Interview Note Sheet

Applicant Information	
Name: Walter, Brenda	Interviewer: Jefferson
Date: 8/12/16	Rate of Pay: 18
Position (s) Applied for: Cook/Baker	Referred by: CL

Test Scores					
Server	/35	%	Bartender	/30	%
Prep Cook	19 ~~/19~~	98 %	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:
- Full-Time
- Part-Time

Relevant Experience & Summary of Strengths

Total of 15+ ***in Food Service/Hospitality***

Baker - Happy Donuts?

- Loves Donut & Early morning shifts

Barista/Cashier/waitress - 2 year

Cake Decorator 5 months

Energetic / ~~be~~ willing to work hard...

P.O.S. Experience: Y / N *details*: _____

Transportation

Car | Public Transit | Carpool (Rider / Driver)

Regions Available to work:

SF City | SF North | SF Peninsula | East Bay | Outer East Bay

San Jose | South San Jose | SJ Peninsula

Certifications (if any)

TiPS | Serv-Safe | LEAD | Other _____ | Will Submit

Availability

Open | AM only | PM only | Weekdays only | Weekends only

Details:

Uniforms Owned:

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:

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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 BRIANNA WALTER Date: AUG 12, 2016

Home Telephone (415) 519-8378 Other Telephone (___) _____

Present Address 33 HOFF ST. SF, CA, 94110

Permanent Address, if different from present address: _____

Email Address briraewalter@yahoo.com

EMPLOYMENT DESIRED

Position applying for: BAKER **Salary desired:** $15.50 /H

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 ☐

Could you work overtime, if necessary? Yes ✓ No___ If hired, on what date could you start working? AUG 15, 2016

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	ALL	ALL	ALL	ALL	3AM-12	ALL	ALL
PM	DAY	DAY	DAY	DAY	12PM-3PM	DAY	DAY

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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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 the San Francisco Fair Chance Ordinance, 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?
MONTEREY PENNINSULA CC	MONTEREY, CA	AA	YES
EL MODENA HS	ORANGE, CA	GEN. ED	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 SPRIG, 590 VAN NESS

Type of Business FOOD DELIVERY Telephone No. (415) 652-8433 Supervisor's Name JD HERERRA

Your Position and Duties BAKER, MIX, FORM, BAKE 500-1000 COOKIES DAILY

Dates of Employment: From NOV '15 To JULY '16 Weekly Pay: Starting $15 Ending $15

Reason for Leaving: COMPANY DOWNSIZING

Name and Address of Employer PINKIES

Type of Business BAKERY Telephone No. (415) 533-4525 Supervisor's Name CHERYL STORMS

Your Position and Duties BAKER, MIX, SHAPE, BAKE BREAKFAST PASTRIES, INCLUDING: DONUTS, MUFFINS, COOKIES, SAVORY PASTRIES, CAKES, AND BREAD. DECORATING

Dates of Employment: From OCT '14 To SEPT '15 Weekly Pay: Starting _____ Ending _____

Reason for Leaving: BETTER OPPORTUNITY ELSEWHERE

Name and Address of Employer _____

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Type of Business _____ Telephone No. (____) _____ Supervisor's Name _____

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: JD HERERRA Telephone No. (415) 652-8435

Address _____

Occupation: EXEC. CHEF Relationship: BOSS Number of Years Acquainted: 1

Name: CHERYL STORMS Telephone No. (415) 533-4525

Address _____

Occupation: BUSINESS OWNER Relationship: BOSS Number of Years Acquainted: 2

Name: KELLY TANG Telephone No. (415) 56 - 6777

Address _____

Occupation: BUSINESS OWNER Relationship: BOSS Number of Years Acquainted: 3

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Please Read Carefully, Initial Each Paragraph and Sign Below

BRW 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.

BRW 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.

BRW 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.

BRW 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.

BRW 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 Brianna Ray Walt **Date** AUG 12, 2016

Hello,
I saw your posting on Craigslist for a donut baker and I think I would perform very well in that position. I have previous experience making donuts, and previous experience in a high volume kitchen. I know how to make donuts through the entire process, starting with making the dough and through to the decorating/finishing steps, and have executed creative donut flavors and types. I have put my resume below in the body of the email, as well as a current letter of recommendation, and please feel free to contact me if you have any questions. Thank you for taking the time to read this, I hope to hear from you soon!

