

Interview Note Sheet

Name: <u>Talisha Gordon</u>		Position (s) Applied for: <u>GMST/Server</u>
Date: <u>12/6/19</u>	Interviewer: <u>Anthony M.</u>	Referred by:
Rate of Pay:		

Server	WTR	1/35	%	Bartender	1/30	%
Prep Cook		1/15	%	Barista	1/10	%
Grill Cook		1/40	%	Cashier	1/10	%
Dishwasher		1/10	%	Housekeeping	1/16	%

Total of _____ Experience in Food Service/Hospitality

Describe a time when you had to multitask, or work under pressure?	Applebees - 10 ppl new. People waiting. As on orders & 1/2 food. argument group
How would you handle a disagreement/argument with a coworker?	If we can resolve them move to manager.
What do you do to go above and beyond and exceed your customer's expectations?	Ask what they like & make sure they are comfy.
Notes:	

P.O.S. Experience ☒ details: ☐ N

☐ Bistro White ☐ Black Bistro ☐ Tuxedo ☐ 1/2 Tuxedo ☐ Black Vest ☐ Long Black Tie ☐ Other:	☐ Chef Coat ☐ Chef Pants ☐ Knives ☐ Black Pants ☐ Non-Slip Shoes ☐ Bow Tie
Chef/Dine 1/2 1/2 - WTR submit	

☐ Acrobat Academy ☐ Lead Academy	☐ _____ ☐ _____
---	--

Takesha Gordon

Home Maker - The Gordon Family

Kansas City, MO 64117

takeshagordon3_ujh@indeedemail.com

8166739230

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Cashier

Walmart - Overland Park, KS

September 2015 to Present

Helping Customers with walmart.com orders, to assist in helping with picture kiosk and site to store orders. Also to help with any questions comments or concerns that may have...

Home Maker

The Gordon Family - Kansas City, MO

2014 to Present

- Manage family budget and take children to Doctor appointments

Provide education, social and recreational activities and meals for children

Server

Applebee's - Overland Park, KS

November 2017 to February 2018

My job duties are to take orders, receive payments and help run food

Store Clerk

Quicktrip - Kansas City, MO

November 2016 to January 2018

To take and receive payments from customers. To upkeep store, stock drinks hot foods and cold foods.

Cashier/Personal shopper

Walmart - Overland Park, KS

November 2016 to September 2017

My job is to do and manage pick up today's and bin in online orders from site to store as well as help with photo orders.

Shift Manager

Burger King - Lees Summit, MO

January 2016 to February 2016

Responsibilities

To make sure the store is ready for customers, assist cashiers with customers and do schedules, also help in areas that need help

Photo Lab Technician

Walmart - Raytown, MO
September 2015 to January 2016

Responsibilities

Helping Customers with walmart.com orders, to assist in helping with picture kiosk and site to store orders

Cashier (Seasonal)

Aramark Sports, Inc - Kansas City, MO
2014 to 2014

2014

- Greeted customers promptly and in a friendly manner
- Answered customer's questions about menu items
- Assisted customers with menu selections
- Resolved customer complaints calmly and quickly
- Handled cash, check, credit/debit/gift card and coupon payments

Wireless Sales Associate

Verizon Wireless - Clearwater, FL
March 2006 to November 2010

My job description was to help customers find mobile phones that fit their need and wants.. to also meet monthly and weekly quotas... as well as answer any questions they may have...

Server/Cashier

Steak and Shake - Independence, MO
2005 to 2006

- Greeted guests at door and quickly seated them
- Provided guests with water and menu's
- Took guest orders accurately and efficiently
- Answered questions about menu items & offered suggestions
- Operated cash register and handled all forms of payment
- Worked double shifts as requested by Manager

Education

Medical Billing & Coding Studies

Antihem College - Kansas City, MO
2012

GED Certificate

Adult Basic Education Center - Kansas City, MO
2005

Skills

- Customer Service

- Fast Food
- Team Member
- Food Service

Certifications and Licenses

food handler certificate

Additional Information

QUALIFICATIONS

- Windows, MS Word, Internet and Email
- Cash handling and operate cash register
- Operate basic office equipment
- Basic medical terminology
- Ability to sit/stand for long periods

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 Talisha N Gordon Date: 12/6/19
Home Telephone (813) 1073-9230
Present Address 21030 NW 48th St
Permanent Address, if different from present address:
Email Address talisha.gordon@yahoo.com

EMPLOYMENT DESIRED

Position applying for: SERVER
Are you currently registered with any staffing and/or employment agencies? If so, please list
Salary desired: _____

Are you applying for:
Full-time work? Yes ☒ No _____
Part-time work? Yes _____ No _____
Temporary work, e.g., summer or holiday work? Yes _____ No _____
How did you find out about our open position? (Please check fill in proper name of source):
Referral ☐ Name of Referral Uncle Rod Newspaper ☐ Job Fair ☐ Agency ☐
Could you work overtime, if necessary? Yes ☒ No _____ If hired, on what date could you start working?

