

Interview Note Sheet

Applicant Information	
Name: <u>McKenzie Brooks</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>11/13/17</u>	Rate of Pay: <u>9.50 - 11</u>
Position(s) Applied for: <u>Server / Lead Server</u>	
Referred by:	

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

 Seeking
 Full-Time
 Part-Time

Relevant Experience & Summary of Strengths	
<p><u>McKenzie Brooks</u> is a part-time server for Hereford House. She wants a second job. She also has bartending experience as well.</p>	

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

Transportation		
<input checked="" type="checkbox"/> Car	Public Transit	Carpool (Rider / Driver)

Regions Available to Work			
Kansas City, KS	Overland Park, KS	Kansas City, MO	Independence, MO

Certifications/Honors				
TiPS	Serv-Safe	LEAD	Other _____	Will Submit _____

Availability				
<input checked="" type="checkbox"/> Open	AM only	PM only	Weekdays only	Weekends only
Details:				

Uniforms Owned						
Bistro	<input checked="" type="checkbox"/> Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	<input checked="" type="checkbox"/> Long Black Tie	
Chef Coat	Chef Pants	Knives	<input checked="" type="checkbox"/> Black Pants	Non-Slip Shoes	Bow Tie	Other: _____
Would you recommend this applicant for Acrobat Academy?			Convention Candidate?		Other Languages Spoken:	

Makenzie Brooks

Kansas City, MO

makenziebrooks9_t43@indeedemail.com - 8165223902

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Server/Bartender

Hereford House - Kansas City, MO - 2016-04 - Present

Server

BrewTop - Kansas City, MO - 2014-02 - Present

Responsibilities

I served patrons in a quick, fast paced environment. And provided them with exemplary service in a high volume facility. Memorized multiple orders and precisely entered them into the computer system. I also prepared all of the orders up to par on presentation and quality before bringing them to our guests.

Skills Used

Excellent at public speaking, outstanding multitasking skills, superb with time management, active listener and, as well as ability to work well as a team member and exceptional with adaptation

Server and Hostess

Buffalo Wild Wings - Kansas City, MO - 2012-10 - 2014-03

Responsibilities

I greeted and seated guests with a friendly demeanor, seated them in the most appropriate location for both them, and the other team members. Offered full, above and beyond service to each and all guests in a friendly, fun demeanor. Made sure to enter all information efficiently and effectively into our system and ensured all checks and forms of payment were accurate and precise.

Hooters Girl

Hooters - Kansas City, MO - 2012-07 - 2012-10

Server

Applebee's - Excelsior Springs, MO - 2011-09 - 2012-07

File Clerk/Office Assistant

Ray-Carroll Fuel and Grain - Richmond, MO - 2009-11 - 2010-04

Responsibilities

Created and edited current customers' documentations, as well as destroyed out of date files. Made copies and organized invoices, answered and directed phone calls.

EDUCATION

High school or equivalent

Orrick High School

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 Makenzie Brooks Date: 11/13/17
 Home Telephone (816) 522-3910 Other Telephone ()
 Present Address 6200 NE 48th Terrace
 Permanent Address, if different from present address: _____
 Email Address makenziekenz@gmail.com

EMPLOYMENT DESIRED

Position applying for: Server / Bartender Salary desired: \$10 plus tips
 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 _____ 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? _____

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	<input checked="" type="checkbox"/>						
PM	<input checked="" type="checkbox"/>	<u>Any time</u>					<input checked="" type="checkbox"/>

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: Nicholas Knipke Telephone No. (816) 863-9506

