

Interview Note Sheet

Applicant Information	
Name: <u>Mohogany Hunter</u>	Interviewer: <u>Stellen Gonzalez</u>
Date: <u>07/08/18</u>	Rate of Pay: \$ <u>9.50 and up.</u>
Position (s) Applied for: <u>Server, Bartender</u>	Referred by: <u>Indeed</u>

Test Scores					
Server	<u>23</u> / 35	<u>65</u> %	Bartender	<u>34</u> / 35	<u>99</u> %
Prep Cook	/ 20	%	Barista	/ 15	%
Grill Cook	/ 40	%	Cashier	/ 15	%
Dishwasher	/ 10	%	Housekeeping	/ 14	%

Seeking:
<input type="checkbox"/> Full-Time
<input type="checkbox"/> Part-Time

Relevant Experience & Summary of Strengths
<p style="text-align: right;">Total of _____ in Food Service/Hospitality</p> <p><u>Mohogany Just moved in From Detroit. Interesting in</u> <u>Serving and bartending.</u></p> <p><u>Previous job at Milburn Country Club as a Server and bartender.</u></p> <p><u>Worked at Waffle House as a server, cashier and dishwasher.</u></p>
P.O.S. Experience: <u>Y</u> / <u>N</u> details: _____

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

Regions Available to work:
<input checked="" type="radio"/> Kansas City, KS <input checked="" type="radio"/> Overland Park, Kansas <input checked="" type="radio"/> Kansas City, MO <input type="radio"/> Independence, MO

Certifications (if any)
<input type="checkbox"/> TIPS <input type="checkbox"/> Serv-Safe <input type="checkbox"/> LEAD <input type="checkbox"/> Other _____ <input type="checkbox"/> Will Submit

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

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

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 Mahogany Hunter Date: 07/06/2018
 Home Telephone (248) 812-8524 (cell) Other Telephone ()
 Present Address 800 E. 100TH TER APT 301
 Permanent Address, if different from present address: SAME
 Email Address

EMPLOYMENT DESIRED

Position applying for: Bartender & Server Salary desired: Negotiable
 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? 07/07/2018

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	OP	OP	OP	OP	OP	OP	OP
PM	CI	CI	CI	CI	CI	CI	CI

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.) N/A

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?
Redford High School	Detroit, MI	HSD	Yes
Wayne County Community College	Detroit, MI	Associate's Degree	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: Microsoft Office, Adobe, POS, Bartending Certificate			

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 Milburn Country Club, Overland Park, Kansas

Type of Business Golf Course Telephone No. (913) Supervisor's Name Scott

Your Position and Duties Bartender, Server. Dining area, Banquets, pool-side.
Serve food and beverages to members of a private Country Club.

Dates of Employment: From _____ To _____

Reason for Leaving: Sexual Harassment, Abducted by an Uber driver (under investigation)

Name and Address of Employer Waffle House Front Street Kansas City, Missouri

Type of Business Restaurant Telephone No. (816) Supervisor's Name Kristen

Your Position and Duties Server, Cashier, dishwasher, stock, fill-in Cook

Dates of Employment: From 5/11/15 To 6/11/15

Reason for Leaving: Unsanitary Work environment, Harassing & Threats from a co-worker.

Name and Address of Employer ProCare Bingham Farms, MI

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outsourcing

Your Hospitality Staffing Professionals

Type of Business Healthcare Telephone No. (248) 885-6490 Supervisor's Name Justin (Mgr)
Your Position and Duties Direct Care Worker light household chores and assistance
with appointment settings and medication usage.

Dates of Employment: From 10/2016 To 02/2018

Reason for Leaving: Contract Ended

Name and Address of Employer Lewy Restaurants Detroit, MI

Type of Business Ford Field Stadium Telephone No. (313) 262-2236 Supervisor's Name Jeff Thomas
Your Position and Duties Server & fill-in Bartender (Catering Department)

Dates of Employment: From 07/2017 To 02/2018

Reason for Leaving: Seasonal

Have you ever been fired from any previous place of employment? If so, please explain: No

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: Ricardo Hunter Telephone No. (313) 287-6058

Address _____

Occupation: Sales Rep (Mgr) Nabisco Relationship: Brother Number of Years Acquainted: _____

Name: Dominique Hunter Telephone No. (816) 469-6282

Address _____

Occupation: Shift Lead for Taco Bell Relationship: Brother Number of Years Acquainted: _____

Name: _____ Telephone No. (____) _____

Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Please Read Carefully, Initial Each Paragraph and Sign Below

MH

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.

