

## Interview Note Sheet

## Bartender

Applicant Information					
Name: Maria Gallo		Interviewer: Amanda Devie			
Date: 2/17/19		Rate of Pay: \$15 →			
Position (s) Applied for: Bartender & Server.		Referred by: Craigslist.			
Education/Certificates					
Server	33/35	94 %	Bartender	30/30	100 %
Prep Cook	115	%	Barista	10	%
Grill Cook	140	%	Cashier	10	%
Dishwasher	110	%	Housekeeping	16	%
Employment Status					
Full-Time					
Part-Time					

Relevant Experience & Summary of Strengths			
Total of _____ Experience in Food Service/Hospitality			
A wine glass falls on the floor and smashes. What do you do next?	How do you keep yourself busy during a slow shift?	Describe a time you needed to cut off serving a customer, how did you handle that?	Notes:
“make sure nobody gets hurt, then clean up.	“Clean, what can get put away, seeing what guests need.	“ignore comments, give water, get bouncer.”	Grill & fig (Server) light house Grill havana Caffe (Server)

P.O.S. Experience: Y / N details:

Transportation	Regions Available to work
Own Transportation.	Kearnsburg, NJ. Max Travel: 30mins.
Communication Skills	Availability
	OPEN.
Uniforms Owned	Recommendations
<input checked="" type="checkbox"/> Bistro White <input checked="" type="checkbox"/> Black Bistro <input type="checkbox"/> Tuxedo <input type="checkbox"/> 1/2 Tuxedo <input type="checkbox"/> Black Vest <input type="checkbox"/> Long Black Tie <input type="checkbox"/> Other:	Chef Coat Chef Pants Knives <input checked="" type="checkbox"/> Black Pants Non-Slip Shoes <input type="checkbox"/> Bow Tie <input type="checkbox"/> Cut Glove
	Other Languages Spoken
	Acrobat Academy  Lead Academy

## Interview Note Sheet

### Server

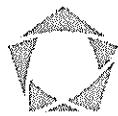
Name:	Interviewer:					
Date:	Rate of Pay:					
Position (s) Applied for:		Referred by:				

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

Total of _____ Experience in Food Service/Hospitality			
How many customers or tables are you used to serving at one time? How would you re-act if an extra table was added to your section?	How many items can you carry on a tray? Please describe how to pick up a large oval tray.	How is a banquet server different from a regular restaurant server?	Notes:
4 tables.	6 items.	banquet is more team work moves faster.	

P.O.S. Experience: Y / N details: \_\_\_\_\_

<p>Uniforms (if any)</p> <p>Acrobats (if any)</p> <p>Competitions (if any)</p> <p>Other:</p>	<p>Acrobats (if any)</p> <p>Competitions (if any)</p> <p>Other:</p>
<input type="checkbox"/> Bistro White <input type="checkbox"/> Black Bistro <input type="checkbox"/> Tuxedo <input type="checkbox"/> 1/2 Tuxedo <input type="checkbox"/> Black Vest <input type="checkbox"/> Long Black Tie <input type="checkbox"/> Other:	<input type="checkbox"/> Chef Coat <input type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input type="checkbox"/> Black Pants <input type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie <input type="checkbox"/> Cut Glove
<input type="checkbox"/> Acrobat Academy  <input type="checkbox"/> Lead Academy	



Bartenders Test

Score 35 / 35

100%

Multiple Choice (6 points)

b 1) Carbonation \_\_\_\_\_ the rate of intoxication.  
a) 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

b 3) You can accept an expired ID as long as all other information is correct.  
a) True  
b) False

b 4) If someone has had too much to drink, serving them coffee will help sober them up.  
a) True  
b) False

d 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

i "Neat"

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

a 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

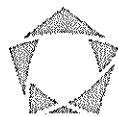
g.) Used on the bar top to gather spills

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



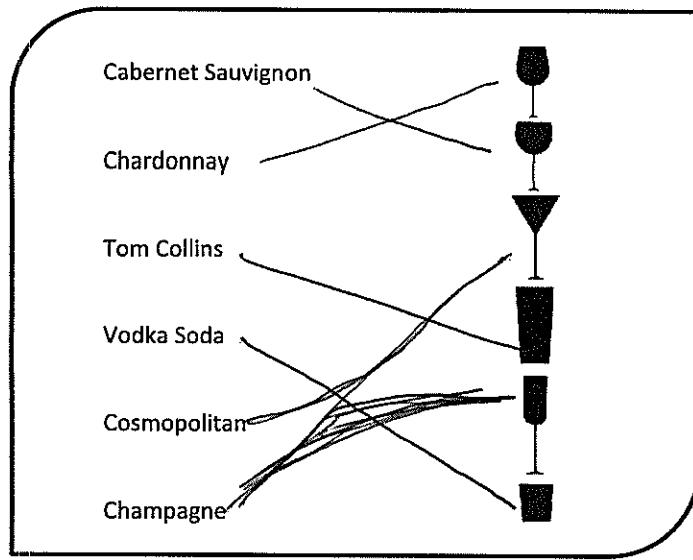
Bartenders Test

Score 35 / 35

100 %

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): grey goose bombay sapphire patron