Address 405 design drive, KCMO

Occupation: Mechanic Relationship: _____ Number of Years Acquainted: 6t

Name: Julie Henke Telephone No. (816) 716-7006

Address 1202 SW misty creek dr, Blue Springs, MO 64024

Occupation: Teacher Relationship: _____ Number of Years Acquainted: 20+

Name: Tammy Martinez Telephone No. (816) 536-2940

Address 10369 Hwy 0 office, MO 64077

Occupation: Office manager Relationship: _____ Number of Years Acquainted: 25+

Name MacKenzie Brooks

Score 28 / 35

80%

Servers Test

Multiple Choice

B

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

D

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

A

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

A

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

D Scullery

S Queen Mary

A Chaffing Dish

B 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

Bartenders Test

Score 27/35

Multiple Choice (6 points)

B 1) Carbonation _____ the rate of intoxication. 7/6
 a) Slows down
 b) Speeds up
 c) Does nothing to

C 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

B 3) You can accept an expired ID as long as all other information is correct.
 a) True
 b) False

B 4) If someone has had too much to drink, serving them coffee will help sober them up.
 a) True
 b) False

D 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

B 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

C "Straight Up"

a.) Used to crush fruits and herbs for craft cocktail making

F Shaker Tin

b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured

I "Neat"

c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice

A Muddler

d.) To pour $\frac{1}{2}$ oz of a liquor on top

B Strainer

e.) Used to measure the alcohol and mixer for a drink

E Jigger

f.) Used to mix cocktails along with a pint glass and ice

G Bar Mat

g.) Used on the bar top to gather spills

D "Float"

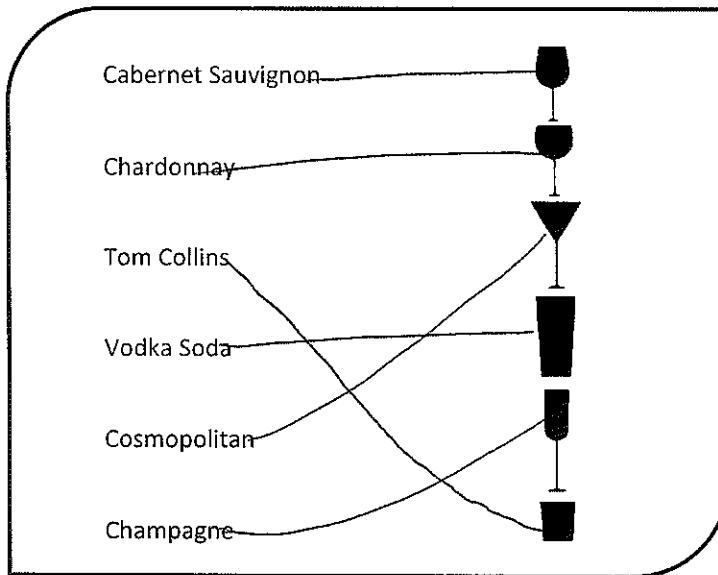
h.) Requesting a separate glass of another drink

H "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): Bombay / Ketel One / Belvedere 18

What are the ingredients in a Manhattan? Bourbon / sweet vermouth / bitters cherry garnish

What are the ingredients in a Cosmopolitan? Vodka / triple sec / cranberry lime garnish

What are the ingredients in a Long Island Iced Tea? Vodka / gin / rum / triple sec / sour / coke

What makes a margarita a "Cadillac"? top shelf

What is simple syrup? sugar reduced down by water into a liquid form.

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

no, mixing bottles

What should you do if you break a glass in the ice? throw grenadine in it & clean it out entirely

When is it OK to have an alcoholic beverage while working? never

What does it mean when a customer orders their cocktail "dirty"? add olive juice

What are the ingredients in a Margarita? tequila, sour, triple sec, splash o.j.



REGULATED INDUSTRIES
NHS DEPARTMENT
CITY OF KANSAS CITY MO

ADULT LIQUOR

Permit Number
201610062147

Permit Expires
05/31/2019

HEIGHT	WEIGHT	HAIR	EYES	SEX
5' 2"	125	BD	GRN	FE
DOB		DRIVERS LICENSE#/STATE		
06/07/1992		T018339002 / MO		

MAKENZIE R BROOKS

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*Not to be used as a valid form of