

## Interview Note Sheet

Applicant Information	
Name: <u>Keyla Childress</u>	Interviewer: <u>Diana Zamora</u>
Date: <u>05/17/18</u>	Rate of Pay: \$ <u>10 and up.</u>
Position (s) Applied for: <u>Server, Bartender</u>	Referred by: <u>Indeed.</u>

Test Scores					
Server	<u>27/35</u>	<u>77%</u>	Bartender	<u>32/35</u>	<u>91%</u>
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/14	%

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths	
<p><i>Total of _____ in Food Service/Hospitality</i></p> <p><u>Works at Embassy Suites in Olathe as a bartender and a Server. (Part time Only)</u></p> <p><u>14 years of bartender and Server experience.</u></p> <p><u>Worked at Olive Garden as a Server and bartender.</u></p>	
P.O.S. Experience: <u>Y</u> / <u>N</u> details: _____	

Transportation		
<u>Car</u>	Public Transit	Carpool ( Rider / Driver )

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

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

Availability				
<u>Open</u>	AM only	PM only	Weekdays only	Weekends only
Details: _____				

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

# Keyla Childress

**Server/Bartender/Cook/Host/Manager**

Kansas City, MO 64127

keylachildress9\_krr@indeedemail.com - 8162262212

Friendly and enthusiastic server/bartender with 13 years of specialization in the restaurant field. Able to learn new tasks quickly and proficient in growing key customer relationships. Represent establishment with friendly, professional demeanor at all times.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Bartender/Server/Trainer/Line cook/Prep**

J Bar/Embassy Suites - Olathe, KS -

2016-01 - Present

To take guest orders, Also make bar drinks.

To prep food, also cook food on line

### **Server/Customer Service/Cashier/Bartender/Host/Cook**

Olive Garden - Overland Park, KS -

2013-03 - 2016-04

I prep and cook food, and also cashier

### **Bartender/Cook /Mangaer**

Embassy Suites - Kansas City, MO -

2012-04 - 2015-02

Collect money for drinks served.

Check identification of customers to verify age requirements for purchase of alcohol.

Clean glasses, utensils, and bar equipment.

Attempt to limit problems and liability related to customers' excessive drinking by taking steps such as persuading customers to stop drinking, or ordering taxis or other transportation for intoxicated patrons.

Stock bar with beer, wine, liquor, and related supplies such as ice, glassware, napkins, or straws.

Take beverage orders from serving staff or directly from patrons.

Mix ingredients, such as liquor, soda, water, sugar, and bitters, to prepare cocktails and other drinks.

Clean bars, work areas, and tables.

Plan, organize, and control the operations of a cocktail lounge or bar.

Supervise the work of bar staff and other bartenders.

Plan bar menus.

Cooking guest food  
Prep food  
Line cook  
Bar manger

### **Server/Server Management/Cook**

Mimi Cafe - Overland Park, KS -

2011-10 - 2014-04

Take food orders and relay orders to kitchens or serving counters so they can be filled.

Stock service stations with items such as ice, napkins, or straws.

Prepare food items, such as sandwiches, salads, soups, or beverages.

Determine where patients or patrons would like to eat their meals and help them get situated.

Total checks, present them to customers, and accept payment for services.

Monitor food preparation or serving techniques to ensure that proper procedures are followed.

Monitor food distribution, ensuring that meals are delivered to the correct recipients and that guidelines, such as those for special diets, are followed. To manager servers and make cooks as well!

### **Server /Bartender /Manager/Host**

Granite City - Kansas City, KS -

2008-03 - 2011-10

Collect payments from customers.

Write patrons' food orders on order slips, memorize orders, or enter orders into computers for transmittal to kitchen staff.

Check patrons' identification to ensure that they meet minimum age requirements for consumption of alcoholic beverages.

Serve wine, and bottled or draft beer.

Take beverage orders from serving staff or directly from patrons.

Stock bar with beer, wine, liquor, and related supplies such as ice, glassware, napkins, or straws.

Mix ingredients, such as liquor, soda, water, sugar, and bitters, to prepare cocktails and other drinks. Also to supervise servers and cooks!

