

NOTICE TO EMPLOYEE

Labor Code section 2810.5

EMPLOYEE

Employee Name: CAZAREZ, JAVIER

Start Date: 3/17/2016

EMPLOYER

Legal Name of Hiring Employer: S.E Scher

Is hiring employer a staffing agency/business (e.g., Temporary Services Agency; Employee Leasing Company; or Professional Employer Organization [PEO])? ☒ Yes ☐ No

Other Names Hiring Employer is "doing business as" (if applicable):

Acrobat Outsourcing

Physical Address of Hiring Employer's Main Office:

665 Third St. Suite 415, San Francisco, CA. 94107

Hiring Employer's Mailing Address (if different than above):

Hiring Employer's Telephone Number: 415-431-8826

If the hiring employer is a staffing agency/business (above box checked "Yes"), the following is the other entity for whom this employee will perform work:

Name: _____

Physical Address of Main Office: _____

Mailing Address: _____

Telephone Number: _____

WAGE INFORMATION

Rate(s) of Pay: 15 Overtime Rate(s) of Pay: 22.5

Rate by (check box): ☒ Hour ☐ Shift ☐ Day ☐ Week ☐ Salary ☐ Piece rate ☐ Commission

☐ Other (provide specifics): _____

Does a written agreement exist providing the rate(s) of pay? (check box) ☒ Yes ☐ No

If yes, are all rate(s) of pay and bases thereof contained in that written agreement? ☒ Yes ☐ No

Allowances, if any, claimed as part of minimum wage (including meal or lodging allowances):

(If the employee has signed the acknowledgment of receipt below, it does not constitute a "voluntary written agreement" as required under the law between the employer and employee in order to credit any meals or lodging against the minimum wage. Any such voluntary written agreement must be evidenced by a separate document.)

Regular Payday: FRIDAY

WORKERS' COMPENSATION

Insurance Carrier's Name: York Risk Services

Address: 1390 Willow Pass Road, Concord, CA. 94520

Telephone Number: 866.391.9615

Policy No.: NSWCC-0000101

☐ Self-Insured (Labor Code 3700) and Certificate Number for Consent to Self-Insure: _____

PAID SICK LEAVE

Unless exempt, the employee identified on this notice is entitled to minimum requirements for paid sick leave under state law which provides that an employee:

- a. May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- b. May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- c. Has the right to file a complaint against an employer who retaliates or discriminates against an employee for
 1. requesting or using accrued sick days;
 2. attempting to exercise the right to use accrued paid sick days;
 3. filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
 4. cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code.

The following applies to the employee identified on this notice: (Check one box)

- ☒ 1. Accrues paid sick leave only pursuant to the minimum requirements stated in Labor Code §245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave.
- ☐ 2. Accrues paid sick leave pursuant to the employer's policy which satisfies or exceeds the accrual, carryover, and use requirements of Labor Code §246.
- ☐ 3. Employer provides no less than 24 hours (or 3 days) of paid sick leave at the beginning of each 12-month period.
- ☐ 4. The employee is exempt from paid sick leave protection by Labor Code §245.5. (State exemption and specific subsection for exemption): _____

ACKNOWLEDGEMENT OF RECEIPT

(Optional)

Jefferson Torco
(PRINT NAME of Employer representative)

Jefferson Sk
(SIGNATURE of Employer Representative)

2/17/15
(Date)

Javier Cazarez
(PRINT NAME of Employee)

Javier Cazarez
(SIGNATURE of Employee)

03-17-2016
(Date)

The employee's signature on this notice merely constitutes acknowledgement of receipt.

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes.

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Employee Performance Review

| EMPLOYEE INFORMATION | |
|----------------------------------------------|-------------------------------|
| Name <u>Javier Cazarez</u> | Date of Review |
| Job Title <u>[REDACTED]</u> | Date <u>03/06/18</u> |
| Department <u>Tuckshop</u> | Manager <u>Carmen Vazquez</u> |
| Review Period <u>2/3/17</u> to <u>3/6/18</u> | |

| | 1 = Unacceptable | 2 = Needs Improvement | 3 = Meets Expectations | 4 = Exceeds Expectations | 5 = Outstanding |
|----------------------------------------|--------------------------|--------------------------|-------------------------------------|-----------------------------|-------------------------------------|
| Job Knowledge | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments / Specific Accomplishments | | | | | |
| Work Quality | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments / Specific Accomplishments | | | | | |
| Dependability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Comments / Specific Accomplishments | | | | | |
| Initiative | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments / Specific Accomplishments | | | | | |
| Communication/Teamwork | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Comments / Specific Accomplishments | | | | | |
| Overall Rating | | | | | Average: <u>3</u> |

| EVALUATION | |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ADDITIONAL COMMENTS | Javier is an excellent worker and very dependable. Javier has been w/ the team for a few years and in that time, his menus have not changed much. We encourage cooks to be creative and self driven. Initiative to seasonal & rotation of menu is not consistent. |
| ACTION PLAN FOR THE NEXT YEAR | For the next year, I'd like to see more rotation of menus, more creativity, work on speed & ways to improve setting up for breakfast and efficiency on time. Very important! |

| VERIFICATION OF REVIEW | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation. | |
| Employee Signature <u>Javier Cazarez</u> | Date <u>3-20-2018</u> |
| Manager Signature <u>[Signature]</u> | Date <u>3/19/2018</u> |

