

Interview Note Sheet

Applicant Information

Name: <u>Crystal R. Lee</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>8/25/17</u>	Rate of Pay:
Position (s) Applied for: <u>Server / prep food</u>	Referred by:

Job Experience					
Server	<u>20</u> / <u>35</u>	%	Bartender	<u>/35</u>	%
Prep Cook	<u>10</u> / <u>20</u>	%	Barista	<u>/15</u>	%
Grill Cook	<u>/40</u>	%	Cashier	<u>/15</u>	%
Dishwasher	<u>/10</u>	%	Housekeeping	<u>/16</u>	%

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths

worked at Harley-Davidson (team Assembler) **Total of _____ in Food Service/Hospitality**
 worked as a waitress at Red Lobster.
 Customers experience.
 Bakery experience.

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

Car	Public Transit	Carpool (Rider / Driver)
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Kansas City, KS	Overland Park, KS	Kansas City, MO	Independence, MO
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TiPS	Serv-Safe	LEAD	Other _____	Will Submit
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Open	AM only	PM only	Weekdays only	Weekends only
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Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie
Chef Coat	Chef Pants	Knives	Black Pants	Non-Slip Shoes	Bow Tie

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
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CRYSTAL R. LEE

918 East 9th Street · Kansas City, Missouri 64106 · (816) 448-1547 · crtrying816@gmail.com

QUALIFICATIONS SUMMARY

Seeking a position at a company utilizing the skills I have obtained through my training and past experience.

- Warehouse/Productions
- Picking and Packing
- Environmental Services
- Waitress/ Server
- Assembly Line Operations
- Stocking/Inventory Control
- Customer Service Relations
- Food Preparation Worker

PROFESSIONAL EXPERIENCE

Harley-Davidson, Kansas City, Missouri

2016 - 2016

Team Assembler

- Performed quality checks on products, merchandise and parts before shipment or delivery of items
- Positioned, aligned, or adjusted workpieces, parts or components to facilitate assembly operations
- Rotated through all the tasks required in a particular production process including assembly.

Labor Ready, Kansas City, Missouri

2014 - 2015

Inventory/Stocker

- Read work orders or received oral instructions to determine work assignments or material needs
- Examined and inspected materials, and products to ensure that packing specifications were met
- Cleaned containers, materials, supplies, or work areas, using cleaning solutions and hand tools.

Red Lobster, Springfield, Missouri

2013 - 2014

Waitress

- Performed food preparation duties such as preparing salads, appetizers, and portioning dessert
- Checked with customers ensuring they were enjoying their meals or took action to correct problems
- Wrote patrons' food orders on order slips, memorized orders, or entered orders into computers for transmittal to kitchen staff.

Golden Corral, Bartlesville, Oklahoma

2011 - 2012

Salad Prep/ Bakery

- Stored food in designated containers and storage areas to prevent spoilage and sanitary conditions
- Washed, and cut various foods, such as fruits and vegetables, to prepare for cooking or serving
- Took and recorded temperature of food and food storage areas, such as refrigerators and freezers

Taco Bell, Bartlesville, Oklahoma

2009 - 2010

Shift Trainer

- Observed workers' work performance to ensure quality service and compliance with specifications
- Maintained sanitation, health, and safety standards in work areas, such as front counter and kitchen
- Trained workers in proper operational procedures and functions and explained company policies

EDUCATION/TRAINING

National American University, Kansas City, Missouri
Coursework Studied, Business Administration

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Employment Application

Acrobat Outsourcing is an equal opportunity employer dedicated to non-discrimination in all employment practices. Acrobat Outsourcing selects the best qualified individual for the job based on job-related qualifications regardless of race, age (40+), color, religion, gender, national origin, ancestry, marital status, sexual orientation, disability or any other status protected by applicable law.

PLEASE PRINT

Full Name Crystal Lee Date: 08-29-17
 Home Telephone () Other Telephone (816) 448-1547
 Present Address 918 E. 9th St.
 Permanent Address, if different from present address:
 Email Address Crtrying816@gmail.com

EMPLOYMENT DESIRED

Position applying for: Serving Salary desired: Negotiable
 Are you currently registered with any staffing and/or employment agencies? If so, please list _____
 Are you applying for: Full-time work? Yes No Part-time work? Yes No
 Temporary work, e.g., summer or holiday work? Yes No From: _____ To: _____
 How did you find out about our open position? (Please check fill in proper name of source):
 Referral Name of Referral Restart Newspaper Job Fair Agency Company Website
 Other Web Posting Other Source
 Could you work overtime, if necessary? Yes No If hired, on what date could you start working? ASAP

Please keep in mind that schedules and shifts may vary depending on position and season. Additionally, the hours may vary from week to week, depending on the company needs. Please list only the times/days you're available to work below.

