

Interview Note Sheet

Applicant Information

Name: Brittany Ryan
 Date: 4/24/19
 Position (s) Applied for: Serv

Interviewer: Anthony
 Rate of Pay:
 Referred by:

Test Scores

Server	<u>29</u> /35	%	Bartender	/35	%
Prep Cook	/15	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

BK -

Subway - Cashier

BBW - Server

Ruby Tuesday - Host
 Red Lobster - Expo

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

AKC

Certifications (if any)

TIPS

Serv-Safe

LEAD

Other Self Liqueur

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:



PLEASE PRINT

EMPLOYMENT DESIRED

PERSONAL INFORMATION

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?
NKC High	NKC MO	GED	NO / GED
Colorado Tech	NKC MO	GED	NO
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:			

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 Buffalo Wild Wings

Type of Business Restaurant

Telephone No. (816) 795-6020

Supervisor's Name Laura McCoy

Your Position and Duties Server

Dates of Employment: From Sept 2008 To Apr 2019

Reason for Leaving: personal

Name and Address of Employer Ruby Tuesday

Type of Business Restaurant

Telephone No. ()

Supervisor's Name Tosh Costa

Your Position and Duties host

Dates of Employment: From Aug 2016 To Mar 2018

Reason for Leaving: personal

Name and Address of Employer _____

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Type of Business _____

Telephone No. (____) _____

Supervisor's Name _____

Your Position and Duties _____

Dates of Employment: From _____ To _____

Reason for Leaving: _____

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: Yes Personal

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military?
If so, describe: _____

Yes _____ No X

JOB-RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Jonathan White

Telephone No. (816) 541-0400

Address _____

Occupation: server

Relationship: friend

Number of Years Acquainted: 4

Name: Amanda Corwin

Telephone No. (816) 267-1207

Address _____

Occupation: CMA

Relationship: friend

Number of Years Acquainted: 10+

Name: Jacob Maus

Telephone No. (816) 335-8831

Address _____

Occupation: Subcontractor

Relationship: friend

Number of Years Acquainted: 1

Please Read Carefully, Initial Each Paragraph and Sign Below

BR 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.

BR 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.

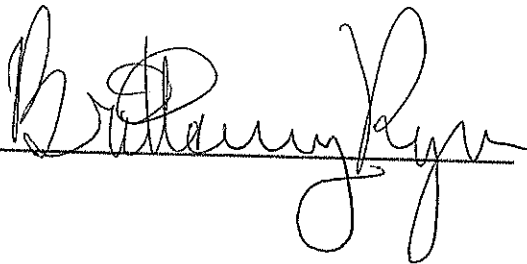
BR I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

BR 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.

BR 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

4-26-19

Brittany Ryan

Cashier

Independence, MO 64050

softballswtie552_ru4@indeedemail.com

816-541-6993

Retail experience

- Business Communication
- Efficient in Microsoft Office-Excel, Word, PowerPoint & Access
- Friendly, fast, and efficient customer service
- Previous cashier experience

Work Experience

Server/Waiter

Buffalo Wild Wings - Independence, MO

September 2018 to April 2019

1. greeted and made connections with guests
2. brought beverages and food to table
3. used micro or kiosk to place orders
4. ran food
5. significant sidework
6. ran cash, credit debit transactions on micro

Server/Hostess

Ruby Tuesday - Independence, MO

August 2016 to March 2018

Seat and greet people at the door, serve and take orders, refill drinks, bus tables cash out transactions

Animal kennel attendant

Animal Medical Center - Itasca, IL

August 2005 to March 2007

Fed and watered animals

Administered meds

Cleaned cages and surrounding areas

Walked dogs

Assisted vet techs and veterinarians in various procedures

Cashier

Guest Service - Kansas City, MO

- Responsible for organizing product inventory
- Managed returns, exchanges, and refunds
- Organized defective items
- Properly put returns in their place
- Handled cash, food stamps, credit/debit cards
- Answered phone lines and put calls through to their proper area

Fast food preparer

Subway - Kansas City, MO

- Made sandwiches
- Provided & maintained excellent customer service, troubleshooting/problem solving of customer issues
- Proficient with the register
- Trained employees

Part Time Clerk

Quiktrip - North, Kansas, US
City, MO

- Zoned areas of the store
- Properly cleaned supplies and equipment
- Managed register and money
- Stocked areas of store as needed
- Great customer service/problem solved for customer satisfaction

Team member/Night trainer

Chipotle - Kansas City, MO

- Prepared food as requested by customer
- Food preparation prior to serving
- Cleaned dining room
- Asked customers if they needed anything
- Cashier
- Cleaned frontline
- Trained new employees on frontline