MH

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.

MH

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.

MH

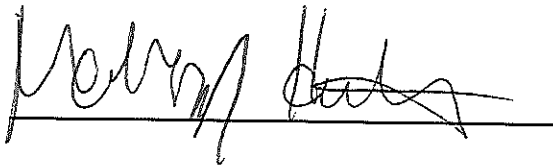
I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

MH

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

7/6/2008

Mahogany Hunter

Server - Waffle House

Kansas City, MO 64131

mahogany.hunter8585@gmail.com

(248) 812-8524

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Server

Waffle House - Kansas City, MO

May 2018 to Present

- Greet, seat, and serve guests within a 20 minute time frame
- Keep restaurant clean, stocked, and perform cashier duties
- Assist with food preparation

Server

Levy Restaurants - Detroit, MI

July 2017 to February 2018

- Ability to carry 10 entrees per tray
- Assist with event dining set-up and break-down needs
- Provided customer service to guests

Education

Bachelor of Liberal Arts in Liberal Arts

Wayne State University - Detroit, MI

2020

Associate of Applied Sciences

Wayne County Community College District - Detroit, MI

August 2016

Certificate in Mixology

Mixmaster's College of Bartending - Wayne, MI

April 2005

Skills

MICROSOFT OFFICE, MS OFFICE, PROBLEM SOLVING, TIME MANAGEMENT

Certifications/Licenses

Mixology

April 2005 to Present

Bartending Certificate.

Additional Information

SKILLS

Microsoft Office Suite Problem Solving Flexible

Critical Thinker Time Management Conflict Resolution

Self-Motivated Technology Savvy Verbal/Written Communication

Bartenders Test

Score / 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
- A 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

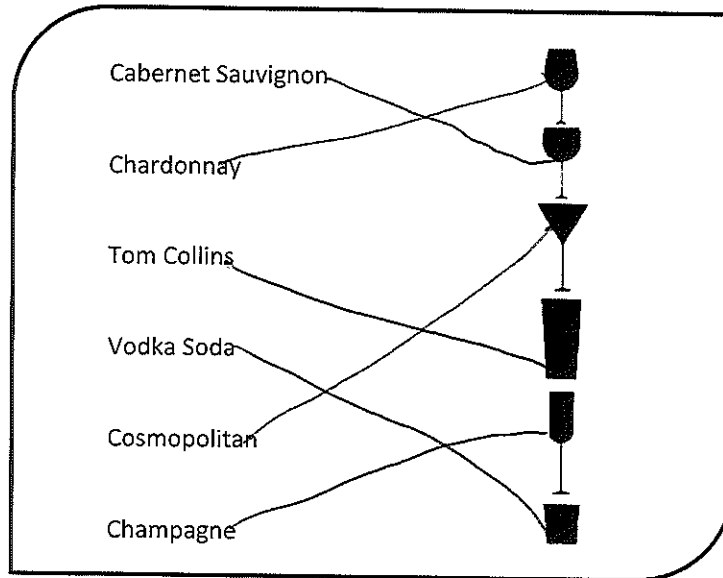
Vocabulary (9 points)

Match the word to its definition

- | | |
|------------------------|---|
| <u>C</u> "Straight Up" | ✓ a.) Used to crush fruits and herbs for craft cocktail making |
| <u>F</u> Shaker Tin | ✓ b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured |
| <u>I</u> "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>E</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): Patron, Remy 1738, Maker's Mark, Grey Goose

What are the ingredients in a Manhattan? Bitters & Sugar cubes muddled, Scotch

What are the ingredients in a Cosmopolitan? Vodka, Cranberry, Rose lime, lime garnish

What are the ingredients in a Long Island Iced Tea? Vodka, gin, Rum, Triple Sec, Sweet & sour, Coke, lemon garnish

What makes a margarita a "Cadillac"? Crème?