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	<u>open</u>						
PM	<u>open</u>						
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 ☐

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	ABC C	
CITY & STATE	FL NC	
GRADE OR DEGREE	GED	
DID YOU GRADUATE?	YES	
Do you have any special licenses, certificates or special training? If so please list under "Special".	YES	
Are you computer literate? If so, list software knowledge under "Special."	YES	
Are you proficient with Point of Sales Systems? If so please list which ones under "Special."	YES	
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	
Special:	NO	

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 _____
Type of Business _____
Telephone No. () _____
Supervisor's Name _____
Your Position and Duties _____

Dates of Employment: From 9/15 To 11/19

Reason for Leaving: wanted something better

Name and Address of Employer Walmart

Type of Business _____
Telephone No. (214) 454-4600
Supervisor's Name Kim Solas

Your Position and Duties To help customers with questions, comments or anything with the store

Dates of Employment: From _____ To _____

Reason for Leaving: _____

Name and Address of Employer _____

Type of Business _____
Telephone No. () _____
Supervisor's Name _____

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: _____

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes _____ No ☒

If so, describe: _____

JOB RELATED REFERENCES

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

Name: Melissa Henry Address: Kansas City, MO Occupation: Server Relationship: friend Number of Years Acquainted: 10
Telephone No. (816) 455-1596

Name: Donna Ears Address: Kanmo Occupation: ASR Relationship: friend Number of Years Acquainted: 15
Telephone No. (816) 408-9088

Name: Sylvester Ayler Address: 1815 S Bruckner Village Dr Independence, MO Occupation: EV8 Relationship: friend Number of Years Acquainted: 11
Telephone No. (816) 915-1247

Please Read Carefully, Initial Each Paragraph and Sign Below

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.

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.

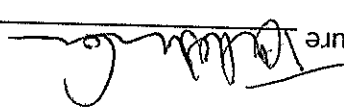
I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice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

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.

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

2/16/19

Name Talisha Gustin
Score / 35

Servers Test

Multiple Choice

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

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

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

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

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

6) If you bring the wrong entrée to a guest what should you do?

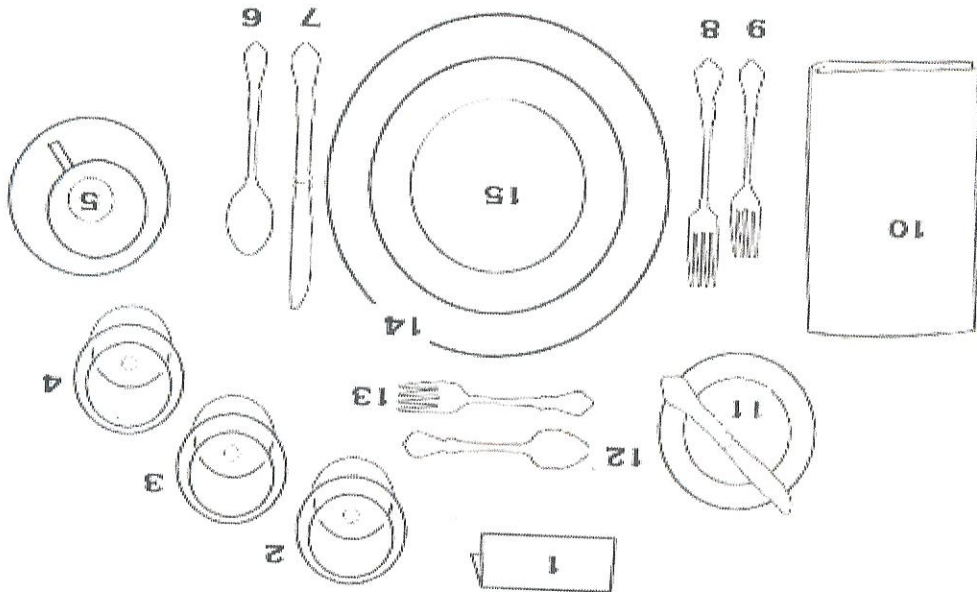
- a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
- b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served
- c) Try to convince the guests to eat what you brought them
- d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

Match the Correct Vocabulary

- D Scullery
- C Queen Mary
- B Chaffing Dish
- E French Passing
- F Russian Service
- F Corkscrew
- F Tray Jack

- A. Metal buffet device used to keep food warm by heating it over warmed water
- 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)
- C. Used to hold a large tray on the dining floor
- D. Area for dirty dishware and glasses
- E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored
- F. Used to open bottles of wine
- 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

- 10 Napkin
- 11 Bread Plate and Knife
- 1 Name Place Card
- 12 Teaspoon
- 5 Dessert Fork
- 6 Soup Spoon
- 7 Salad Plate
- 8 Water Glass

- 9 Dinner Fork
- 10 Tea or Coffee Cup and Saucer
- 11 Dinner Knife
- 12 Wine Glass (Red)
- 13 Salad Fork
- 14 Service Plate
- 15 Wine Glass (White)

Fill in the Blank

1. The utensils are placed _____ inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? 50c
3. Synchronized service is when: All eat @ same time
4. What is generally indicated on the name placard other than the name? com
5. The Protein on a plate is typically served at what hour on the clock? 4pm/12
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?