

Interview Note Sheet

Applicant Information	
Name: <u>Polondo, Pitts</u>	Interviewer: <u>Diana Zamora</u>
Date: <u>06/06/18</u>	Rate of Pay: \$ <u>9.25 - \$10.00</u>
Position (s) Applied for: <u>Server, Bartender</u>	Referred by: <u>Indeed</u>

Test Scores					
Server	28 /35	80 %	Bartender	80 /35	85 %
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/14	%

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths

Total of: _____ in Food Service/Hospitality

Polondo moved from Texas.

Previous Job at Mitty's Sports bar as a bartender.

Worked at Bravo, Cucina Italiana as a Server and bartender.

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

Transportation

☒ Car
 ☐ Public Transit
 ☐ Carpool (Rider / Driver)

Regions Available to work:

☒ Kansas City, KS
 ☒ Overland Park, Kansas
 ☒ Kansas City, MO
 ☒ Independence, MO

Certifications (if any)

☐ TIPS
 ☐ Serv-Safe
 ☐ LEAD
 ☐ Other _____
 ☐ Will Submit

Availability

☒ Open
 ☐ 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: _____

Rolondo Pitts

Kansas City, MO
rolondopitts6@gmail.com
(702)4448145

Authorized to work in the US for any employer

Work Experience

Bartender

Vitty's Sports Bar - Denton, TX
August 2017 to Present

Bartender and Server

Bravo Cucina Italiana - Las Vegas, NV
November 2016 to August 2017

Server

Longhorn Steakhouse
2016 to 2016

Delivered exceptional, fast, and friendly service.

- Skillfully anticipated and addressed guests needs.
- Accurately record orders to serve food and drinks to guests in exceptional order.
- Managed closing duties, including restocking and closing cash drawer.

Server Assistant

Gordon Ramsey Steakhouse
2014 to 2015

Ensure that front of house runs smoothly and efficiently.

- Create a memorable fine dining experience for all guests
- Assist other employees to maintain positive guest experience.
- Ensure that guest standards are exceeded.
- Anticipate guests' needs and proactively act on them.

Server Assistant

Outback Steakhouse
2013 to 2014

Ensure that front of house runs smoothly and efficiently.

- Assist other employees to maintain positive guest experience.
- Adjust to changes in restaurant volumes.
- Respond to guest complaints.
- Ensure that guest standards are exceeded.

Apprentice

Sid Guilford Painting
2011 to 2013

Accurately apply paint to home to improve appearance.

- Home improvement, and maintenance to create a safe living environment for others.

Server Assistant

Peachtree Restaurant

2010 to 2011

Ensure each guest receives the best possible service.

- Ensure food is properly prepared to restaurant and guest standards.
- Maintain a clean work environment and restaurant.
- Assist team members in every area to ensure every shift runs smoothly.

Education

Yes in Bartending and mixology

ABC Bartending School - Las Vegas, NV

March 2017

Diploma in High school

Canyon Springs High School - North Las Vegas, NV

June 2010

Skills

Customer Service, RECEPTIONIST, RETAIL SALES, Team Player

Additional Information

Skills

Hard working, Certified Bartender, Flexible, Customer Service Skills, Computer Skills, Team Player

Rolondo E. Pitts Jr.

1750 Karen Ave. Apt.205, Las Vegas, NV 89169

(702)444-8145

Emaras1@yahoo.com

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 Rolando Pitts Jr. Date: 06/06/18
 Home Telephone () Other Telephone (702) 444-8145
 Present Address 3714 Michigan Ave.
 Permanent Address, if different from present address:
 Email Address RolandoPitts6@gmail.com

EMPLOYMENT DESIRED

Position applying for: Full Salary desired: N/A
 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	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>
PM	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</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 ☐

Acrobat

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.)

