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**Education:** **Kean University**  
Union, New Jersey  
Bachelor of Arts, Early Childhood Education  
May 1992, Graduated Cum Laude  
Grade Point Average – 3.54 (out of 4.0)  
Attained New Jersey Teaching Certificate (N-8)

- Received 2 Academic Achievement Awards, 1990, 1991
- Deans List for 7 semesters
- Member of Early Childhood Club at Kean University for 3 years

**Professional**

**Experience:** **Elementary School Teacher** – 2<sup>nd</sup> Grade - 9/1992 to 1/1995  
St. John the Apostle School (Substitute)  
Clark, New Jersey

- Full classroom duties including lesson planning – all subjects
- Classroom management, faculty and grade level workshops

**Office Manager** - 6/1988 to 9/1992  
Contech Construction Products  
Cranford, New Jersey

- Responsibilities included all regular office duties, use of fax machine, telephones, computer programs, maintenance and upkeep of office facilities, etc

**Medical Claims Examiner** - 9/1984 to 6/1987  
Prudential Insurance Company  
Iselin, New Jersey

- Use and knowledge of VTAM computer programs, payroll, maintenance and upkeep of office facilities, etc

**References:** Available upon request

**Multiple Choice**

B 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

D A X

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

179.

**Match the Correct Vocabulary**

D Scullery

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

E C X 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

G B Russian Service

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

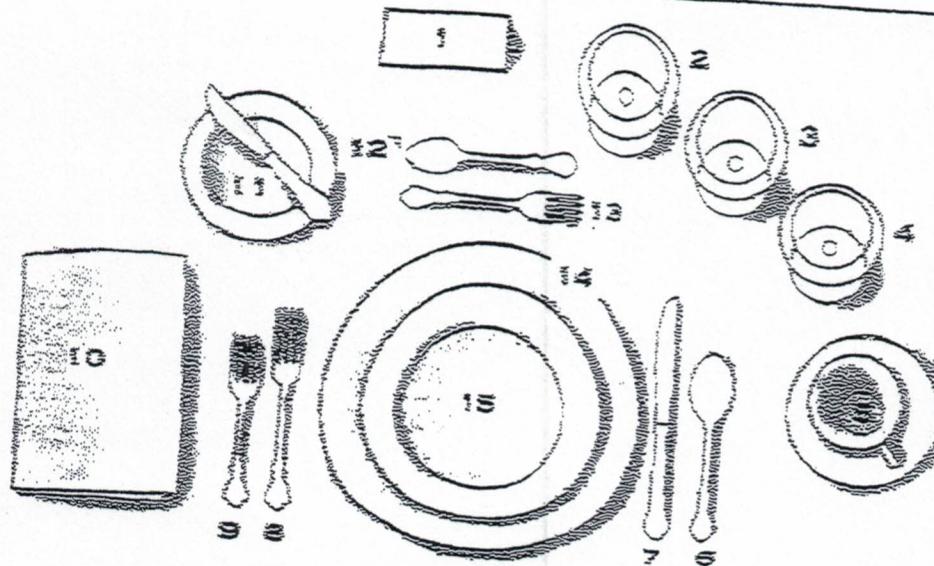
F Corkscrew

F. Used to open bottles of wine

C E X 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>4</u> X	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> X	Water Glass		

Fill in the Blank

1. The utensils are placed 1 inch inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? cream + sugar
3. Synchronized service is when: tables served in number order
4. What is generally indicated on the name placard other than the name? table number
5. The Protein on a plate is typically served at what hour on the clock? 10 o'clock
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Say "I will check" or tell chef immediately