

Leigha McKeithen  
678.356.7672

Skills:

Serve Safe Certified  
Proficient in Knife Skills  
Able to recipes to memory as well as carryout recipes  
Cost Control  
Garde Manger  
Word Processor

Knowledge of various cuisines  
Customer Service and Sales experience  
Baking and Pastry  
Leadership and Training  
Store Room  
Excel

Education:

The International Culinary School at the Art Institute of Atlanta  
Associate of Science: Culinary Arts Management  
Obtained Dec 2013

Georgia State University  
Bachelors in Communications- Still in Progress  
Coursework Taken: Skills, Baking and Pastry, American Cuisine, Latin Cuisine, Nutrition, Culinary Management, Garde Manger, Asian Cuisine, European Cuisine, Management by Menu  
Herndon Career Center: Culinary Pro Start Program Augo. 2008-May 2009

Professional Highlights:

Cooking Show "Cooking with Leigha" on Cable television Channel 18 KCMO  
- 30 min show geared towards today's youth. Easy Meals based on Food Guide

Pyramid 2008-2012

Nutrition Council 2005-2009  
- Assist in Creating High School's Breakfast and Lunch Menu

2nd Grade Camp Counselor 2007-2009

Administrative Assistant at Swope Corridor Summer Academic Program  
-File Paperwork, Copy Paperwork, Handle Inbound and Outbound phone calls  
Summers 2008-2009

Cafeteria Assistant at Swope Corridor Summer Academic Program  
- Prepare Children's Meals, Ensure dinning room and kitchen are clean; Assist with making sure kitchen up to par for inspections. Summer 2008

Catering  
- Hospitality Organization Metropolitan Missionary Baptist Church Kansas City, MO  
2003-2009

St. Regis Hotel: Buckhead Atlanta, GA  
- On-Call Banquet Cook II :Seasonal August-April 2011

Bold American Catering -887 W Marietta St Midtown Atlanta, GA  
- Execution; Event Chef August-Present

La Madeleine  
- Pastry Chef December 2010-August 2011

A Divine Event  
- Event Chef January 2012-Present

Vino Venue  
-Sous Chef; Open and closing Kitchen, Receiving and organizing shipments and orders for kitchen; working the line October 2012-2013

Annie's Italian Kitchen-Server  
June 2014-January 2015



a Grille-Waitress/Bartender  
ary 2015-Jan 2016

Toppings Hookah Lounge-Bartender  
Jan 2018-Aug 2018

Drab 2 Fab Lifestyle LLC.  
Head Chef/Creator  
Meal Planning, Meal Prepping  
Weightloss Counseling  
Jan 2016-Present

Student Activities & Volunteer Work  
Treasurer of Student Leadership Council  
Assist with giving prospective Culinary Students tour of college  
Introduce New Students to College and speak to New Students during Orientation

2009-2012

2009-2012

2009-2013

Adrienne Scott 202.361.0747  
Marsha Perkins 816.923.3689  
Vivian Chavez tel.770.689.

Drop 5 Early Triassic D.C.  
Head Chalcocite  
Wavy Bivalve Lined Shards  
Wardiglione Chalcocite  
Ten 5018-Br3360

Sandul Geyllines & Laminated Shales  
Lenses of Sulfate Lenses  
Aqueous Wavy Lined Shards  
Wardiglione Wavy Lined Shards  
Ten 5018-Br3360

2008-202  
2008-203

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

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

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

b 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

y

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

A. Metal buffet device used to keep food warm by heating it over warmed water

E 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)