Acrobat

outsourcing

Your Hospitality Staffing Professionals

Cook: Interview Notes

Do you own the following Uniform/Equipment owned: Y/N

Chef Coat: Chef Pants: Kitchen Hat: Non-slip Shoes: Knives:

Do you have a California Food Handlers Card: Y/N:

Company Expiration date:

Where you referred by a current Acrobat employee Y/N:

If Yes,

Employees Name: Cesar Cortez

Professional References:

1. Name: Phone:

2. Name: Phone:

Added Notes:

Testing needed? Y/N

Grill = 25%

Prep = 15%

At DB4 only

Resume/cover letter attached Y/N

Acrobat

outsourcing

Your Hospitality Staffing Professionals

Cook: Interview Notes

Applicant Name: CAZAREZ, JAVIER **Date:** 3/15/2016

Acrobat office location: SAN FRANCISCO CA

Interviewer(s): Jefferson

Pay requested: 14 (BOH pay range \$13-\$16 DOE)

Position(s): COOK (Chef)

What is your availability?

M-F

Open

Am Only

Pm Only

Weekday Only

Weekends Only

Full Time

Part Time

What type of transportation do you have?

Car:

Public Transit:

Carpool: (Rider/Driver)

Are you willing to travel: Y/N?

Distance from home location: 10 miles 25 miles Further

Knowledge:

- Cuisine(s):** 6 **Year(s)** Month(s) **for each listed**

Amaison

med

mex

Knowledge:

- Station(s):** 6 **Year(s)** Month(s) **for each listed**

Saute

Grill

Fry

Grill Cooks Test

Score / 40

Multiple Choice Test (1 point each)

25%

1) How much time should you take to wash your hands with soap?

- a) 1 minute
- ☒ b) 20 seconds
- c) Time does not matter, water temperature does
- d) 5 minutes

2) The recommended temperature for your refrigerator is...

- a) 45°F
- b) 50°F
- ☒ c) 40°F
- d) 20°F

3) Food handlers must always wash their hands

- a) Before starting work
- b) Switching between handling raw and ready-to-eat food
- c) After going to the restrooms
- ☒ d) All of the above

4) The most important reason for having food handlers wear hair restraints is to

- ☒ a) Prevent food from getting into food handlers' hair
- ~~b) Prevent food handlers from contaminating their hands by touching their hair~~
- c) Keep the food handlers' hair in place
- d) None of the above

5) Which of these conditions requires immediate corrective action?

- a) Packaged food items are stored at least 6 inches above the floor
- b) Ice is being used to cool beef stew in a shallow pan
- c) Raw meats are stored on a shelf above ready-to-eat egg salad in the walk-in cooler
- ☒ d) Raw fish is stored above raw chicken in the walk-in freezer

6) Bacteria grow best in the temperature "danger zone" which includes temperatures between?

- ☒ a) 0°F and 100°F
- b) 32°F and 220°F
- c) 41°F and 135°F
- d) 39°F and 178°F

7) After cutting raw chicken, what should be done before the cutting board is used for slicing onions for salad?

- a) Clean the cutting board with a wet wiping cloth
- b) Turn the board over and use the other side
- c) Rinse the board with running water
- ☒ d) Wash, rinse, and sanitize the board prior to slicing the onions

8) Which of the following is NOT an approved method to thaw potentially hazardous foods?

- a) In a microwave oven
- ☒ b) During the cooking process
- c) Under cool running water
- ~~d) On a clean counter, at room temperature~~

9) Wiping cloths stored submerged in a bucket of sanitizing solution are for:

- ☒ a) Wiping spills only
- b) Washing hands if the hand sinks are too far away
- ☒ c) Sanitizing the blade of utensils such as knives
- d) Maintaining moisture on the wiping cloth

Grill Cooks Test

10) Food-handling gloves must be changed frequently and also:

- a) After handling garbage
- b) After every break
- c) After picking things up off the floor
- d) Between handling raw and cooked foods
- ☒ e) All of the above

11) A Julienne is:

- a) to cut food into 1 inch X 1 inch cubes
- b) A cooking method using high heat
- ☒ c) To cut food into 1/8 X 1/8 slices
- d) A rough cutting method producing oblong shapes

12) A gallon is equal to _____ ounces

- a) 56
- b) 145
- ☒ c) 32
- d) 128

13) How many cups are in a quart?

- a) 2
- ☒ b) 4
- c) 6
- d) 8

14) A Chiffonade is:

- a) To slice an herb or leafy vegetable into thin ribbons
- b) To de bone a fish
- c) Another name for parchment paper
- d) To cook food in liquid, or at just below the boiling point

15) Potentially hazardous hot foods must be maintained at an internal temperature of 165 or higher to be safe

- a) 145° F
- b) 135° F
- c) 160° F
- d) 180° F

16) Which of the following explains the process of poaching?

