

## Interview Note Sheet

Applicant Information	
Name: <u>Makenzie 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:

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

Seeking:
<u>Full-Time</u>
<u>Part-Time</u>

Relevant Experience & Summary of Strengths
<p>Makenzie Brooks is a part-time server for Hereford House. She wants a second job. She also has bartending experience as well.</p> <p style="text-align: right;">Total of _____ in Food Service/Hospitality</p>
P.O.S. Experience: Y / N details: _____

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

Regions Available to work:
Kansas City, KS <u>Overland Park, KS</u> <u>Kansas City, MO</u> Independence, MO

Certifications (if any)
TIPS      Serv-Safe      LEAD      Other _____      Will Submit

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

Uniforms Owned:
Bistro <u>Black Bistro</u> Tuxedo      1/2 Tuxedo      Black Vest <u>Long Black Tie</u> Chef Coat      Chef Pants      Knives <u>Black Pants</u> 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 Makinzie Brooks Date: 11/13/17  
Home Telephone (816) 522-390 Other Telephone ( )  
Present Address 6200 NE 48th Terrace  
Permanent Address, if different from present address:  
Email Address makinziekenz@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	<del>X</del>	<u>Any time</u>					
PM	<del>X</del>					<del>X</del>	

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?  
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 Knipler Telephone No. (816) 863-9506

Address 405 design drive, kcmo

Occupation: mechanic Relationship: \_\_\_\_\_ Number of Years Acquainted: 6+

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

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

Occupation: Restler Relationship: \_\_\_\_\_ Number of Years Acquainted: 20+

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

Address 10369 Hwy 0 Orrick, MO 64077

Occupation: office manager Relationship: \_\_\_\_\_ Number of Years Acquainted: 25+

**Servers Test**

Name Malenzie Brooks

Score 28/35

**Multiple Choice**

80%

- 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**

- |                          |   |
|--------------------------|---|
| <u>D</u> Scullery        | <u>A</u> Metal buffet device used to keep food warm by heating it over warmed water   |
| <u>E</u> Queen Mary      | <u>B</u> 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   | <u>C</u> Used to hold a large tray on the dining floor  |
| <u>B</u> French Passing  | <u>D</u> Area for dirty dishware and glasses  |
| <u>M</u> Russian Service | <u>E</u> Large metal shelving unit for prepared food to be held or for dirty trays to be stored   |
| <u>F</u> Corkscrew       | <u>F</u> Used to open bottles of wine   |
| <u>C</u> Tray Jack       | <u>G</u> 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.  
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
- D 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"

F Shaker Tin

I "Neat"

A Muddler

B Strainer

E Jigger

G Bar Mat

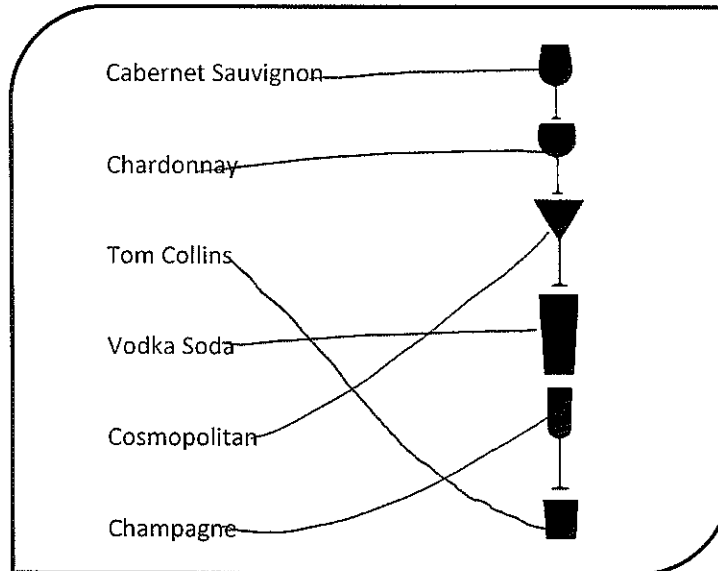
D "Float"

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 ½ 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): Bombay / Ketle 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<sup>down</sup> by water into a liquid form.

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

no, marrying bottles

What should you do if you break a glass in the ice? throw grenade in it & clean it out <sup>entirely</sup> immediately

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 a-g.



REGULATED INDUSTRIES  
NHS DEPARTMENT  
CITY OF KANSAS CITY MO

## ADULT LIQUOR

Permit Number  
201610062147

Permit Expires  
05/31/2019

HEIGHT WEIGHT  
5' 2" 125

HAIR EYES SEX  
BD GRN FE

DOB  
06/07/1992

DRIVERS LICENSE # / STATE  
T018339002 / MO

MAKENZIE R BROOKS

*Makenzie R Brooks*

\* Not to be used as a valid form of