

# **Tasha Jenkins**

78 West Altadena Drive Altadena, California 91001

**Contact: (626)956-7460 • Email: tashajenkins0@gmail.com**

## **Employment Objective:**

To apply my variety of skills, abilities, qualifications, and work experience for mutual benefit in a company where advancement opportunities exist for a hard working employee.

## **Skills & Abilities:**

- Customer Service Experience
- Serve Safe Food Handlers Card
- Strong sense of responsibility
- Loyal and trustworthy
- First Aid and CPR Card Current -2020
- Microsoft Office: Word, Asana, Prezi
- Keyboarding 10 Key; Typing Skills
- Motivated and goal-oriented
- Take pride in quality work
- Bilingual conversational Spanish

## **Work Experience:**

**Compass Group/Hospitality  
PLS Runner/Server**

Los Angeles, California  
09/2019 – Presently

**California Coalition Against Sexual Assault  
Office Assistant**

Pasadena, California  
06/2019 – 10/2019

**Transport Assistant  
Dispatch Clerk**

Pasadena, California  
01/2019 – 06/2019

**Jenkins Catering Services  
Receptionist/Customer Service**

Altadena, California  
01/2016 – 11/2018

**Ellis Island Super 8 Motel  
Hostess/Front Desk Clerk**

Las Vegas, Nevada  
01/2014 – 12/2015

**Lawrence & Associates Attorneys at Law  
Legal Assistant**

Burbank, California  
01/2013 – 12/2014

## **Education:**

**Hospitality Training Academy  
Food Server Training**

Los Angeles, California  
2019

**Pasadena City College  
Child Development**

Pasadena, California  
2005

**Pasadena High School  
Diploma**

Pasadena, California  
2003

**References Available Upon Request**



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 -3

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 91%

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

B Queen Mary

A Chaffing Dish

B French Passing

C Russian Service

E Corkscrew

C 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)

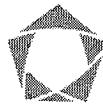
C. Used to hold a large tray on the dining floor

D. Area for dirty dishware and glasses

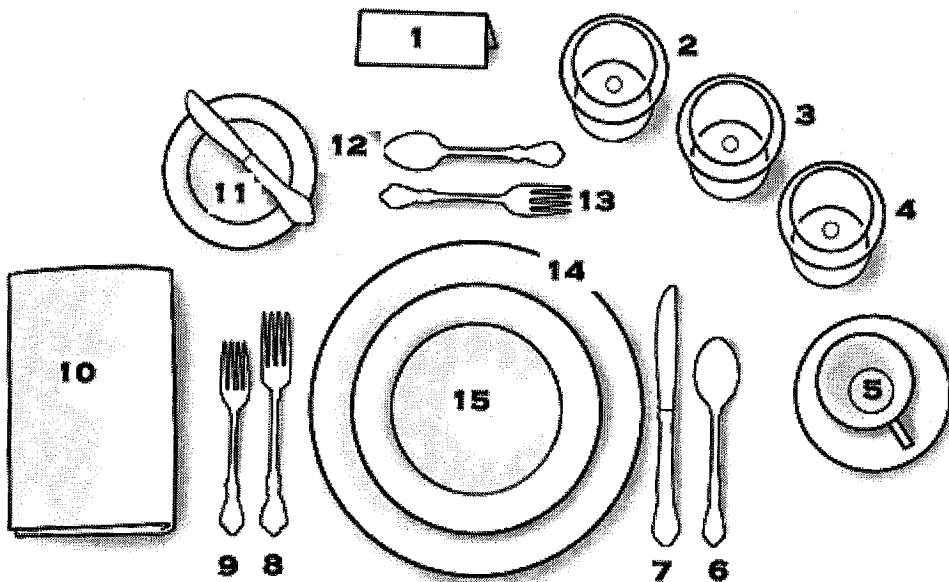
E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored

F. Used to open bottles of wine

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



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>4</u>	Soup Spoon	<u>14</u>	Service Plate
<u>15</u>	Salad Plate	<u>3</u>	Wine Glass (White)
<u>7</u>	Water Glass		

Fill in the Blank

1. The utensils are placed 2 inches 1 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Dessert menu / Sugar & cream
3. Synchronized service is when: Buffet and table service together.
4. What is generally indicated on the name placard other than the name? Reserved
5. The Protein on a plate is typically served at what hour on the clock? 6:00 o'clock
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Notify the kitchen / chef



Dishwasher Test

*Tisha Jenkins* Score 15 / 10

100%

C 1) After washing your hands, which item should be used to dry them?

- a) Clean apron
- b) Sanitized wiping cloth
- c) Single use paper towel
- d) Common used cloth

C 2) While washing dishes by hand, which item should you wear?

- a) Cutting glove
- b) Oven Mitt
- c) Rubber glove
- d) Nothing

D 3) When should you wash your hands?

- a) Before you start work
- b) After handling non-food items (garbage, money, cleaning chemicals)
- c) After using the restroom
- d) All of the above

B 4) If you need to move a heavy load, you should PULL and not PUSH the object.

- a) True
- b) False

E 5) Which of the following could you be at risk for getting burned from?

- a) Steam from boiling pots
- b) Hot liquids (coffee, soup, tea)
- c) Hot equipment (ovens, pots, chafing dishes)
- d) Harsh chemicals
- e) All of the above

A 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.

- a) True
- b) False

C 7) What should you do if you spill liquids or see a liquid spill?

- a) Leave it for someone else to clean-up
- b) Wait until the end of your shift to clean it
- c) Flag the spill and clean it immediately
- d) Not sure

C 8) When handling hot items you should?

- a) Wear rubber gloves
- b) No need to wear anything
- c) Use an oven mitt or dry cloth towel
- d) Nothing

A 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?

- a) Rinsing
- b) Scraping
- c) Washing
- d) Sanitizing

C 10) What is the proper method for cleaning and sanitizing stationary equipment?

- a) Spray with a strong cleaning solution and wipe with a sanitized cloth
- b) Spray with a sanitizing solution, then rinse with clean water and dry
- c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
- d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution

