

## Interview Note Sheet

Applicant Information						
Name: <u>Dalisha Howard</u>	Interviewer:					
Date: <u>6-1-2016</u>	Rate of Pay:					
Position (s) Applied for: <u>Cashier/Bartender</u>	Referred by:					
Test Scores						
Server	/35	%	Bartender	/30	%	
Prep Cook	/15	%	Barista	/10	%	
Grill Cook	/40	%	Cashier	/10	%	
Dishwasher	/10	%	Housekeeping	/16	%	
		<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>Seeking:</b> </div> <div style="width: 45%;"> <input checked="" type="checkbox"/> Full-Time  <input type="checkbox"/> Part-Time         </div> </div>				
Relevant Experience & Summary of Strengths						
<u>A - academy</u>		<u>- Craigslist</u>		<u>Total of _____ in Food Service</u>		
				<ul style="list-style-type: none"> <li>- Beer &amp; Wine</li> <li>- Cashier</li> <li>- Food runner</li> </ul>		
P.O.S. Experience: Y / N    details: _____						
Transportation						
<input checked="" type="checkbox"/> Car		Public Transit		Carpool ( Rider / Driver )		
Regions Available to work:						
<u>Kansas City, KS</u>		<u>Overland Park, KS</u>		<u>Kansas City, MO</u>		
				<u>Independence, MO</u>		
Certifications (if any)						
TIPS		Serv-Safe		LEAD    Other _____		
				Will Submit		
Availability						
<input checked="" type="checkbox"/> Open		AM only		PM only		
				Weekdays only		
				Weekends only		
Details:						
Uniforms Owned:						
Bistro		Black Bistro		Tuxedo		
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:	
<u>yes</u>						

# Acrobat

outsourcing

Your Hospitality Staffing Professionals  
665 Third St, Suite 415 • San Francisco, CA 94107

First and Last Name: Delisha Howard  
Email: delisha500@gmail.com  
Phone number: 816655-1

## Working Experience:

Company Name: QJR

Dates of Employment: 8/16/17 - 6/16/17

Job Responsibility:

- hostess
- busser
- 
- 

Company Name: American Eagle

Dates of Employment: 3/9/13 - 5/16/15

Job Responsibility:

- Cashier
- Sales associate
- 
- 

Company Name: CSL Plasma

Dates of Employment: 2/15/15 - 13/16

Job Responsibility:

- Screening donors
- Assisting customers via phone
- Keeping medical records

## Skills

- Customer service
- Cleaning
- Payroll/cashier

## Employment Application

816-501-9067

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 Dalisha Howard Date: 6/1/16  
 Home Telephone (816) 651-5333 Other Telephone ( )  
 Present Address 414 Montgall ave apt 2  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address dalisha.50@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Cashier/bartender Salary desired: 10.00

Are you currently registered with any staffing and/or employment agencies? If so, please list \_\_\_\_\_

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.*

<u>SPECIFY HOURS AVAILABLE</u> <u>DAILY</u>	<u>SUNDAY</u>	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>	<u>SATURDAY</u>
AM	<u>10:00</u>	<u>10:00</u>	<u>10:00</u>	<u>10:00</u>	<u>10:00</u>	<u>10:00</u>	<u>10:00</u>
PM	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>

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

Type of Business Apparel Telephone No. (816) 476-0871 Supervisor's Name Brandon P. Fine

Your Position and Duties Cashier

Dates of Employment: From 4/12/10 To 6/4/12 Weekly Pay: Starting 7.65 Ending 9.00

Reason for Leaving: Pregnant

Name and Address of Employer Atmar K

Type of Business Sports Telephone No. (816) 331-0224 Supervisor's Name Katelyn Dew  
Your Position and Duties Fond Runner/ Cashier

Dates of Employment: From 2/7/09 To 12/9/09 Weekly Pay: Starting 7.65 Ending 9.00

Reason for Leaving: Season ended

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 ✓  
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: Christina Carricos Telephone No. (816) 241-2749

Address 6149 E Elmwood

Occupation: Manager Relationship: Smr manager Number of Years Acquainted: 3

Name: Alonda Williams Telephone No. (816) 200-4971

Address 2739 Harrison

Occupation: Sales rep Relationship: Smr manager Number of Years Acquainted: 19

Name: Peter Benton Telephone No. (816) 471-4601

Address 1611 Grand

Occupation: Manager Relationship: Smr manager Number of Years Acquainted: 3

## Prep Cooks Test

Score 11 / 20

Multiple Choice (1 point each)

d 1) A gallon is equal to \_\_\_\_\_ounces  
a. 56  
b. 145  
c. 32  
d. 128

C 2) Mesclun are what type of vegetable?  
a. Roots  
b. Beans  
c. Salad Greens  
d. Spices

b 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

b 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

G 5) How do you blanche 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

b 6) Which of the following ingredients would you pack before measuring?  
a. Olive Oil  
b. Salt  
c. Brown Sugar  
d. White Sugar