What is simple syrup? Sugar water

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

Marriage

What should you do if you break a glass in the ice? Throw all Ice out

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

What does it mean when a customer orders their cocktail "dirty"? Pour olive juice, olive garnish

What are the ingredients in a Margarita? Tequila, Triple Sec, Rose lime, Sour ^{Sweet &}

Name Mahogany Hunter
Score / 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
- A 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
- B 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

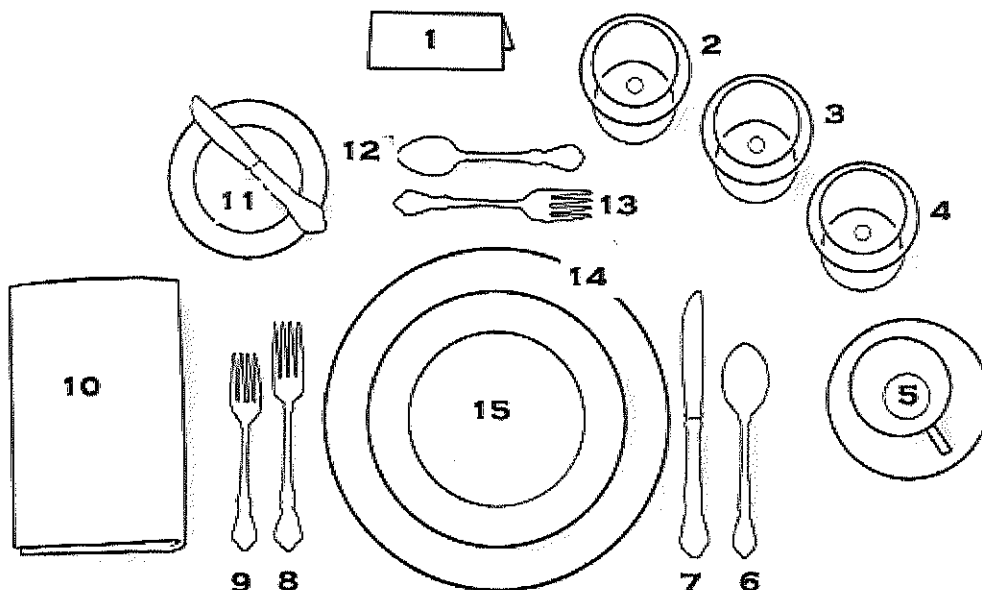
Match the Correct Vocabulary

- | | |
|--------------------------|---|
| <u>D</u> Scullery | ✓ A. Metal buffet device used to keep food warm by heating it over warmed water |
| <u>Q</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>G</u> French Passing | ✓ D. Area for dirty dishware and glasses |
| <u>B</u> Russian Service | ✓ E. 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>C</u> Tray Jack | G. Style of dining in which the courses come out one at a time |

Name Mahogany Hunter

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>6</u> | Teaspoon | <u>3</u> | Wine Glass (Red) |
| <u>13</u> | Dessert Fork | <u>9</u> | Salad Fork |
| <u>12</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 3 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Creamer, Sugar, Sweeteners
- Synchronized service is when: Party and dinner flow together
- What is generally indicated on the name placard other than the name? Food Allergies, Intolerances
- 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?
Tell my shift manager and kitchen staff.

						REGULATED INDUSTRIES	
						NHS DEPARTMENT	
						CITY OF KANSAS CITY MO	
	ADULT LIQUOR						
Permit Number		201810103396		Permit Expires			05/07/2021
HEIGHT	WEIGHT	HAIR	EYES	SEX			
5' 5"	165	BR	BR	F			
DOB		DRIVERS LICENSE # / STATE					
08/05/1985		E213087001 / MO					
MAHOGANY F HUNTER							

* Not to be used as a valid form of



Issue Date	Expiration Date
06/05/2018	06/05/2021



Public Health



Case Verification Number: 2018187190226LH

Report prepared: 07/06/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Client Company ID: 139349

Client Company Name: Acrobat Outsourcing

Employee Information

Name: Mohogany Hunter

Date of Birth: 08/05/1985

U.S. Social Security Number: ***-**-6116

Employee's First Day of Employment: 07/06/2018

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: 08/05/2024

State: Missouri

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