What are the ingredients in a Manhattan? Rye vermouth cherry

What are the ingredients in a Cosmopolitan? vodka triple sec cranberry juice lime

What are the ingredients in a Long Island Iced Tea? vodka gin tequila rum sour splash coke

What makes a margarita a "Cadillac"? grand marnier

What is simple syrup? sugar dissolved in water

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

NO marrying

What should you do if you break a glass in the ice? change ice | Melt in Warm Water.

When is it OK to have an alcoholic beverage while working? never

What does it mean when a customer orders their cocktail "dirty"? olive juice

What are the ingredients in a Margarita? tequila triple sec sour mix

**Servers Test**

**Multiple Choice**

94%

- 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 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 dinning 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

G Russian Service

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

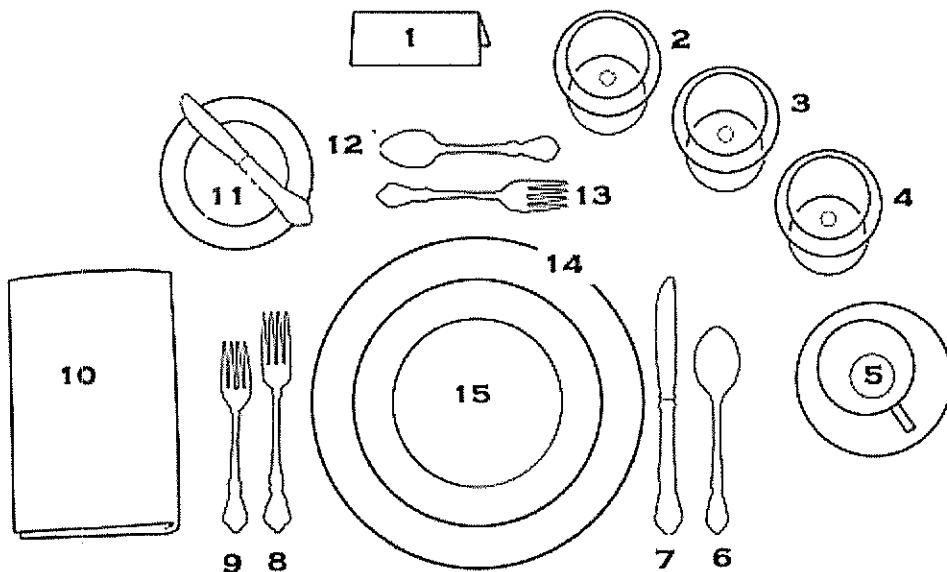
F Corkscrew

F. Used to open bottles of wine

C Tray Jack

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

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

Fill in the Blank

1. The utensils are placed 1 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Milk Cream Sugar.
3. Synchronized service is when: the ~~same~~ table is served by several people at same time.
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? 9.
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
Tell expeditor / lead server / chef.

12/14/19 @ 10:37 pm

~~Server~~ Server.

Interview: 12/17/19 @ 11am.

Maria Gallo

(707) 601-6872

mariagallo614@gmail.com

Kearnsburg, NJ.

**Summary:** Organized, personable, professional server with 20 years experience in a variety of bars and restaurants, from casual to catering to fine dining.

**Skills:**

- Provide excellent, friendly customer service
- Proficient salesperson
- Always interested in learning more about food and wine
- High attention to detail
- POS system
- Bi-lingual- Spanish, English

**Work Experience:**

**Luna Nueva Retreats** Jan. 2016- present  
- Owner- I host spiritual, yoga and herbalism retreats in Cusco, Peru [www.lunanuevaretreats.com](http://www.lunanuevaretreats.com)

**Girl & the Fig Catering** May 2019- Nov. 2019  
- Server/ Bartender  
Sonoma, CA Supervisor - Josh Williams (707) 483- 2227  
Jesse Caswell [jesse@girl&thefig.com](mailto:jesse@girl&thefig.com)