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?
ABC Bartending School	Las Vegas, NV	Completed	Yes
Chaparral Springs H.S.	North Las Vegas, NV	Diploma	Yes
Do you have any special licenses, certificates or special training? If so please list under "Special". <u>Bartending License</u>		<input checked="" type="radio"/> YES	<input type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		<input checked="" type="radio"/> YES	<input type="radio"/> NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		<input checked="" type="radio"/> YES	<input type="radio"/> 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."		<input type="radio"/> YES	<input type="radio"/> 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 Villy's Sports Bar Deaton, TX

Type of Business Bar Telephone No. () Supervisor's Name Mike Tower

Your Position and Duties Bar Tender

Dates of Employment: From 08/2017 To 05/2018

Reason for Leaving: Moved back to Kansas City, Mo to help my sick grandmother.

Name and Address of Employer Bravo! Cucina Italiana

Type of Business Restaurant Telephone No. () Supervisor's Name Morgan Records

Your Position and Duties Server/Bartender

Dates of Employment: From 07/2017 To 07/2017

Reason for Leaving: Moved

Name and Address of Employer Gordon Ramsay Steakhouse

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outsourcing

Your Hospitality Staffing Professionals

Type of Business: Restaurant Telephone No. () Supervisor's Name: J.P. Tokoto
Your Position and Duties: Server/Server Assistant

Dates of Employment: From _____ To _____

Reason for Leaving: Lead-off

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: Shawna Athanas Telephone No. (702) 492-6052

Address: 5551 Black Sea St. Las Vegas, NV

Occupation: Room Service Supervisor Relationship: Family Friend Number of Years Acquainted: 10

Name: Matthew York Telephone No. (913) 260-4602

Address: _____

Occupation: Manager O'S Beet Relationship: Former manager Number of Years Acquainted: 1

Name: Debra Kimney Telephone No. (702) 817-7641

Address: _____

Occupation: Financial Advisor Relationship: Former coworker Number of Years Acquainted: 11

Please Read Carefully, Initial Each Paragraph and Sign Below

RP3

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.

RP3

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.

RP3

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.

RP3

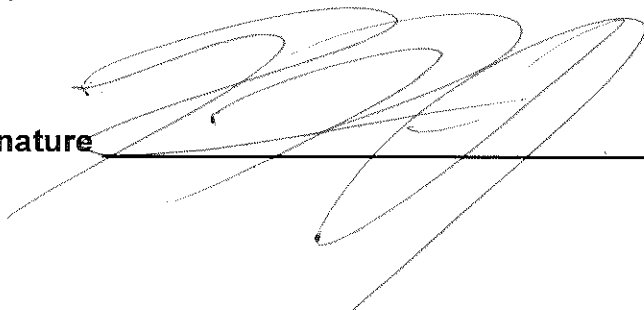
I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

RP3

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

6/6/18

Bartenders Test

Score 36 / 35

Multiple Choice (6 points)

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

F Shaker Tin

C "Neat"

A Muddler

B Strainer

E Jigger

G Bar Mat

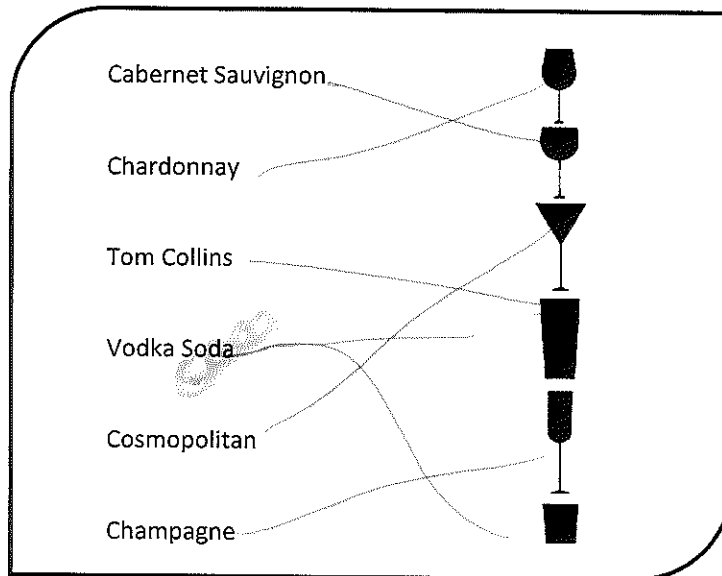
D "Float"