A Chaffing Dish

C. Used to hold a large tray on the dining floor

B French Passing

D. Area for dirty dishware and glasses

C Russian Service

E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored

F Corkscrew

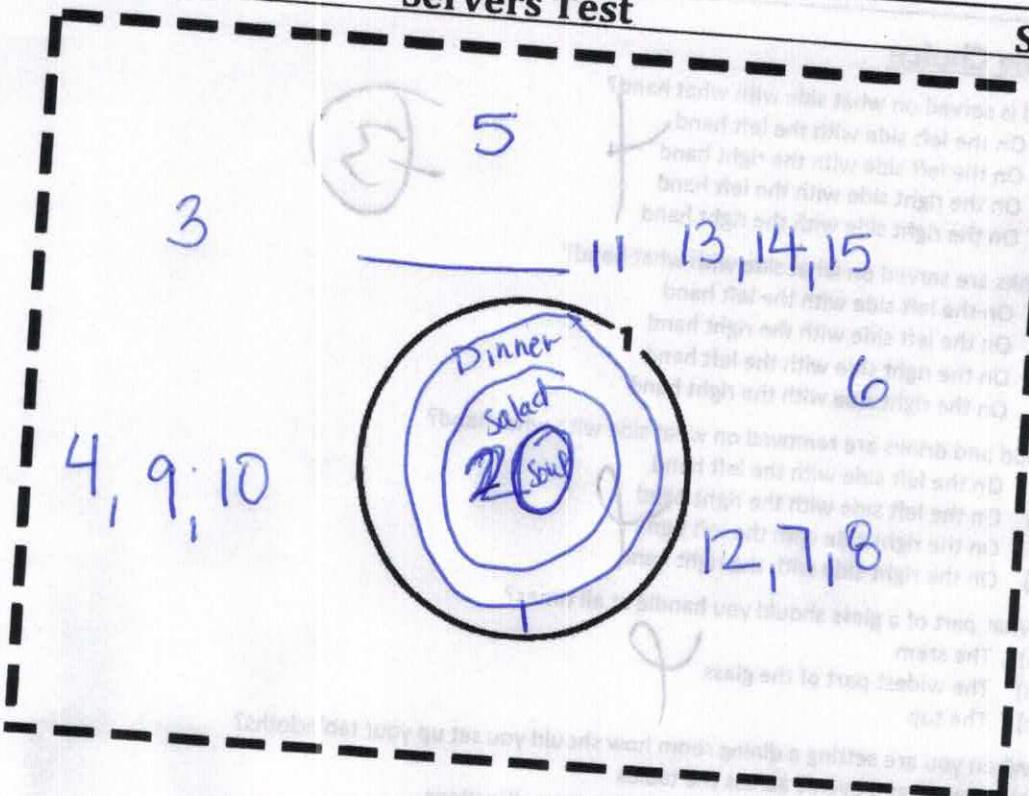
F. Used to open bottles of wine

G Tray Jack

G. Style of dining in which the courses come out one at a time

Name \_\_\_\_\_  
**Servers Test**

Score / 35



Draw a formal place setting containing all of the following:

1. Service Plate
2. Salad Plate
3. Bread Plate & Knife
4. Napkin
5. Name Place Card
6. Tea/Coffee Cup & Saucer
7. Teaspoon
8. Soup Spoon
9. Salad Fork
10. Dinner Fork
11. Dessert Fork
12. Dinner Knife
13. Water Glass
14. Red Wine Glass
15. White Wine Glass

Fill in the Blank

1. The utensils are placed one inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Sugar
3. Synchronized service is when: elegant and used for small service as everyone serves at same time in a wave
4. What is generally indicated on the name placard other than the name? Table #
5. The Protein on a plate is typically served at what hour on the clock? 6 o'clock
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Contact Captain with table details and allergy specifics

Choice (6 points)

Consumption \_\_\_\_\_ the rate of intoxication.

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

+3

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

a 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"

a) Used to crush fruits and herbs for craft cocktail making

F Shaker Tin

b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured

+ "Neat"

c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice

g Muddler

d.) To pour  $\frac{1}{2}$  oz of a liquor on top

b Strainer

e.) Used to measure the alcohol and mixer for a drink

E Jigger

f.) Used to mix cocktails along with a pint glass and ice

g Bar Mat

g.) Used on the bar top to gather spills

d "Float"

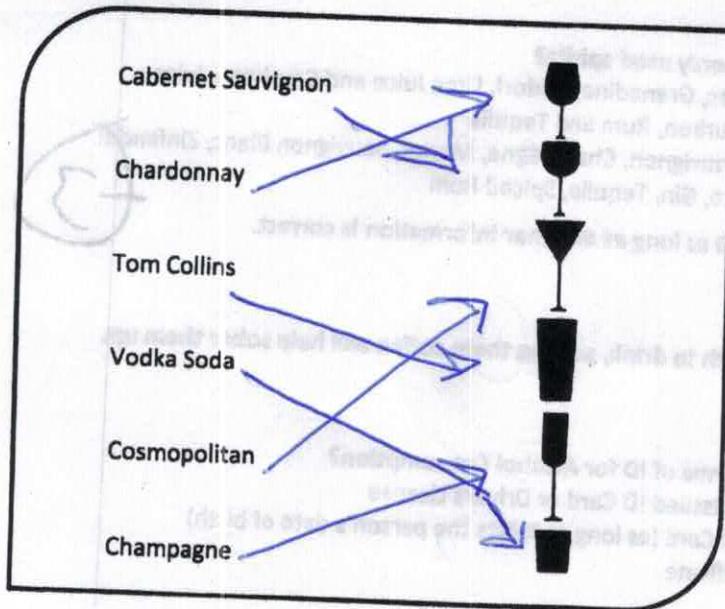
h.) Requesting a separate glass of another drink

