

Interview Note Sheet

Applicant Information	
Name: <u>Carmel mayberry</u>	Interviewer: <u>Steven G</u>
Date: <u>5/26/18</u>	Rate of Pay: \$ <u>10</u>
Position (s) Applied for: <u>server / prep cook / Bartender</u>	Referred by:

Test Scores					
Server	26/35	74 %	Bartender	28/35	80 %
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/14	%

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

Relevant Experience & Summary of Strengths	
Total of _____ in Food Service/Hospitality	
<p>Carmel mayberry is working Full-time now. She wants to work Acrobat will be her second source of income.</p>	
P.O.S. Experience: Y / N details: _____	

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

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

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	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:			

carmel mayberry

Kansas City, MO 64130

carmelmayberry2_r2e@indeedemail.com - 8164911063

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Server/Hostess

Anna's oven - Kansas City, MO -

2018-03 - Present

Running a full service restaurant with just a cook and myself.

Running a cash register

Hosting

Waitress

Food Service Worker

Elwood Staffing - Kansas City, MO -

2017-08 - 2018-02

Transporting patients food from breakfast to dinner throughout the day.

Caregiver

Unity dynamic health care - Kansas City, MO -

2017-03 - 2017-09

Caregiver- assisting the elderly and or the disabled with daily duties such as cleaning, cooking and running errands.

Waitress/Bartender/Cook

Holiday Inn - Ames, IA -

2016-08 - 2017-02

Worked as breakfast attendant also a dinner attendant. Works bar during dinner hours from 4-1030pm. Also became a chef later in my job description.

Customer Service Representative

OfficeTeam - Kansas City, MO -

2015-05 - 2016-09

Received inbound calls and assisted the customers within a timely manner.

Food Service Worker

Chartwells School Dining Service - Ames, IA -

2015-09 - 2016-08

Responsibilities

Serving well balanced meals to children at public schools.

Skills Used

Communication

Servicing

Supervision

Cashier/Sales Associate

Ben Franklin - Nevada, IA -

2014-09 - 2015-09

Responsibilities

Cashier- maintained inventory and assisted with customers checkouts

Skills Used

cashier customer service

Housekeeper

Sleep Inn & Suites - Ames, IA -

2014-08 - 2015-03

Responsibilities

Clean a certain amount of guest rooms in a timely manner.

Accomplishments

learning the proper way of cleanliness and chemical labeling importance

Skills Used

Janitorial

Sales Associate

Dollar General -

2014 - 2015

Ambassador

world's of fun -

2011 - 2013

Sales Associate

Walmart -

2010 - 2012

Responsibilities

Sales associate:

Unloaded freight for HBA department and assisted customers when needed

Accomplishments

I was an outstanding worker who finishes one accomplishment and helps another co-worker with theirs

Skills Used

customer service

Receiving associate

Unloader

Cashier

Popeye's Restaurants - Kansas City, MO -

2008-05 - 2011-04

Responsibilities

Cashier- received customers orders and presented it in a timely manner, and also cleaned diner area during night shifts

Accomplishments

Taught me better customer service skills

Skills Used

customer service, janitorial, cook

EDUCATION

Associate

Kansas city Kansas comm. college

SKILLS

Communications, Server, Retail Sales

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 Carmel T. Mayberry Date: 5/24/18
Home Telephone (816) 491-1063 Other Telephone () _____
Present Address 3544 Wabash Ave
Permanent Address, if different from present address: _____
Email Address mayberrycarmel36@gmail.com

EMPLOYMENT DESIRED

Position applying for: Server/Bartender Salary desired: 10.00 hr
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? 5/25/18

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>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>
PM	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</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 ___

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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.) _____

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?
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 Anna's Oven 1809 W 39th St

Type of Business Restaurant Telephone No. (816) 756-6060 Supervisor's Name Liz boten

Your Position and Duties _____

Dates of Employment: From 03/18 To Now

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: _____

Name and Address of Employer _____

Acrobat

outsourcing
Your Hospitality Staffing Professionals

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 X
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: Victor Churnetsky Telephone No. (816) 686-6179
Address _____

Occupation: Warehouse Relationship: Former Manager Number of Years Acquainted: 2

Name: Maya Randle Telephone No. (816) 699-8002
Address _____

Occupation: Teacher Relationship: Former Student Number of Years Acquainted: 4

Name: Tyasia Williams Telephone No. (816) 723-3624
Address _____

Occupation: RN Relationship: Personal Number of Years Acquainted: 2

Please Read Carefully, Initial Each Paragraph and Sign Below

CM 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.

CM 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.

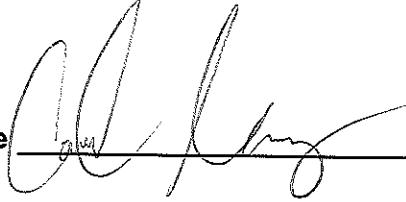
CM I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal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

CM 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.

