

# Interview Note Sheet

## Applicant Information

Name: <u>Crystal R. Lee</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>8/29/17</u>	Rate of Pay:
Position (s) Applied for: <u>Server / prep food</u>	Referred by:

## Test Scores

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

## 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:   

## Transportation

Car

Public Transit

Carpool ( Rider / Driver )

## Regions Available to work

Kansas City, KS

Overland Park, KS

Kansas City, MO

Independence, MO

## 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:

# CRYSTAL R. LEE

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

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## 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  
Team Assembler

2016 - 2016

- 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  
Inventory/Stocker

2014 - 2015

- 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  
Waitress

2013 - 2014

- 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  
Salad Prep/ Bakery

2011 - 2012

- 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  
Shift Trainer

2009 - 2010

- 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

## 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 Crtying816@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 \$2.13/hr + tips Ending \$2.13/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?  
If so, describe: \_\_\_\_\_

Yes \_\_\_\_\_ No X

## 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. Hocker Independence, MO

Occupation: Fellowship Coordinator

Relationship: Part of Fellowship

Number of Years Acquainted: 3yrs

Name: Jen Vogel

Telephone No. (816) 349 8701

Address 9902 E 60th St. Apt. #8

Occupation: Life works

Relationship: Life Coach

Number of Years Acquainted: 3yrs

Name: Cordell

Telephone No. (660) 232-2646

Address \_\_\_\_\_

Occupation: Engineer

Relationship: College Algebra Tutor

Number of Years Acquainted: 3yrs

Name Crystal Lee  
Score 20/35

**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 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>e.</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>a.</u> Chaffing Dish   | C. Used to hold a large tray on the dining floor  |
| <u>b.</u> French Passing  | D. Area for dirty dishware and glasses  |
| <u>g.</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  |

**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 blanch 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

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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.



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

First Name: Crystal

Date of Birth: 09/16/1986

Social Security Number: \*\*\* \*\* 6164

Hire Date: 08/30/2017

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