

# Interview Note Sheet

## Applicant Information

Name: <i>Tamara</i>	Interviewer: <i>Yvonne</i>
Date: <i>9/27/10</i>	Rate of Pay: <i>\$10</i>
Position (s) Applied for: <i>Server</i>	Referred by: <i>Friend</i>

## Test Scores

Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:

Full-Time

Part-Time

## Relevant Experience & Summary of Strengths

Total of \_\_\_\_\_ in Food Service

*Open to and learning*

P.O.S. Experience: Y / N details: \_\_\_\_\_

## Transportation

<u>Car</u>	Public Transit	Carpool ( Rider / Driver )
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## Regions Available to work:

<u>Metro Area</u>	Polk County	Indianola	Warren County
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## Certifications (if any)

TiPS	Serv-Safe	LEAD	Other _____	Will Submit
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## Availability

<u>Open</u>	AM only	PM only	Weekdays only	Weekends only
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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: \_\_\_\_\_

# Acrobat

outsourcing

Your Hospitality Staffing Professionals  
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Tamara Burrage  
Email: tamara.burrage@gmail.com  
Phone number: 515-525-6834

### Working Experience:

Company Name: EDELA

Dates of Employment: 09/13 - 06/16

Job Responsibility:

- - Assistant teacher
- - Make sure students are safe
- - keep class room clean
- - help with Extra Activities

Company Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Job Responsibility:

- -
- -
- -
- -

Company Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Job Responsibility:

- -
- -
- -
- -

### Skills

- -
- -
- -
- -

**Servers Test**

**Multiple Choice**

A

1) Food is served on what side with what hand?

- On the left side with the left hand
- On the left side with the right hand
- On the right side with the left hand
- On the right side with the right hand

D

2) Drinks are served on what side with what hand?

- On the left side with the left hand
- On the left side with the right hand
- On the right side with the left hand
- On the right side with the right hand

D

3) Food and drinks are removed on what side with what hand?

- On the left side with the left hand
- On the left side with the right hand
- On the right side with the left hand
- On the right side with the right hand

A

4) What part of a glass should you handle at all times?

- The stem
- The widest part of the glass
- The top

C

5) When you are setting a dining room how should you set up your tablecloths?

- Neatly and evenly across the tables
- The creases should all be going in the same directions
- The chairs should be centered and gently touching the table cloth
- All of the above

D

6) If you bring the wrong entrée to a guest what should you do?

- Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
- Inform the guests that you will bring the correct entrée once everyone else in the dinning room is served
- Try to convince the guests to eat what you brought them
- 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

E Russian Service

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

F Corkscrew

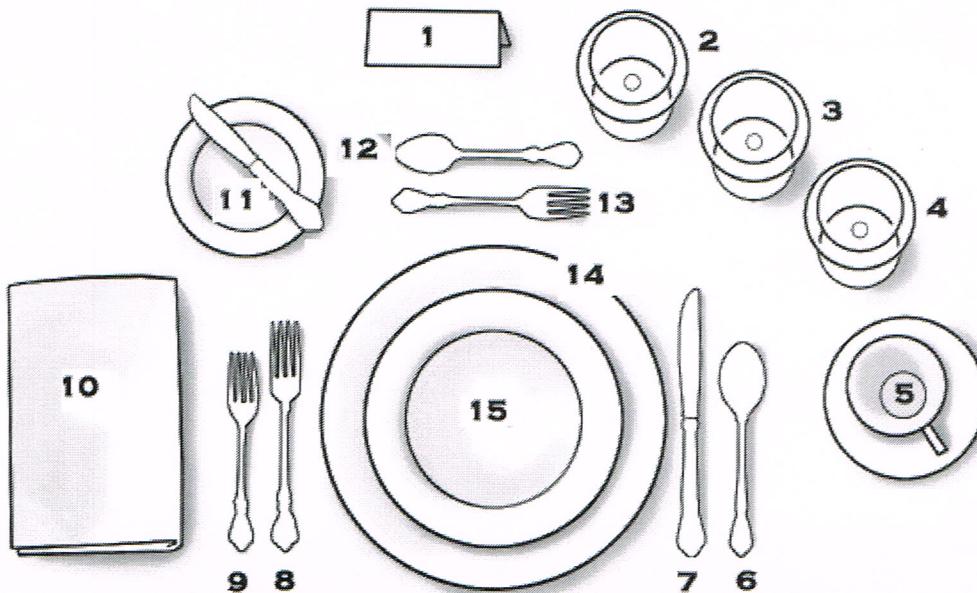
F. Used to open bottles of wine

C Tray Jack

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

Name Tamara Burrage  
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>2</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>3</u>	Wine Glass (White)
<u>4</u>	Water Glass		

**Fill in the Blank**

1. The utensils are placed \_\_\_\_\_ inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Cream & Sugar.
3. Synchronized service is when: All plates served at same time.
4. What is generally indicated on the name placard other than the name? ~~choice of meal~~ choice of meal
5. The Protein on a plate is typically served at what hour on the clock? 6:00.
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
inform a supervisor.