

Interview Note Sheet

Applicant Information

Name: <u>Brittney Baker</u>	Interviewer: <u>Diana Zamora</u>
Date: <u>09/05/17</u>	Rate of Pay: <u>\$9.25 - \$11.00</u>
Position (s) Applied for: <u>Bartender, Server</u>	Referred by: <u>Walk In</u>

Test Scores

Server	<u>22/35</u>	%	Bartender	<u>27/35</u>	%
Prep Cook	<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

Currently works at Barrel 31 as a Server and bartender. Total of _____ in Food Service/Hospitality

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:

Brittney Baker

Shift Manager

Kansas City, MO

baker5189@gmail.com - 816.6951082

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Server/Bartender

Barrel 31 now Brickhouse - Kansas City, MO - May 2016 to Present

Personal Care Aide

Coalition - Kansas City, KS - October 2012 to Present

Cleaned the house: including laundry, sweeping and mopping

- Ran errands: including grocery shopping and picking up dry cleaning

Sales Manager

AutoZone - Kansas City, MO - March 2017 to August 2017

Shift Manager

Beauty Brands, LLC - Kansas City, MO - March 2016 to July 2016

Sales Associate

Lucky Brand - Kansas City, MO - March 2016 to April 2016

Responsibilities

Help make weekly goals by building sales

Helped with floor sets

Key Holder/Sales Lead

Sunglass Hut- Luxottica - Kansas City, MO - September 2015 to March 2016

Responsibilities

Opening and closing store

Checking inventory daily count

Cashiering

Changing floor sets

Training employees

Accomplishments

I was able to support a store with team members to reach a Million dollars store mark

Manager in Training

Nani Nalu Beachwear Boutique - Kansas City, MO - April 2015 to August 2015

Responsibilities

Opened and closed the store

- Made deposits

- Filled out the books
- Supervised sales associate

Sales Lead Manager

American Eagle - Kansas City, MO - August 2014 to February 2015

Opened and closed the store

- Made deposits
- Filled out the books
- Supervised sales associates

Seasonal Sales Associate

JCPenny - Kansas City, MO - June 2014 to September 2014

Maintained fitting room standards

- Merchandised the sales floor
- Provided outstanding customer service

Sales Associate

City Gear - Kansas City, MO - December 2012 to December 2013

Received and processed cash and credit payments

- Answered customers questions and addressed complaints
- Maintained knowledge of ongoing market and product trends

Sales Associate

ALDO - Kansas City, MO - July 2013 to September 2013

Maintained floor standards

- Merchandised the floor
- Responsible for recovery
- Developed ongoing relationship with customers

Customer Service

TJ Maxx - Kansas City, MO - October 2011 to January 2012

Assisted customers selecting products that best fitted their personal needs

- Consulted with customers on the latest styles and trends
- Collaborated with customer service team members to give exceptional service

EDUCATION

Bachelor's in Fashion

Art Institute of Miami - Miami, FL

CERTIFICATIONS/LICENSES

Commercial license

If needed I can drive the company's car .

ADDITIONAL INFORMATION

SKILLS

Computer

- Proficient in Microsoft Office

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 Brittney Syrone Baker Date: 9/5/17
Home Telephone _____ Other Telephone _____
Present Address 4333 Oak Apt #2 Richmond VA 23221
Permanent Address, if different from present address: _____
Email Address Baker5189@gmail.com

EMPLOYMENT DESIRED

Position applying for: Bar Tender / Server Salary desired: \$12.00
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: 9/5/17 To: until
How did you find out about our open position? (Please check fill in proper name of source):
Referral ☐ Name of Referral _____ 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? Today

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		Open	Open	Open			
PM	Open	Open	Open	Open			

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 ☐

Your Position and Duties _____

Dates of Employment: From _____ To _____ Weekly Pay: Starting _____ Ending _____

Reason for Leaving: _____

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 ☒ _____
If so, describe: _____

JOB RELATED REFERENCES

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

Name: _____ Telephone No. (____) _____
Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Name: _____ Telephone No. (____) _____
Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Name: _____ Telephone No. (____) _____
Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Multiple Choice (6 points)

- 1) Carbonation _____ the rate of intoxication.
a) Slows down
b) Speeds up
c) Does nothing to
- 2) What are the six most commonly used spirits?
a) Sweet and Sour, Triple Sec, Grenadine, Midori, Lime Juice and Cranberry Juice
b) Vodka, Whiskey, Gin, Bourbon, Rum and Tequila
c) Chardonnay, Cabernet Sauvignon, Champagne, Merlot, Sauvignon Blanc, Zinfandel
d) Kahlua, Vodka, Frangelico, Gin, Tequila, Spiced Rum
- 3) You can accept an expired ID as long as all other information is correct.
a) True
b) False
- 4) If someone has had too much to drink, serving them coffee will help sober them up.
a) True
b) False
- 5) What are the acceptable forms of ID for Alcohol Consumption?
a) State or Government Issued ID Card or Drivers License
b) Passport or Passport ID Card (as long as it lists the person's date of birth)
c) School ID or Birth Certificate
d) A & B
e) A, B & C
- 6) If there is no shaker tin available to scoop ice for a drink, it is okay to use a glass.
a) True
b) False

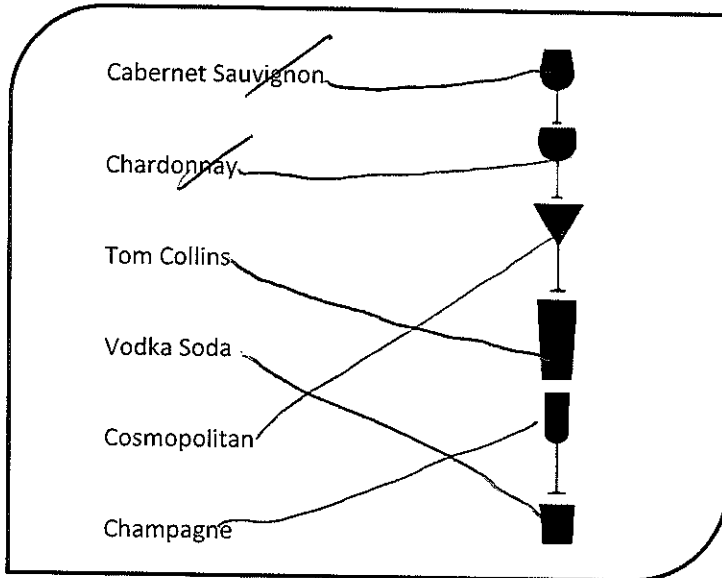
Vocabulary (9 points)

Match the word to its definition

- | | |
|-----------------------------|--|
| <u>I</u> "Straight Up" | a.) Used to crush fruits and herbs for craft cocktail making |
| <u>F</u> Shaker Tin | b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured |
| <u>C</u> Neat | c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice |
| <u>A</u> Muddler | d.) To pour 1/2 oz of a liquor on top |
| <u>B</u> Strainer | e.) Used to measure the alcohol and mixer for a drink |
| <u>E</u> Jigger | f.) Used to mix cocktails along with a pint glass and ice |
| <u>G</u> Bar Mat | g.) Used on the bar top to gather spills |
| <u>D</u> Float | h.) Requesting a separate glass of another drink |
| <u>H</u> "Back" | i.) Means to serve spirit room temperature in a rocks glass with no ice |

Glassware (6 points)

Match the correct glass to the drink



Answer and Question (14 points)

Provide examples of 3 brand name "top shelf" spirits (3 points). Grey Goose, Dark Horse, Patron

What are the ingredients in a Manhattan? Whiskey, Cherry, Juice Bitters

What are the ingredients in a Cosmopolitan? Cranberry Juice, Vodka, Lime

What are the ingredients in a Long Island Iced Tea? Vodka, Gin, Rum, Triple Sec/Coke

What makes a margarita a "Cadillac"? When you use a dark Tequila

What is simple syrup? Water / ~~Sugar~~ Sugar

Is it legal to pour liquor from one bottle into another? What is this called? (2 points)

NO that is not legal!

