

# Interview Note Sheet

## Bartender

Name: <u>Robin Walker</u>	Interviewer: <u>Annel Alvarez</u>																									
Date: <u>1-29-20</u>	Rate of Pay:																									
Position (s) Applied for: <u>Bartender / Serving</u>	Referred by: <u>Indeed.</u>																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Server</td> <td style="width: 15%;">/35</td> <td style="width: 15%;">%</td> <td style="width: 15%;">Bartender</td> <td style="width: 15%;">34/35/30</td> <td style="width: 15%;">97%</td> <td rowspan="4" style="width: 15%; text-align: center; vertical-align: middle;">           Working Full-Time Part-Time To Start         </td> </tr> <tr> <td>Prep Cook</td> <td>/15</td> <td>%</td> <td>Barista</td> <td>/10</td> <td>%</td> </tr> <tr> <td>Grill Cook</td> <td>/40</td> <td>%</td> <td>Cashier</td> <td>/10</td> <td>%</td> </tr> <tr> <td>Dishwasher</td> <td>/10</td> <td>%</td> <td>Housekeeping</td> <td>/16</td> <td>%</td> </tr> </table>		Server	/35	%	Bartender	34/35/30	97%	Working Full-Time Part-Time To Start	Prep Cook	/15	%	Barista	/10	%	Grill Cook	/40	%	Cashier	/10	%	Dishwasher	/10	%	Housekeeping	/16	%
Server	/35	%	Bartender	34/35/30	97%	Working Full-Time Part-Time To Start																				
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Interviewer's Evaluation of Candidate's Qualifications			
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:
• Sign • Sweep • Clean	• clean • lean/clean • rotate beer • cut fruit	• firm & kind	bartending 5+ Overall 25+

P.O.S. Experience: Y / N details: 25+

Personal Information	
<u>Car</u>	
Alcohol license food handlers (30 days)	
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 Cut Glove

Reasons Available to work	
<u>everyWhere</u>	
<u>Monday</u> <u>Wednesday</u> <u>Friday</u> <u>Saturday</u> <u>Sunday</u>	<u>Monday - Thursday</u> <u>after 8pm</u>
Education/Training	
<u>Acrobat Academy</u> <u>Lead Academy</u>	
Other Languages Spoken	
<u>American Sign Language</u>	

## 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 Robin Walker Date: 1/29/20  
Home Telephone (417) 844 9806 Other Telephone ( )  
Present Address 5500 Brooklyn  
Permanent Address, if different from present address:  
Email Address KCwalkingtours@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Bartender Salary desired: Negotiable

Are you currently registered with any staffing and/or employment agencies? If so, please list  
No

Are you applying for: Full-time work? Yes        No        Part-time work? Yes ✓ No       

Temporary work, e.g., summer or holiday work? Yes ✗ No        From: \_\_\_\_\_ To: \_\_\_\_\_

How did you find out about our open position? (Please check fill in proper name of source):

Referral  Name of Referral \_\_\_\_\_ Newspaper  Job Fair  Agency

Company Website  Other Web Posting  Other Source  Indeed

Could you work overtime, if necessary? Yes ✗ No        If hired, on what date could you start working?

Immediately

*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>any</u>	<u>before 5</u>	—	—	→	<u>any</u>	<u>after 3</u>
PM							

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:  
July 25 - August 4

### 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	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Nevada High School	Nevada, MO	12	Yes
Ozarks Tech Comm College	Springfield, MO	2	Yes
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: I'm computer literate. I can learn/master most POS systems.			

### 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 Drury Inn & Suites 10963 Metcalf Ave  
OP, KS 66210

Type of Business Hotel Telephone No. (913) 345-1500 Supervisor's Name Cody Gleason

Your Position and Duties Bartender, server, cook. High volume bar  
Serving, cleaning and maintaining bar and kitchen; pleasant

Dates of Employment: From January 2015 To Present interaction  
with guests.

Reason for Leaving: Currently employed here

Name and Address of Employer Kansas City Walking Tours

Type of Business Tourism Telephone No. (417) 844-9806 Supervisor's Name Robin Walker

Your Position and Duties Owner/ Operator; book and give tours; coordinate  
with vendors; maintain website

Dates of Employment: From January 2017 To Present

Reason for Leaving: Currently employed here

Name and Address of Employer Dennis' Place Springfield, MO

Type of Business Bar 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 \_\_\_\_\_

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The Service Companies

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: No

#### MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes        No X  
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: Alicia Doane Telephone No. (417) 838-2245  
Address \_\_\_\_\_

Occupation: Manager Relationship: Old Boss Number of Years Acquainted: 3

Name: Jay McKnight Telephone No. (411) 227-8104  
Address \_\_\_\_\_

Occupation: Maintenance Tech Relationship: Friend Number of Years Acquainted: 5

Name: Wendy Ball Telephone No. 417, 343-0979  
Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: Friend Number of Years Acquainted: 10+

**Please Read Carefully, Initial Each Paragraph and Sign Below**

*JPW*  
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.