### **EDUCATION**

#### **High School Diploma**

Central Middle School - Kansas City, MO

2000-05

## ADDITIONAL INFORMATION

### Skills

Customer and Personal Service Critical Thinking

Sales and Marketing Monitoring

Food Production Complex Problem Solving

Speaking Repairing

## 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 Kyle A Childress Date: 5-17-18  
Home Telephone (816) 226-2212 Other Telephone ( ) same  
Present Address 6620 E 16 Terr  
Permanent Address, if different from present address: same  
Email Address ~~Kyle.A.Childress@Acrobat.com~~ KYLEMIKECHILDRESS@GMAIL.COM

### EMPLOYMENT DESIRED

Position applying for: same Salary desired: open  
Are you currently registered with any staffing and/or employment agencies? If so, please list NO  
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			open	open	open	open	open
PM			open	open	open	open	open

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: NO

### 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 NO. 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 ☐

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outsourcing  
Your Hospitality Staffing Professionals

If no, describe the functions that cannot be performed. (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.) 10/1/04

Pursuant to any and all Fair Chance Ordinances, we will consider for employment qualified applicants with arrest and conviction records.

## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Central High	KCMO-	12th	yes
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	NO
Are you computer literate? If so, list software knowledge under "Special."		YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	NO
Do you have any other experience, training, qualifications or special skills, which you feel make you especially suited for work at Acrobat Outsourcing? If so, please list under "Special."		YES	NO
Special:			

## EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for unemployment periods of three months or more.

Are you currently employed? Yes ☒ No ☐ If so, may we contact your current employer? Yes ☒ No ☐

Name and Address of Employer

Type of Business Bar/Club/Seal Telephone No. (913) 710-8491 Supervisor's Name Daniel  
Your Position and Duties To make Bar Drinks, Help Guest

Dates of Employment: From 1-16 To Present

Reason for Leaving: Still here

Name and Address of Employer T-Bar - 101st & 14th KS

Type of Business Sever/Bar/Club Telephone No. (913) 381-8485 Supervisor's Name Babara  
Your Position and Duties make guest drinks, serve sever (7-11-04)

Dates of Employment: From 3-13 To 4-10

Reason for Leaving: Better options

Name and Address of Employer Olive Garden - 95 meadow

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Type of Business \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Your Position and Duties \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

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 \_\_\_\_\_

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: YAWANA SPENCER Telephone No. (816) 214-0524  
Address: Bartender/Server 8441 Kessler Overland Park  
Occupation: Bartender/Server Relationship: FRIEND Number of Years Acquainted: 6 years

Name: MARIE HILL Telephone No. (816) 535-6845  
Address: Bartender 8510 Park KCMO  
Occupation: Bartender Relationship: Cousin Number of Years Acquainted: 10 years

Name: KEVONTAE PILWORTH Telephone No. (816) 444-8915  
Address: 37 WAYNE KCMO  
Occupation: SERVER Relationship: Family Friend Number of Years Acquainted: 10 years

**Please Read Carefully, Initial Each Paragraph and Sign Below**

KL I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material facts on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

KL I hereby authorize Acrobat Outsourcing to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

KL I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

KL I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

KL Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, with or without cause, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

I hereby acknowledge that I have read and understand the above statements.

**Applicant's Signature**

KL

**Date**

5-17-18



## Bartenders Test

Score 29 / 35

### 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"

~~E~~ Shaker Tin

~~L~~ "Neat"

~~A~~ Muddler

~~C~~ Strainer

~~F~~ Jigger

~~G~~ Bar Mat

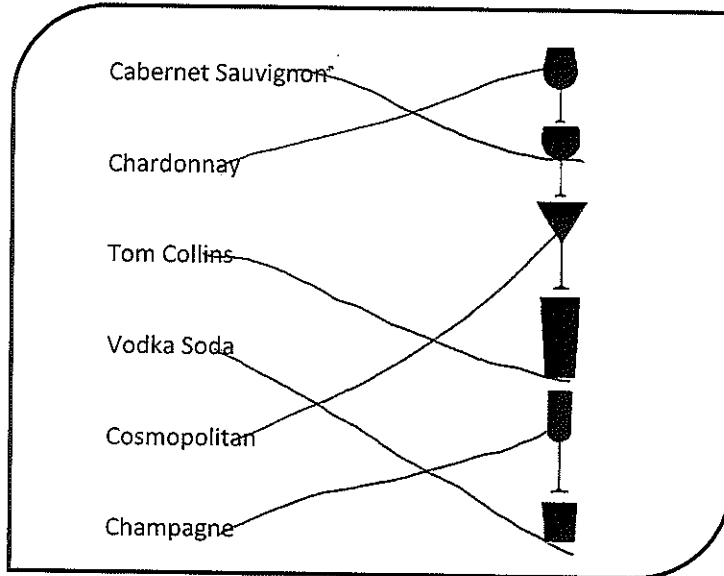
~~D~~ "Float"