**Source Nursery** Jan. 2017- Nov. 2018  
- Manager- Managed clone production in legal nursery  
Arcata, CA Owner- Gordon Itzen (707) 498-9588

**Pachamama Jewels** 2010- 2018  
- Owner- Operated and designed for art fair-based jewelry company  
Arcata, CA

**Lighthouse Grill** Feb. 2013- June 2014  
- Front of house staff  
Trinidad, CA Supervisor - Amy Schiava (707) 845-9209

**Havana Tropical Cafe** April 2012- Jan. 2013  
- Bartender  
Highlands, NJ

**Jamian's** April 2007- Jan. 2010  
- Bartender/ Server  
Red Bank, NJ Manager - Michelle Roe

**Market in the Middle** June 2008- Dec. 2009  
- Server  
Asbury Park, NJ Manager - Trey Pressner

**Re: Employment Application New Jersey**

JotForm &lt;noreply@jotform.com&gt;

Mon 12/16/2019 6:34 PM

To: HS New Jersey &lt;hsnj@theservicecompanies.com&gt;

**Employment Application New Jersey**

First Name	Maria
Last Name	Gallo
E-mail Address	mariagallo614@gmail.com
Phone	7076016872
Address	228 Seeley Ave
City, State	Keansburg, NJ
Zip Code	07734
What region(s) are you applying to work within?	New Jersey
Which position(s) are you applying for?	Server Bartender
Are you applying for:	Part-Time
When can you start?	12-19-2019
Can you work overtime?	Yes
How did you hear about us?	Craigslist
What days/times can you work? Select all that apply:	Monday AM Monday PM Tuesday AM Tuesday PM Thursday AM Thursday PM Friday AM Friday PM Saturday AM Saturday PM Sunday AM Sunday PM
Have you ever applied to or worked for The Service	No

Companies (TSC)before?

If hired, would you have reliable means of transportation to and from work?

Yes

If hired, can you present evidence of your legal right to live and work in this country?

Yes

Are you able to perform the essential functions of the job for which you are applying?

Yes

Name of School

Humboldt State University

City &amp; State

Arcata, CA

Grade/Degree

BS Marine Biology &amp; Zoology

Graduated?

Yes

Do you have any special licenses? (If so, label under "Special")

No

Are you computer literate? (If so, label which programs under "Special")

Yes

Are you proficient with Point of Sale systems? (If so, label which under "Special")

Yes

Do you have any experience, training, qualifications or special skills? (If so, label under "Special")

Yes

Are you currently employed?

No

Can we contact your current employer?

Yes

Name and Address of Employer

Girl & the Fig Catering  
Sonoma, CA

Type of Business

Catering Company

Phone Number

707-483-2227

Your Position & Duties	Catering Server & Bartender Weddings and Winery Events
Date of Employment (from/to):	May 2019 - Nov 2019
Reason for Leaving	Moved to NJ
Still Employed:	No
Name and Address of Employer	Lighthouse Grill Trinidad, CA
Type of Business	Restaurant
Phone Number	707 845-9209
Your Position & Duties	Front of House Staff Customer Service
Date of Employment (from/to):	Feb 2013- June 2014
Reason for Leaving	Needed more income
Still Employed:	No
Name and Address of Employer	Jamian's Red Bank, NJ
Type of Business	Restaurant/ Bar
Your Position & Duties	Bartender & Server
Date of Employment (from/to):	April 2007- Jan. 2010
Reason for Leaving	Moved
Still Employed:	No
Have you ever been fired from a previous place of employment? If yes, please explain:	No
First Name	Gordon
Last Name	Itzen
E-mail Address	gordon@gmail.com
Phone	707-498-9588
Relationship:	Boss
Years Acquainted:	3 years
First Name	Amy
Last Name	Schiava

E-mail Address amykschiava@gmail.com  
Phone 707-845-9209  
Relationship: Supervisor/Friend  
Years Acquainted: 20  
First Name Josh  
Last Name Williams  
Phone 707-483-2227  
Relationship: Supervisor  
Years Acquainted: 1

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.

(Checked box indicates acknowledgement)

I hereby authorize Acrobat Outsourcing to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further,

(Checked box indicates acknowledgement)

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 The Service Companies (TSC) 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.

(Checked box indicates acknowledgement)

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

(Checked box indicates acknowledgement)

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.

(Checked box indicates acknowledgement)

I hereby acknowledge that I have read and understand the above statements.

(Checked box indicates acknowledgement)

Applicant Digital Signature (Type Name):

Maria Gallo

Date:

12-16-2019

Please Attach Resume Below

Resume Dec PDF 2019.pdf

You can edit this submission and view all your submissions easily.