*JPW*  
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.

*JPW*  
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.

*JPW*  
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.

*JPW*  
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

*John Walker* Date 1-29-20

# Robin Walker

United States

[robinwalker378\\_gpk@indeedemail.com](mailto:robinwalker378_gpk@indeedemail.com)

## Work Experience

### **Plant Maintenance Technician**

Bill's Tropical Greenhouse - Mission, KS

March 2018 to Present

Performed weekly maintenance (watering) of plants at various locations

Maintained records and paperwork

Secured new accounts

Engaged with current customers

### **Bartender and Server**

Drury Inn & Suites Hotel - Overland Park, KS

January 2015 to Present

Worked at fast-paced, high-volume bar

Prepared and served evening meal

Engaged customers

Cleaned, stocked, and maintained bar and kitchen area

### **Bartender**

Dennis' Place - Springfield, MO

August 2016 to August 2017

Worked in busy, high-volume bar

Created new drink recipes and specials

Key holder for both opening and closing shifts

Cultivated and maintained relationships with customers

Cleaned, maintained, and stocked bar

Created best practices

Followed steps of service for every interaction

### **Bartender**

## Education

### **Associate**

#### **Associate in English**

Ozarks Technical Community College - Springfield, MO

## Skills

- Project Management



Bartenders Test

97%

Score 34 / 35

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 a 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 ½ 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

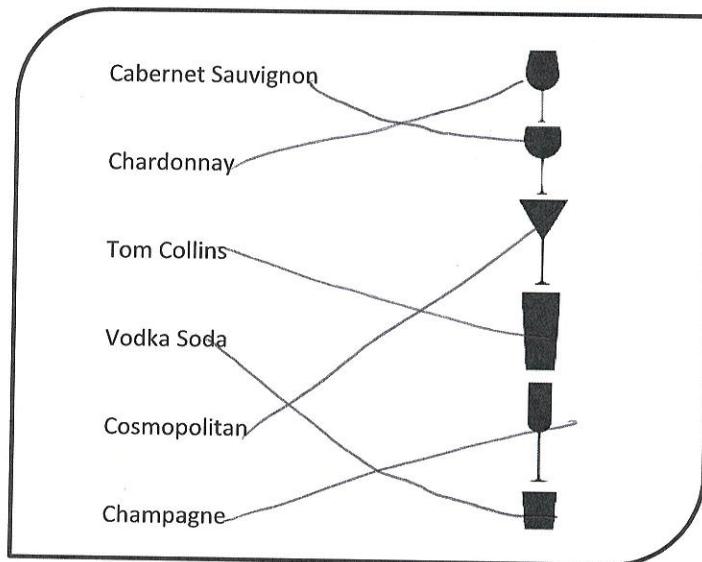
h "Back"

i.) Means to serve spirit room temperature in a rocks glass with no ice



**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):

*the Balvenie (Scotch), Bombay Sapphire (gin), Ketel One (Vodka)*

What are the ingredients in a Manhattan? *2 parts bourbon/whiskey 1 part Sweet Vermouth*

What are the ingredients in a Cosmopolitan? *Vodka, cranberry, gran markier dash bitters*

What are the ingredients in a Long Island Iced Tea? *Gin, rum, Vodka, tequila, splash Sour, splash*

What makes a margarita a "Cadillac"? *Top shelf tequila or mezcal*

What is simple syrup? *Sugar syrup used to sweeten drinks*

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

*Yes; mixing spirits*

What should you do if you break a glass in the ice? *"burn" all ice (water) clean ice bin thoroughly*

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

What does it mean when a customer orders their cocktail "dirty"? *i.e., in a Martini - add olive brine*

What are the ingredients in a Margarita? *depends. Some use tequila, mix. From scratch: tequila, splash oj, triple sec, sweet & sour. shake & pour. Salt/sugar rim*

*From scratch: tequila, splash oj, triple sec, sweet & sour. shake & pour. Salt/sugar rim*