b "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): Hennesy, Grey Goose, Don Julio

What are the ingredients in a Manhattan? Whiskey, bitters, cherry

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

What are the ingredients in a Long Island Iced Tea? Vodka, teq, gin, rum, triple sec, 8+5 mix

What makes a margarita a "Cadillac"? Gran Marnier float splash of coke

What is simple syrup? Sugar/water mix equal parts

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

Yes

What should you do if you break a glass in the ice? Change ice

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

What does it mean when a customer orders their cocktail "dirty"? When you change color slightly, it's adding something

What are the ingredients in a Margarita? Triple sec, tequila, Sweet & Sour mix, lime juice, dirty martini gets olive juice

Multiple Choice (1 point each)

a

1) A gallon is equal to \_\_\_\_\_ ounces

- a. 56
- b. 145
- c. 32
- d. 128

9

C

2) Mesclun are what type of vegetable?

- a. Roots
- b. Beans
- c. Salad Greens
- d. Spices

b

3) What does the term braise mean?

- a. Sear quickly on both sides
- b. Slowly cook in covered pan with little liquid
- c. Cook on high heat and quickly
- d. Slowly cook in simmering water

Fry or sear first

b

4) At what internal temperature must chicken be cooked so that it is safe to eat?

- a. 155 degrees F
- b. 165 degrees F
- c. 175 degrees F
- d. 185 degrees F

a

5) How do you blanche vegetables?

- a. Immerse for a short time in boiling water
- b. Cook lightly in butter over med heat
- c. Soak in cold water overnight
- d. Rub with salt before cooking

Then ice bath

C

6) Which of the following ingredients would you pack before measuring?

- a. Olive Oil
- b. Salt
- c. Brown Sugar
- d. White Sugar

d

7) What is Al Dente?

- a. Firm but not hard
- b. Soft to the touch
- c. Very hard
- d. Very soft

a

8) Food should be left out no more than

- a. 2 hours
- b. 3 hours
- c. 4 hours
- d. 5 hours

X

## Prep Cooks Test

d

9) Which is the improper way to thaw frozen food?

- In the fridge
- In a sink with cold water
- On the counter
- In the microwave

a

10) Which of the following can you use to put out a grease fire?

- Baking Soda
- Baking Powder
- Flour
- Water

b

11) What is the temperature range of the danger zone?

- 25-135
- 40-140
- 50-160
- 30-130

d

12) Which of the following is listed from smallest to largest?

- Dice, chop, mince
- Mince, chop, dice
- Chop, dice, Mince
- Mince, dice, chop

C

13) Which direction should pan handles be turned while cooking on the stove?

- Over the fire at all times
- Turned towards you for better control
- Turned towards the right or left at all times
- Over the countertop at all times

C

14) When you poach something, you cook it with what?

- Noodles
- Vegetables
- Liquid
- Oil

C

15) Which spoon is used to remove fat from soups and stews?

- Basting Spoon
- Ladle
- Slotted Spoon
- Portion Spoon

b

16) Which of the following means to cook in a small amount of fat?

- Season
- Sauté
- Broil
- Boil
- Fry

A

17) What is a Julien cut?

- a. Food cut into long thin strips, matchstick
- b. Food cut into long thin strips then turned and cut into a 1/8' dice
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong seven sided football like shapes

C

18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- a. Sweat
- b. Boil
- c. Roast
- d. Grill



**Fill-in the Blank** (1 point each)

19) Salt & pepper are the basic seasoning ingredients for all savory recipes.

20) Chop <sup>mince</sup>: to cut into very small pieces when uniformity of size and shape is not important.