~~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): Grey Goose, 1800, Ketel one
- What are the ingredients in a Manhattan? B. H. V. S. Cherry, Vermouth, Whisky
- What are the ingredients in a Cosmopolitan? C. R. A. N. B. E. Y. Lime Juice, Vodka
- What are the ingredients in a Long Island Iced Tea? T. A. K. E. Y. V. S. L. I. M. J. T. A. P. P. L. E. S. C. O. K. E. L. I. M. J. U. C. E.
- What makes a margarita a "Cadillac"? Grand Marnier
- What is simple syrup? It is used for cocktails
- Is it legal to pour liquor from one bottle into another? What is this called? (2 points)  
NO
- What should you do if you break a glass in the ice? Don't touch it, call for help
- When is it OK to have an alcoholic beverage while working? NEVER
- What does it mean when a customer orders their cocktail "dirty"? With olive juice
- What are the ingredients in a Margarita? Cointreau, Lime Juice, Tequila

Name

Keyla Chikasso

**Servers Test**

Score 29 / 35

**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**

D Scullery

E Queen Mary

A Chaffing Dish

B French Passing

G Russian Service

F Corkscrew

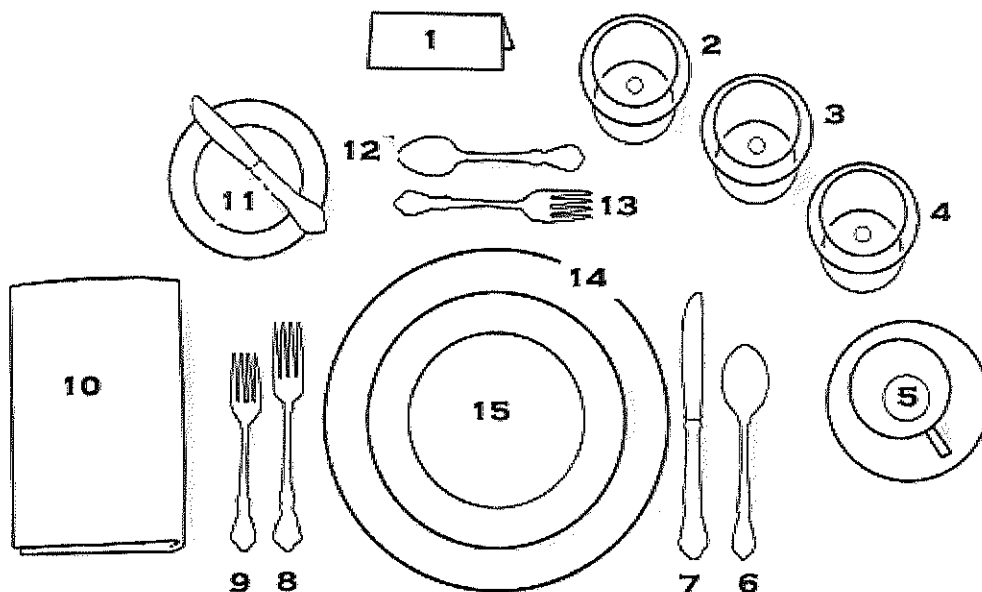
C Tray Jack

- 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

Name \_\_\_\_\_

**Servers Test**

Score / 35



**Match the Number to the Correct Vocabulary**

<u>10</u>	Napkin	<u>8</u>	Dinner Fork
<u>9</u>	Bread Plate and Knife	<u>5</u>	Tea or Coffee Cup and Saucer
<u>1</u>	Name Place Card	<u>13</u>	Dinner Knife
<u>12</u>	Teaspoon	<u>4</u>	Wine Glass (Red)
<u>11</u>	Dessert Fork	<u>8</u>	Salad Fork
<u>13</u>	Soup Spoon	<u>14</u>	Service Plate
<u>15</u>	Salad Plate	<u>3</u>	Wine Glass (White)
<u>2</u>	Water Glass		

**Fill in the Blank**

- The utensils are placed light inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? cream & sugar
- Synchronized service is when: \_\_\_\_\_
- What is generally indicated on the name placard other than the name? \_\_\_\_\_
- The Protein on a plate is typically served at what hour on the clock? 6
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
see Special Menu



## Case Verification Number: 2018137184322GJ

Report prepared: 05/17/2018

### Company Information

**Company ID:** 139349

**Company Name:** Acrobat Outsourcing

**Client Company ID:** 139349

**Client Company Name:** Acrobat Outsourcing

### Employee Information

**Name:** Keyla M. Childress

**Date of Birth:** 03/16/1982

**U.S. Social Security Number:** \*\*\*-\*\*-9587

**Employee's First Day of Employment:** 05/17/2018

**Citizenship Status:** U.S. Citizen

### 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 Information

**Current Case Result:** Closed

**Case Submitted By:** Diana Zamora

**Case Status:** Employment Authorized

**Reason for Closure:** Employment Authorized Auto Close