SPECIFY HOURS AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	<u>Any</u>	<u>Any</u>	<u>X</u>	<u>Any</u>	<u>X</u>	<u>X</u>	<u>Any</u>
PM.	<u>Any</u>	<u>Any</u>	<u>X</u>	<u>Any</u>	<u>X</u>	<u>Any</u>	<u>Any</u>

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: _____

PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes No If yes, when? _____
 Do you have friends or relatives working for Acrobat Outsourcing? Yes No If yes, please state name and relationship _____

If hired, would you have a reliable means of transportation to and from work? Yes No
 If hired, can you present evidence of your legal right to live and work in this country? Yes No
 State age if you are under 18 _____. If you are under 18, hire is subject to verification that you are of minimum legal age to work.
 Are you able to perform the essential functions of the job for which you are applying? Yes No

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Your Position and Duties Giving the guest the best possible dining experience ever

Dates of Employment: From 2013 To 2014

Weekly Pay: Starting \$21.31/hr+tips Ending \$21.31/hr+tips

Reason for Leaving: Moved

Name and Address of Employer _____

Type of Business _____

Telephone No. (____) _____

Supervisor's Name _____

Your Position and Duties _____

Dates of Employment: From _____ To _____

Weekly Pay: Starting _____ Ending _____

Reason for Leaving: _____

Have you ever been fired from any previous place of employment? If so, please explain: _____

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? _____

Yes _____

No

JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Nathan Hand

Telephone No. (816) 456 9879

Address 1001 S. Hanner Independence, MO

Occupation: Fellowship Coordinator

Relationship: Part of Fellowship Number of Years Acquainted: 3 yrs

Name: Jen Vogel

Telephone No. (816) 319 8701

Address 9902 E 60th St. Apt. #8

Occupation: Life Works

Relationship: Life Coach Number of Years Acquainted: 3 yrs

Name: Cordell

Telephone No. (660) 232-2646

Address _____

Occupation: Engineer

Relationship: College Algebra Tutor Number of Years Acquainted: 3 yrs

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

b. 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

c. 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

b. 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

Match the Correct Vocabulary

d. Scullery

A. Metal buffet device used to keep food warm by heating it over warmed water

e. 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)

a. Chaffing Dish

C. Used to hold a large tray on the dining floor

b. French Passing

D. Area for dirty dishware and glasses

g. Russian Service

E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored

f. Corkscrew

F. Used to open bottles of wine

c. Tray Jack

G. Style of dining in which the courses come out one at a time

Prep Cooks Test

Score 8/20

Multiple Choice (1 point each)

d 1) A gallon is equal to ____ounces
a. 56
b. 145
c. 32
d. 128

C 2) Mesclun are what type of vegetable?
a. Roots
b. Beans
c. Salad Greens
d. Spices

a 3) What does the term braise mean?
a. Sear quickly on both sides
b. Slowly cook in covered pan with little liquid
c. Cook on high heat and quickly
d. Slowly cook in simmering water

b 4) At what internal temperature must chicken be cooked so that it is safe to eat?
a. 155 degrees F
b. 165 degrees F
c. 175 degrees F
d. 185 degrees F

b 5) How do you blanche vegetables?
a. Immerse for a short time in boiling water
b. Cook lightly in butter over med heat
c. Soak in cold water overnight
d. Rub with salt before cooking

C 6) Which of the following ingredients would you pack before measuring?
a. Olive Oil
b. Salt
c. Brown Sugar
d. White Sugar

a 7) What is Al Dente?
a. Firm but not hard
b. Soft to the touch
c. Very hard
d. Very soft

C 8) Food should be left out no more than
a. 2 hours
b. 3 hours
c. 4 hours
d. 5 hours

Prep Cooks Test

~~b~~ 17) What is a Julien cut?

- a. Food cut into long thin strips, matchstick
- b. Food cut into long thin strips then turned and cut into a 1/8' dice
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong seven sided football like shapes

~~b~~ 18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- a. Sweat
- b. Boil
- c. Roast
- d. Grill

Fill-in the Blank (1 point each)

19) Salt & pepper are the basic seasoning ingredients for all savory recipes.

20) dice: to cut into very small pieces when uniformity of size and shape is not important.

E-Verify

SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017242144346NU

Report Prepared: 08/30/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Lee

Date of Birth: 09/16/1986

Hire Date: 08/30/2017

First Name: Crystal

Social Security Number: ***-** 6164

Citizenship Status: A citizen of the United States

Document Information

List B Document: Driver's license or ID card issued by a U.S. state or outlying possession

List C Document: Social Security Card

Document Name: Driver's license

Document State: Missouri

Driver's License or ID Card Number:

Document Expiration Date: 09/16/2022

Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 08/30/2017

Case Submitted By: SGON7369

Closed On: 08/30/2017

Closed By: SGON7369

Closure Statement: The employee continues to work for the employer after receiving an Employment Authorized result.

SENSITIVE BUT UNCLASSIFIED