CM 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



Date

5/24/18

Multiple Choice (6 points)

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

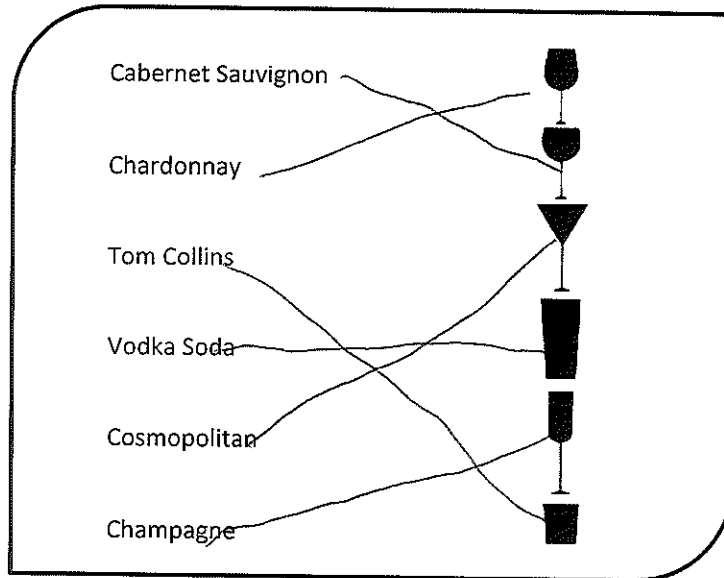
Vocabulary (9 points)

Match the word to its definition

- | | |
|------------------------------|---|
| <u>I</u> "Straight Up" | a.) Used to crush fruits and herbs for craft cocktail making |
| <u>E</u> Shaker Tin | b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured |
| <u>C</u> I "Neat" | c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice |
| <u>A</u> Muddler | d.) To pour ½ oz of a liquor on top |
| <u>B</u> Strainer | e.) Used to measure the alcohol and mixer for a drink |
| <u>F</u> Jigger | f.) Used to mix cocktails along with a pint glass and ice |
| <u>G</u> Bar Mat | g.) Used on the bar top to gather spills |
| <u>D</u> "Float" | h.) Requesting a separate glass of another drink |
| <u>H</u> "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): Hendrix, Grey Goose, Patron

What are the ingredients in a Manhattan? Bitters, Cherry, Can Whisky, Vermouth

What are the ingredients in a Cosmopolitan? Cointreau, Cran juice, Lime, Vodka

What are the ingredients in a Long Island Iced Tea? Ice, Vodka, rum, gin, tequila, Sec, Sour.

What makes a margarita a "Cadillac"? Adding Grand Marnier

What is simple syrup? Water & Sugar

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

It's illegal and it's called marrying bottles.

What should you do if you break a glass in the ice? Change ice been and clean immediately.

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

What does it mean when a customer orders their cocktail "dirty"? Change the color slightly

What are the ingredients in a Margarita? Tequila, orange liquor, lime juice, salt rim.

Name Carmel Mayberry
Score 26/35

Servers Test

Multiple Choice

- D 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
- B 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
- D 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

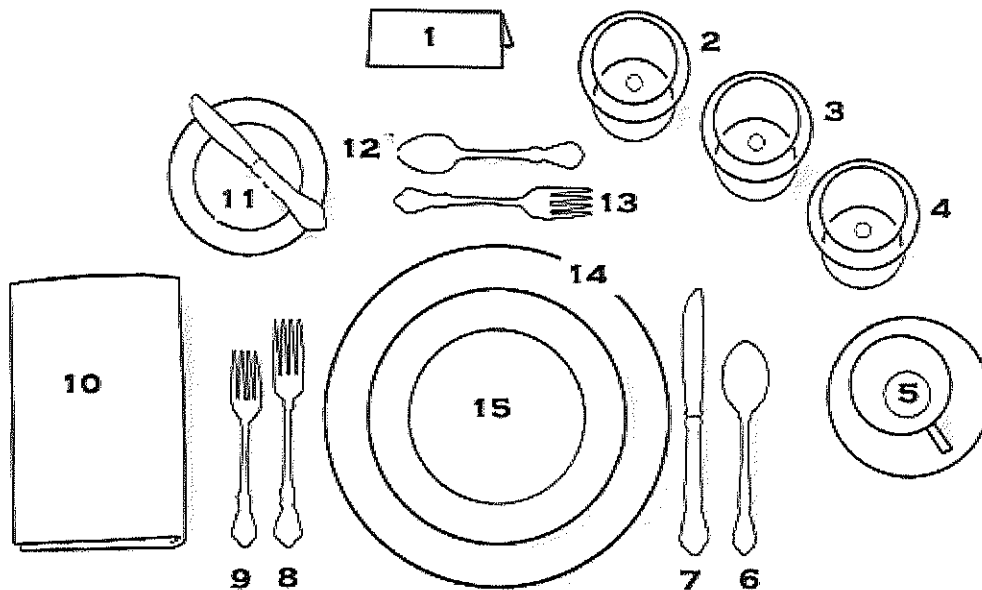
Match the Correct Vocabulary

- | | |
|--------------------------|---|
| <u>D</u> Scullery | A. Metal buffet device used to keep food warm by heating it over warmed water |
| <u>C</u> 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) |
| <u>A</u> Chaffing Dish | C. Used to hold a large tray on the dining floor |
| <u>B</u> French Passing | D. Area for dirty dishware and glasses |
| <u>G</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 | F. Used to open bottles of wine |
| <u>E</u> Tray Jack | 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>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>2</u> | Wine Glass (White) |
| <u>4</u> | Water Glass | | |

Fill in the Blank

- The utensils are placed 1 inch inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Sugar & Cream.
- Synchronized service is when: Each table is served at once.
- What is generally indicated on the name placard other than the name? Food Allergy.
- The Protein on a plate is typically served at what hour on the clock? _____.
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
Give them what they asked for.



Case Verification Number: 2018150185339FK

Report prepared: 05/30/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Client Company ID: 139349

Client Company Name: Acrobat Outsourcing

Employee Information

Name: carmel mayberry

Date of Birth: 03/29/1989

U.S. Social Security Number: ***-**-4441

Employee's First Day of Employment: 05/30/2018

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: Final Nonconfirmation

Reason for Closure: The employee continues to work for the employer after receiving a Final Nonconfirmation result.

Reason for Remaining Employed: Every infomation matches