

Carol-Marie Sneed

SERVER / CATERING ATTENDANT

646-515-3155 | TheSneedNY@gmail.com | Resides in Sun Valley



Service oriented server and catering attendant with a background in hospitality.

COMPETENCIES

Customer Service Personal Service Accuracy Efficiency Communication

EXPERIENCE

SERVER. The Party Staff, Inc. Hollywood, CA. December 2018 - January 2019.

- Prepped tables with silver ware, glassware, wine, champagne, water, bread and butter
- Tray passed h'ordeuvres, cleared tables to serve next course, and breakdown tables
- Ushered guests to tables and responded to guest questions and food concerns
- Venues include Mr. C Hotel, Beverly Hills Hotel, Ritz-Carlton, UCLA Plateia, UCLA Bruin Plate, G'Day Gala

CATERING ATTENDANT. Pizza Short Term Mission Fundraiser. Grace Community Church, CA. July 2018

- Completed various job duties including assisting with prep, dish washing, sanitation, inventory
- Supervised a crowd of 400 and responded to guest questions and concerns

CATERING SERVER. Open Arms Banquet. Grace Community Church, CA. April 2018

- Served over 300 guests a h'ordeuvres reception, traditional sit down dinner and desert at an indoor venue
- Set tables with decor, plating, and silverware as needed
- Performed set up and breakdown of various stations while keeping a clean and well maintained kitchen
- Maintained proper dining experience by delivering items, fulfilling customer needs, removing courses, replenishing utensils, refilling glasses

LOAD OUT ASSOCIATE. Shepherd's Conference. Grace Community Church, CA. March 2018.

- Assisted with breaking down rooms and on campus props during Shepherd's Conference
- Responsible for vacuuming rooms and wiping down counters and cubbies
- Distributed ice cream and snacks to a maintenance crew of 30 people

CRAFT SERVICE CATERER. Anniversary Dinner. Los Angeles Film and Reel Club, CA. August 2018

- Responsible for buying food for a cast and crew of 14 people on a 48 hr short film project
- Prepared food and beverage items for the purpose of meeting projected meal requirements
- Cleaned utensils, storage, food preparation and serving areas for the purpose of maintaining sanitary conditions

CRAFT SERVICE ASSOCIATE. Longest Knife. Beeler/Konkle Films Los Angeles, CA. August 2017

- Served and replenished food for a crew and cast of 20 for the duration of the film shoot
- Responsible for setting up, serving and maintain and breaking down craft service area

EDUCATION

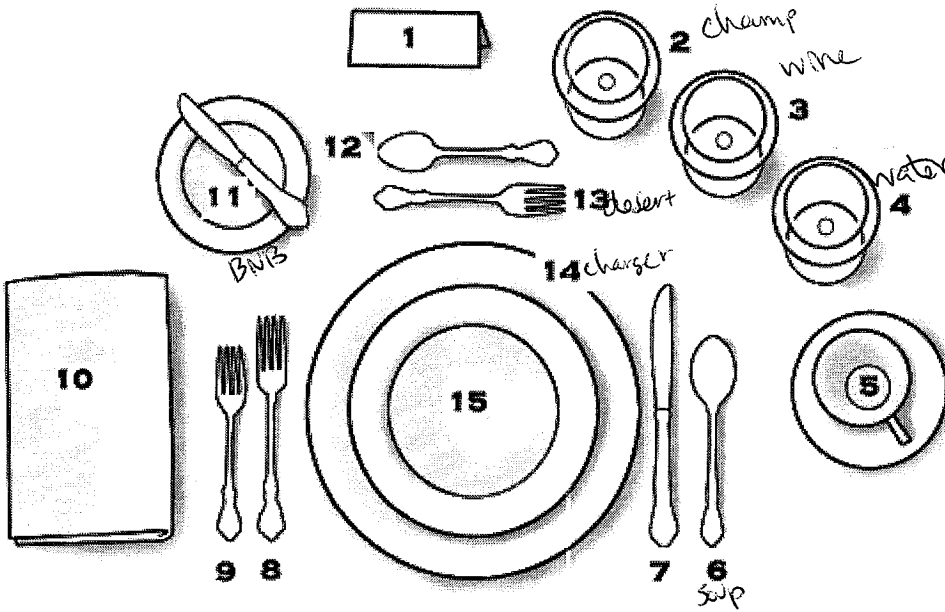
John Jay College of Criminal Justice, BS in Forensic Science

Multiple Choice

- 4
89%
- 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
- 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>E</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 |



Score / 35

Match the Number to the Correct Vocabulary

- 8 Dinner Fork
- 5 Tea or Coffee Cup and Saucer
- 7 Dinner Knife
- 2 Wine Glass (Red)
- 9 Salad Fork
- 14 Service Plate
- 3 Wine Glass (White)

- 10 Napkin
- 11 Bread Plate and Knife
- 1 Name Place Card
- 12 Teaspoon
- 13 Dessert Fork
- 6 Soup Spoon
- 15 Salad Plate
- 4 Water Glass

Fill in the Blank

1. The utensils are placed 1 in inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? sugar, milk, cream
3. Synchronized service is when: all the servers & food come out together
4. What is generally indicated on the name placard other than the name? meal or no name
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?
let them know that you will get it, please be patient.