

# Interview Note Sheet

## Applicant Information

Name: <u>Keshae Jackson</u>	Interviewer: <u>Jefferson</u>
Date: <u>8/12/2016</u>	Rate of Pay: <u>\$13</u>
Position (s) Applied for:	

Test Scores						Seeking:
Server	/35	%	Bartender	/30	%	
Prep Cook	/15	60 %	Barista	/10	%	
Grill Cook	/40	%	Cashier	/10	75 %	
Dishwasher	/10	80 %	Housekeeping	/16	%	

Full-Time

Part-Time

## Relevant Experience & Summary of Strengths

Total of 3+ in Food Service/Hospitality

Homeless - LA's setup  
Catering - serving setup / Breakdown  
- ~~Server~~ Server-waiter

Dishwasher - 3 yrs  
Salad Bar - > Serving  
Busher

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

## Transportation

Car	<input checked="" type="checkbox"/> