

# Interview Note Sheet

## Applicant Information

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

## Test Scores

Server	22/35	%	Bartender	27/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Position
Full-Time
Part-Time

## Relevant Experience & Summary of Strengths

Total of \_\_\_\_\_ in Food Service/Hospitality

Currently works at Barrel 31 as a Server and bartender.

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: \_\_\_\_\_

## Uniform Desired

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 Simone Baker Date: 9/5/17  
 Home Telephone (433) 747-4722 Other Telephone ( )  
 Present Address 4337 Tak Apt #2 Rockville  
 Permanent Address, if different from present address:  
 Email Address Baker5189@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Box 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	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>			
PM	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</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 \_\_\_\_\_

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?  
If so, describe: \_\_\_\_\_

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: \_\_\_\_\_ 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)

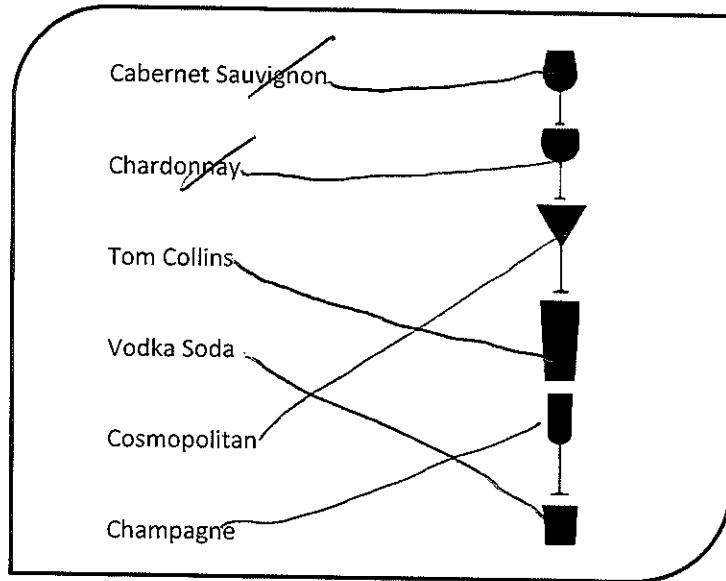
Match the word to its definition

- I "Straight Up"
- F Shaker Tin
- C ~~Neat~~ "Neat"
- A Muddler
- B Strainer
- E Jigger
- G Bar Mat
- D ~~Float~~ "Float"
- H "Back"

- a.) Used to crush fruits and herbs for craft cocktail making
- b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured
- c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice
- d.) To pour  $\frac{1}{2}$  oz of a liquor on top
- e.) Used to measure the alcohol and mixer for a drink
- f.) Used to mix cocktails along with a pint glass and ice
- g.) Used on the bar top to gather spills
- h.) Requesting a separate glass of another drink
- 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):

*Dark horse*

*Grey Goose, Smokey, 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 / Simple 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 (lime juice)*

What are the ingredients in a Margarita? *Sweet/Sour, Tequila, lime juice, Triple Sec*

**Servers Test**

**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 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

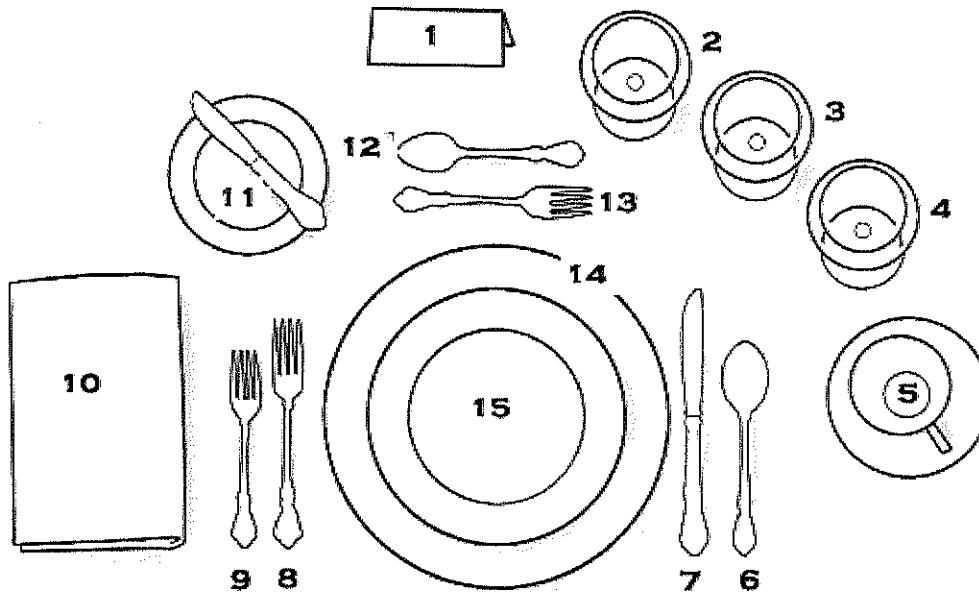
**Match the Correct Vocabulary**

- 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 \_\_\_\_\_  
Score / 35

**Servers Test**

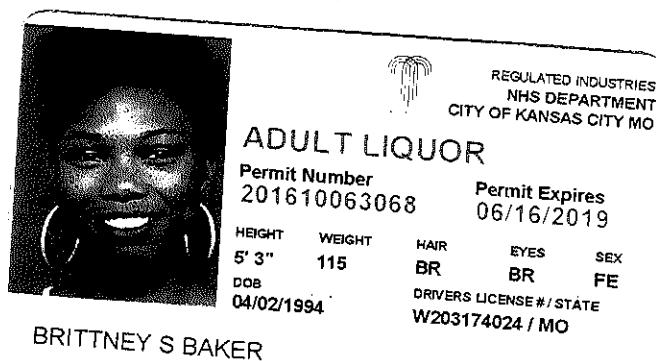


**Match the Number to the Correct Vocabulary**

<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>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**

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



\*Not to be used as a valid form of

# E-Verify

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: Brittny

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