- a) Poke poultry on the thickest part in order to make sure it's tender
- ☒ b) To cook food in an oven that has reached 350° F
- c) Cook gently in water that is hot but not boiling (160°-180°)
- d) Submerge protein in boiling liquid to speed cooking time

17) If a recipe calls for 16oz of mirepoix, how many ounces of onion, celery, and carrots do you need?

- ☒ a) 8 oz of celery, 4 oz of onion, 4 oz of carrot
- b) 4 oz of celery, 8 oz of carrot, 4 oz of onion
- c) 4 oz of celery, 8 oz of onion, 4 oz of carrot
- d) 2 oz of celery, 10 oz of carrot, 2 oz of onion

18) Which of the following best describes braising?

- a) To cook quickly in a pan on top of the stove until food is browned
- b) Process through which natural sugars in food become browned and flavorful while cooking
- ☒ c) Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

Grill Cooks Test

19) Which of the following best describes the process of Caramelization?

- a) To cook quickly in a pan on top of the stove until food is browned
- b) Process through which natural sugars in food become browned and flavorful while cooking
- c) Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

20) What temperature should chicken be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

21) What temperature should ALL ground meat be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

22) What temperature should fish be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

23) What is a roux and what is it used for? (2 points)

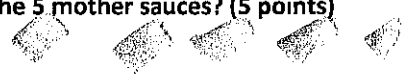


24) What is the process of making clarified butter, and why is clarified butter used? (3 points)



25) What are the 5 mother sauces? (5 points)

- 1.
- 2.
- 3.
- 4.
- 5.



26) What does it mean to season a grill and why is this process important? (3 points)



27) What are the ingredients in Hollandaise sauce? (5 points)



Prep Cooks Test

Score / 20

150%

Multiple Choice (1 point each)

- _____ 1) A gallon is equal to 32 ounces
- a. 56
 - b. 145
 - ☒ c. 32
 - d. 128
- _____ 2) Mesclun are what type of vegetable?
- a. Roots
 - b. Beans
 - ☒ c. Salad Greens
 - d. Spices
- _____ 3) What does the term braise mean?
- a. Sear quickly on both sides
 - ☒ b. Slowly cook in covered pan with little liquid
 - c. Cook on high heat and quickly
 - ☒ d. Slowly cook in simmering water
- _____ 4) At what internal temperature must chicken be cooked so that it is safe to eat?
- a. 155 degrees F
 - ☒ b. 165 degrees F
 - c. 175 degrees F
 - d. 185 degrees F
- _____ 5) How do you blanch vegetables?
- ☒ a. Immerse for a short time in boiling water
 - b. Cook lightly in butter over med heat
 - c. Soak in cold water overnight
 - d. Rub with salt before cooking
- _____ 6) Which of the following ingredients would you pack before measuring?
- a. Olive Oil
 - ☒ b. Salt
 - ☒ c. Brown Sugar
 - d. White Sugar
- _____ 7) What is Al Dente?
- ☒ a. Firm but not hard
 - ☒ b. Soft to the touch
 - c. Very hard
 - d. Very soft
- _____ 8) Food should be left out no more than
- ☒ a. 2 hours
 - b. 3 hours
 - ☒ c. 4 hours
 - d. 5 hours

Prep Cooks Test

- _____ 9) Which is the improper way to thaw frozen food?
- ☒ a. In the fridge
 - b. In a sink with cold water
 - c. On the counter
 - d. In the microwave
- _____ 10) Which of the following can you use to put out a grease fire?
- ☒ a. Baking Soda
 - b. Baking Powder
 - c. Flour
 - d. Water
- _____ 11) What is the temperature range of the danger zone?
- ☒ a. 25-135
 - b. 40-140
 - c. 50-160
 - d. 30-130
- _____ 12) Which of the following is listed from smallest to largest?
- a. Dice, chop, mince
 - b. Mince, chop, dice
 - c. Chop, dice, Mince
 - d. Mince, dice, chop
- _____ 13) Which direction should pan handles be turned while cooking on the stove?
- a. Over the fire at all times
 - ☒ b. Turned towards you for better control
 - c. Turned towards the right or left at all times
 - d. Over the countertop at all times
- _____ 14) When you poach something, you cook it with what?
- ☒ a. Noodles
 - b. Vegetables
 - c. liquid
 - d. Oil
- _____ 15) Which spoon is used to remove fat from soups and stews
- ☒ a. Basting Spoon
 - b. Ladle
 - c. Slotted Spoon
 - d. Portion Spoon
- _____ 16) Which of the following means to cook in a small amount of fat?
- ☒ a. Season
 - b. saute
 - c. Broil
 - d. Boil
 - e. Fry

Prep Cooks Test

17) What is a Julien cut?

- ☒ a. Food cut into long thin strips, matchstick
- b. Food cut into long thin strips then turned and cut into a 1/8' dice
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong seven sided football like shapes

18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

☒ a. Sauté

- b. Boil
- ☒ c. Roast
- d. Grill

Fill-in the Blank (1 point each)

19) Salt & Pepper are the basic seasoning ingredients for all savory recipes.

20) Chiffonade: to cut into very small pieces when uniformity of size and shape is not important.

