKK 88.3 FM Radio/ On Air DJ Cedar Rapids, IA 4/2005-03/2007

TM One/ Sales Representative North Liberty, IA 3/2005-03/2006

Infinity marketing/ Sales Representative Cedar Rapids, IA 5/2004-11/2004

Perkins/ Assistant Kitchen Manager Grandview, MO 1994-1996

Best Meats/ Head Chef Newark, NJ 1992-1994

EDUCATION Kirkwood Community College Cedar Rapids, IA 2004-2006 Associate of Applied Social Science Degree, Minor; Media Communications/ Public Relations NY School of Restaurants Manhattan, NY 1994 Culinary Arts Certificate

2014 attend Grandview University for my BA in Business Administration

I now attend Des Moines Community College and I'm in the Culinary Arts program