Brianna Walter

Brianna Rae Walter
33 Hoff St. (415)519-8378
San Francisco, CA,
94110
briraewalter@yahoo.com

Professional Experience

Baker
Sprig 11/10/15-8/1/16
Executed large scale cookie orders to be delivered across the city.
Maintained ingredient inventory.
Organized and executed production schedule and product backstock.
Created special orders for holidays and events.
Maintained a clean workspace and carried out quality control on all baked goods.

Baker
Pinkie's Bakery 10/25/14-9/17/15
Managed wholesale account orders and effectively organized orders for delivery.
Filled retail pastry case and cold case with product and maintained appearance.
Decorated cakes, cupcakes, tarts, pies, ect.
Effectively executed recipes and created/sourced new recipes based on season.
Produced large batches of pastries, cakes and doughs and appropriately stored for later use.
Worked the front retail counter/customer service phone duties.

Baker
Chestnut Bakery 5/5/12-11/20/14
Proofed and baked off morning pastries for retail and wholesale accounts.

Maintained a clean and organized workspace.
Produced large batches of cookie doughs, muffins, scones, ect. and stored for later use.
Organized production lists and packaged wholesale orders for delivery.

Chef

01/04/12-6/15/14

Lunch Delights/ Scandinavian School
Responsible for all kitchen operations, including prep work, preparing meals, and ensuring the cleanliness of my workspace.
Maintain food cost analysis and inventory.
Source new recipes and created weekly meal plans.

Visual
Assistant

02/15/11-11/5/11

Forever 21
Responsible for the ownership and upkeep of the visual presentation of store concepts/sections.
Timely execution of corporate directives and updates.
Created window displays and visual installations based on fashion trends, seasons, and promotional merchandise.
Changed mannequins based on current trends .

Waitress

01/5/10-12/28/11

Great Wall Chinese Restaurant
Provided dining services to patrons at a fast-paced dining establishment.
Took orders, served meals, set and cleared tables, totaled bills, answered phones, and packaged TO-GO orders.

Barista/ Counter Help/
Cashier

03/20/09-01/10/10

Paris Bakery
Prepared coffee drinks, teas, juices and sandwiches in a high energy, fast paced environment.
Took, prepared, and packaged customers orders.
Maintained a clean and organized work environment.

Baker/Barista

01/18/08-03/15/09

Ol' Factory Cafe
Prepared baked goods such as muffins, scones, cookies, cinnamon rolls and

buns, biscuits, a variety of breads, and seasonal items.
Set up pastry display case and prepared cafe for opening.
Sourced recipes, distributors, and vendors.
Took and prepared coffee drinks and tea for the dining floor and counter line.
Used POS system Maitre'D effectively.

Cashier/ Sales Assistant/ Cake Decorator

03/15/07-08/22/07

ABC Cakes
Assisted customers in finding what they needed, ensuring they left the store highly satisfied.
Decorated cupcakes, cakes and cookies based on customer requests or seasons of the year.

Education

Monterey Peninsula Community College

08/27/08-05/18/10

Business
California State University, Monterey Bay

08/25/07-05/20/09

Business
El Modena High School

09/05/03-06/14/07

General Education

References

James Thich (831)372-3637
Business Owner, Great Wall Chinese Restaurant, Former Employer, Known 5 years

Cheryl Storms (415)533-4525
Business Owner, Pinkie's Bakery, Former Employer, Known 1 year

Kelly Tang (415)567-6777
Business Owner, Chestnut Bakery, Former Employer, Known 3 years

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Brianna

Prep Cooks Test

Score 19 / 20

98%

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

D 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

A 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

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

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

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

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Prep Cooks Test

C 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

A 10) **Which of the following can you use to put out a grease fire?**
- a. Baking Soda
- b. Baking Powder
- c. Flour
- d. Water

B 11) **What is the temperature range of the danger zone?**
- a. 25-135
- b. 40-140
- c. 50-160
- d. 30-130

D 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

C 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

C 14) **When you poach something, you cook it with what?**
- a. Noodles
- b. Vegetables
- c. Liquid
- d. Oil

B 15) **Which spoon is used to remove fat from soups and stews**
- a. Basting Spoon
- b. Ladle
- c. Slotted Spoon
- d. Portion Spoon

B 16) **Which of the following means to cook in a small amount of fat?**
- a. Season
- b. Sauté
- c. Broil
- d. Boil
- e. Fry

Prep Cooks Test

A 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

A 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.