

## Interview Note Sheet

### Applicant Information

Name: <u>Desimene Smith</u>	Interviewer: <u>Dane Zamora</u>
Date: <u>07/06/17</u>	Rate of Pay: <u>\$9.25 - \$10.00</u>
Position(s) Applied for: <u>Server, Housekeeper</u>	Referred by: <u>Indeed</u>

### Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Full-Time
Part-Time

### Relevant Experience & Summary of Strengths

*Total of \_\_\_\_\_ in Food Service/Hospitality*

*4 months of housekeeping experience. Cleaned up to 20 rooms per day.*

*Adulace American / Serving For 6 month's.*

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

### Transportation

Car      Public Transit      Carpool ( Rider / Driver )

### Regions Available to work

Kansas City, KS    Overland Park, KS    Kansas City, MO    Independence, MO

### Certifications (if any)

TiPS      Serv-Safe      LEAD      Other \_\_\_\_\_      Will Submit

### Availability

Open      AM only      PM only      Weekdays only      Weekends only

Details: \_\_\_\_\_

### Uniforms/Work wear

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:

# **Desionee Smith**

## **Cashier**

Kansas City, KS 66104

desioneesmith2700@gmail.com - 8163093532

To secure a position with a stable and profitable organization, where I can be a member of a team and utilize my business experience to the fullest

Willing to relocate to: Kansas City, MO

Authorized to work in the US for any employer

## **WORK EXPERIENCE**

### **Order Picker**

Jcpennys outlet - Kansas City, KS - December 2015 to August 2016

I picked orders and pulled them I scanned the orders to make sure I have the right one from the. Right section I then took them to the process line to be shipped off to the customer.

### **Cashier**

Burger king - July 2014 to November 2015

I took customers orders and handled cash and credit card transaction I served the their food.

### **Personal Care Assistant**

The Whole Person - Kansas City, MO - March 2012 to September 2013

#### **Responsibilities**

I was assigned to clients house to do personal care cook,clean and run errands if they need to do anything.

#### **Accomplishments**

I was able to help other people who couldnt do certain things for themselves.

#### **Skills Used**

Hands on.

### **Cashier**

Burger King - January 2009 to August 2010

#### **Roles**

- I greeted the customer and hand served them their order handled cash and credit cards transaction
- I gave out free government phones to residents that was eligible for them.
- I would be assigned to clients house and cook, clean, and help with house needs and errands.
- I took orders and served food to the guest and handled cash and debit transaction.

## **FIELD OF INTERESTS**

- Early childhood

dxcx

## **EDUCATION**

### **Hs in Academic**

Westport High School - Kansas City, MO  
July 2006 to May 2008

**SKILLS**

Customer Service (9 years), Sales (4 years), Cashier (9 years), Packaging (2 years), Communications (3 years)

**ADDITIONAL INFORMATION**

**SKILLS**

- Customer service, pca, cashier, sale associated

## 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 Desionee Smith Date: 6/7/17  
 Home Telephone ( ) Other Telephone (816) 309-3532  
 Present Address 3246 Coronado rd  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address DesioneeSmith700@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Open Housekeeping Salary desired: 9.00  
 Are you currently registered with any staffing and/or employment agencies? If so, please list  
None

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

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	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
DAILY							
AM	8 AM	8 AM	8 AM	8 AM	8 AM	8 AM	8 AM
PM	5 PM	5 PM	5 PM	5 PM	5 PM	5 PM	5 PM

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

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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.)

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## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Wixport High	KCMO	12 <sup>th</sup>	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:			

## 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 Burger King

Type of Business \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name Becka

Your Position and Duties Take Customer orders and Served them food. Handle Cash and Debit Credit Transactions.

Dates of Employment: From 7/04 To 8/04 Weekly Pay: Starting 8.50 Ending 8.50

Reason for Leaving: Relocated

Name and Address of Employer The whole person

Type of Business \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name Roseyela

Your Position and Duties Responsible to go to Client home and cook clean and help with Basic life living.

Dates of Employment: From 3/12 To 6/12 Weekly Pay: Starting 9.00 Ending 9.00

Reason for Leaving: Resigned

Name and Address of Employer \_\_\_\_\_

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

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Your Hospitality Staffing Professionals

Your Position and Duties \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

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 \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

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: Ashie Davis Telephone No. (816) 352-2975

Address 1110 Richmond Ave

Occupation: Cashier Relationship: Co-worker Number of Years Acquainted: 8

Name: Quintrel Telephone No. (816) 433-4123

Address 2324 Bailey

Occupation: Book Manager Relationship: Supervisor Number of Years Acquainted: 5

Name: Tareshan Smith Telephone No. (816) 482-3609

Address 260283 Mungon

Occupation: Cashier Relationship: Co-worker Number of Years Acquainted: 7

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

DS

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.

W

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.

W

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.

DS

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.

W

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

Devine Smith

Date

7/16/17

Housekeeping Test

- During which of the following situation(s) should you wear gloves?
  - a) When handling disinfectant solutions
  - b) When cleaning guest rooms
  - c) When handling soiled linen
  - d) When handling or disposing of waste
  - e) All of the above
- Which of the following should be cleaned daily?
  - a) Chairs, lamps, and tables
  - b) Tabletops, bed, and handrails
  - c) Grab bars, light, tops of doors and counters
  - d) Floors, sinks, toilets, and latrines
  - e) All of the above
- True or False? You do not need to use a separate cloth for cleaning bathrooms.
- True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture.
- Should the following be cleaned daily or weekly? Circle one.
  - a) Floors  Daily/ Weekly
  - b) Toilets and latrines  Daily/ Weekly
  - c) Carpets in guest rooms  Daily/ Weekly
  - d) Carpets in offices  Daily/ Weekly
  - e) Soiled linen  Daily/ Weekly
- The best way to clean the floors:
  - a) Scrubbing
  - b) Dry sweeping and dusting
  - c) Sweeping, mopping and dusting
  - d) Wet mopping
- What should 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 up immediately
  - d) Not sure
- The proper procedure for cleaning spills of blood and other body fluids is:
  - a) Wearing gloves, clean with cloth soaked in chlorine solution and follow up with disinfectant solution
  - b) Find the janitor on- duty and ask him to clean it up
  - c) Grab whatever is closest and wipe up immediately, then mark "Biohazard"
  - d) Nothing
- What do you do if you encounter with bed bugs in a guest room?  
*Notify the manager of what you are in still clean the room.*
- What do you do if you find Lost and Found items in a guest rooms?  
*Give it to the on -call or on site manager.*
- Describe the difference between a disinfectant and a cleaning solution?  
*Disinfect - kills Germs and used like floor and toilets*  
*Cleaning Solutions - is for the soft or light surfaces like tables or windows.*

**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 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**

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