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): Patron, Bombay, Ciroc

What are the ingredients in a Manhattan? Whiskey, sweet vermouth, Cherry

What are the ingredients in a Cosmopolitan? Vodka, lime juice, cranberry, triple sec, orange

What are the ingredients in a Long Island Iced Tea? Vodka, Gin, Rum, Tequila, triple sec, coke, lemon

What makes a margarita a "Cadillac"? _____

What is simple syrup? _____

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? Remove the ice immediately

When is it OK to have an alcoholic beverage while working? No

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

What are the ingredients in a Margarita? Tequila, triple sec, lime

Name

Rolando Pitts Jr

Servers Test

Score 27 / 35

Multiple Choice

A 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

E Queen Mary

H 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

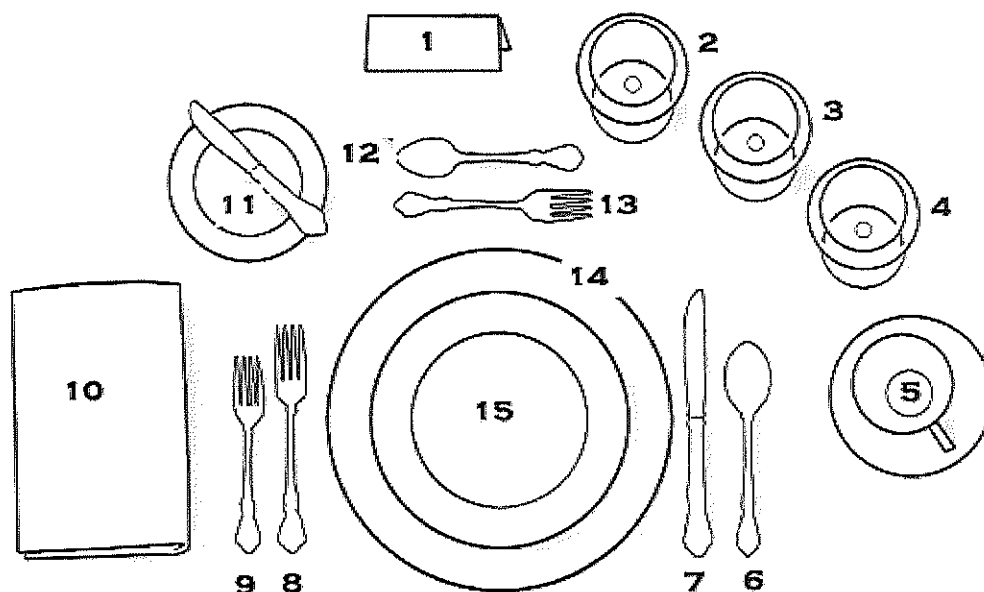
F. Used to open bottles of wine

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>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>4</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>2</u>	Water Glass		

Fill in the Blank

- The utensils are placed 1-2 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? _____
- Synchronized service is when: Everything is served at the same time.
- 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? _____
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? _____



Case Verification Number: 2018157174027GJ

Report prepared: 06/06/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Client Company ID: 139349

Client Company Name: Acrobat Outsourcing

Employee Information

Name: Rolondo Pitts

Date of Birth: 01/06/1992

U.S. Social Security Number: ***-**-3170

Employee's First Day of Employment: 06/06/2018

Citizenship Status: U.S. Citizen

Document Information

List B Document: Driver's license or ID card issued by a U.S. state or outlying possession

Expiration Date: 01/06/2022

State: Nevada

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