G 7) What is Al Dente?  
a. Firm but not hard  
b. Soft to the touch  
c. Very hard  
d. Very soft

G 8) Food should be left out no more than  
a. 2 hours  
b. 3 hours  
c. 4 hours  
d. 5 hours

55

## Prep Cooks Test

c 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

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

- a. Sweat
- 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) Chop : to cut into very small pieces when uniformity of size and shape is not important.

## 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

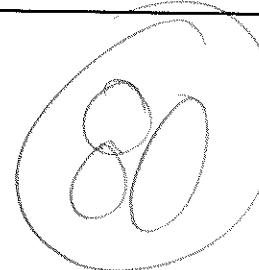
5) When you are setting a dining room how should you set up your tablecloths?

- 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





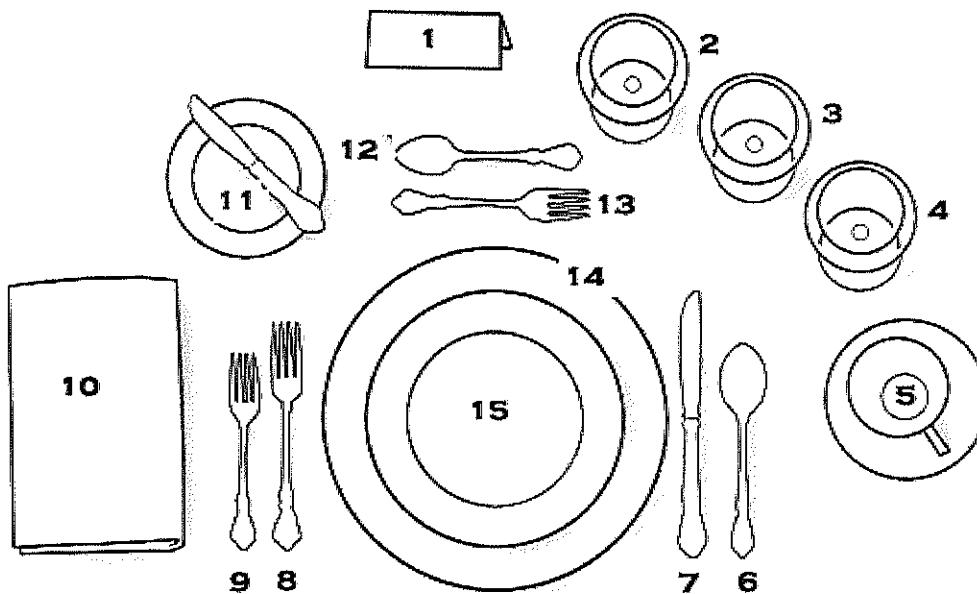
### **Match the Correct Vocabulary**

<u>D</u>	Scullery	A. Metal buffet device used to keep food warm by heating it over warmed water
<u>E</u>	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)
<u>A</u>	Chaffing Dish	C. Used to hold a large tray on the dining floor
<u>G</u>	French Passing	D. Area for dirty dishware and glasses
<u>B</u>	Russian Service	E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored
<u>F</u>	Corkscrew	F. Used to open bottles of wine
<u>C</u>	Tray Jack	G. Style of dining in which the courses come out one at a time

Name Dalisha Howard

Score / 35

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

**Fill in the Blank**

1. The utensils are placed 2 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Sugar & cream.
3. Synchronized service is when: \_\_\_\_\_
4. What is generally indicated on the name placard other than the name? choice of meal.
5. The Protein on a plate is typically served at what hour on the clock? 7:00.
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
Go ask the chef for it.

Name: Dalisha Howard

Score 11 / 14

Housekeeping Test

1. 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
2. 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
- ~~3.~~ True or False: You do not need to use a separate cloth for cleaning bathrooms.
- ~~4.~~ True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture.
5. 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
6. The best way to clean the floors:
  - a) Scrubbing
  - b) Dry sweeping and dusting
  - c) Sweeping, mopping and dusting
  - d) Wet mopping
7. 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
8. 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
9. What do you do if you encounter with bed bugs in a guest room?  
*Alert staff immediately*
10. What do you do if you find Lost and Found items in a guest rooms?  
*Return to desk / manager*

11. Describe the difference between a disinfectant and a cleaning solution?

*disinfectants cleans germs + bacteria*

*Cleaning Solution is more deodorizing and cleaning*