What should you do if you break a glass in the ice? Don't use that Ice

When is it OK to have an alcoholic beverage while working? NOPE

What does it mean when a customer orders their cocktail "dirty"? more Juice/More Juice

What are the ingredients in a Margarita? Sweet/Sour, Tequila, Lime Juice, Triple Sec

Multiple Choice

- 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
- 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
- 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
- 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
- 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
- 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

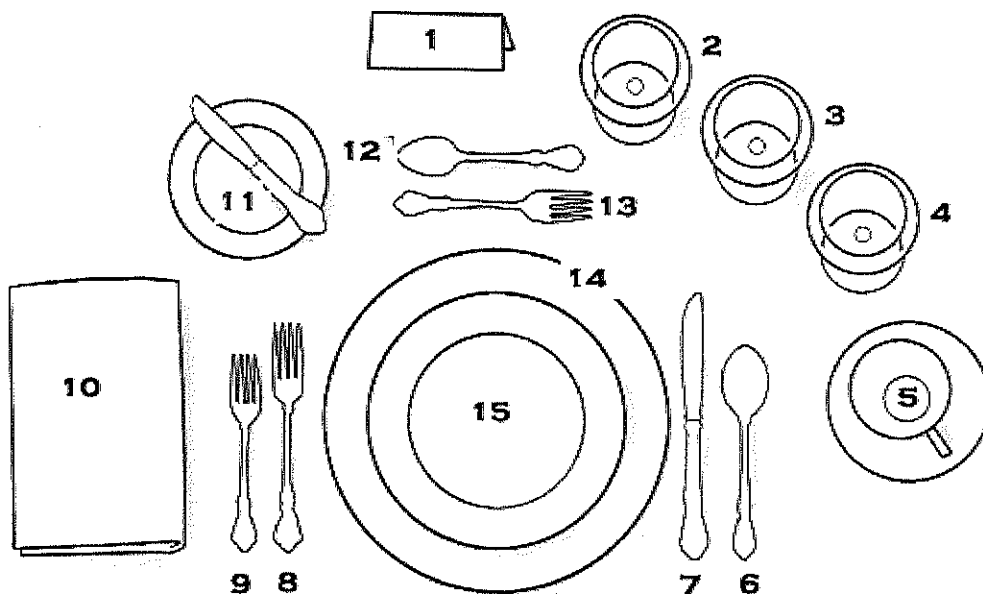
- B Scullery
E Queen Mary
D Chaffing Dish
A French Passing
G Russian Service
F Corkscrew
C Tray Jack

- A. Metal buffet device used to keep food warm by heating it over warmed water
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)
C Used to hold a large tray on the dining floor
D Area for dirty dishware and glasses
E Large metal shelving unit for prepared food to be held or for dirty trays to be stored
F Used to open bottles of wine
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>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>3</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>4</u> | Wine Glass (White) |
| <u>2</u> | Water Glass | | |

Fill in the Blank

- The utensils are placed 3 inch inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Sugar/Creamer
- Synchronized service is when: Very elegant style
- What is generally indicated on the name placard other than the name? Reserved
- The Protein on a plate is typically served at what hour on the clock? 4:00
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
Let the cooks know asap!



REGULATED INDUSTRIES
NHS DEPARTMENT
CITY OF KANSAS CITY MO

ADULT LIQUOR

Permit Number
201610063068

Permit Expires
06/16/2019

HEIGHT	WEIGHT	HAIR	EYES	SEX
5' 3"	115	BR	BR	FE
DOB	DRIVERS LICENSE # / STATE			
04/02/1994	W203174024 / MO			

BRITTNEY S BAKER

* Not to be used as a valid form of



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017248141727MJ

Report Prepared: 09/05/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Baker

First Name: Brittney

Date of Birth: 04/02/1994

Social Security Number: *** ** 1292

Hire Date: 09/05/2017

Citizenship Status: A citizen of the United States

Document Information

List B Document: ID card issued by a U.S. federal, state or local government agency

List C Document: Social Security Card

Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 09/05/2017

Case Submitted By: SGON7369

Closed On: 09/05/2017

Closed By: SGON7369

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

SENSITIVE BUT UNCLASSIFIED