Maintenance Chillicothe Correctional Center Chillicothe, MO

- Cleaned out sink and toilet drains
- Caulked showers, windows, roof leaks, etc.
- Rewired lightbulbs to LED
- Changed lightbulbs
- Drilled holes to accommodate certain things in the floor, ceiling, and walls

Hostess/expeditor/take out server

Chilis - Kansas City, MO

- Seated guests
- Made sure every order was correct before customer received it
- Greeted customers
- Took to go orders over fun and rang them into register
- Got orders ready

Food and Beverage Attendant AMF Pro Bowl North Kansas City, MO

- Cashier
- Deliver food to lanes
- Served guests in food court
- Took orders

Host/Service assistant Red lobster Independence, MO

- Seat guests
- Clean host stand

- Bus tables
- Lobster shows
- Clean front door windows
- Sweep front lobby floors
- Run food
- Assist servers and managers
- Restroom checks

Education

Medical Assisting

Colorado Technical University
2010 to 2011

Skills

Host, Waitress, Waiter, Hostess, Restaurant Server

Name Brittany Ryan
Score 29 / 35

Servers Test

Multiple Choice

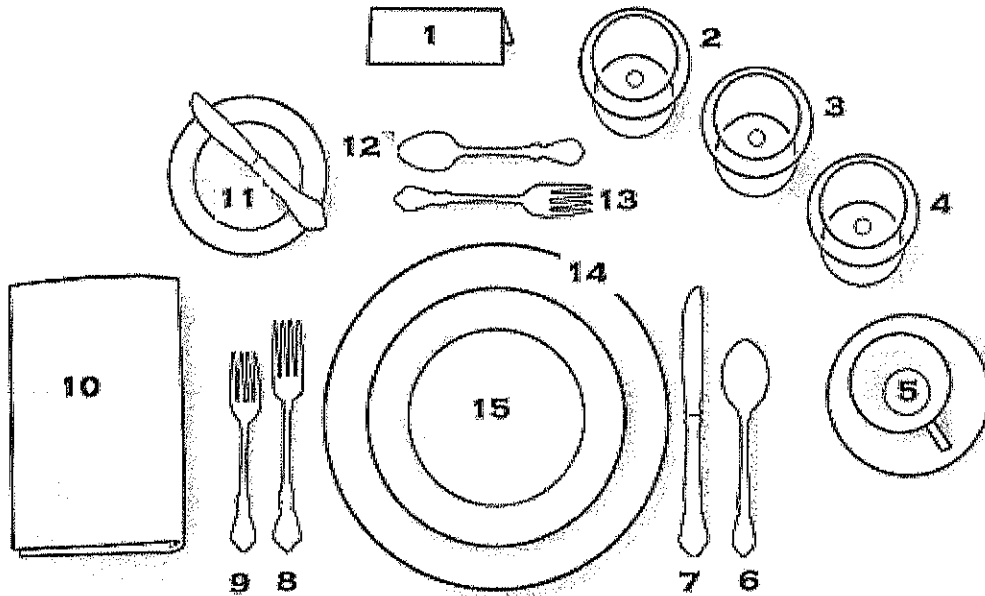
- A 1) Food is served on what side with what hand?
a) On the left side with the left hand
b) On the left side with the right hand
c) On the right side with the left hand
d) On the right side with the right hand
- D 2) Drinks are served on what side with what hand?
a) On the left side with the left hand
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

- | | |
|--------------------------|---|
| <u>D</u> Scullery | <u>A</u> Metal buffet device used to keep food warm by heating it over warmed water |
| <u>E</u> Queen Mary | <u>B</u> 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 | <u>C</u> Used to hold a large tray on the dining floor |
| <u>B</u> French Passing | <u>D</u> Area for dirty dishware and glasses |
| <u>G</u> Russian Service | <u>E</u> Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>F</u> Corkscrew | <u>F</u> Used to open bottles of wine |
| <u>C</u> Tray Jack | <u>G</u> Style of dining in which the courses come out one at a time |

Name Brittany Ryan
Score / 35

Servers Test



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>3</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>4</u> | Wine Glass (White) |
| <u>2</u> | Water Glass | | |

Fill in the Blank

- The utensils are placed 4 1-2 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Sugar & Cream, Spoon
- Synchronized service is when: Everyone is served at the same time
- What is generally indicated on the name placard other than the name? Title
- The Protein on a plate is typically served at what hour on the clock? 3 4
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
Bring out the Allergen menu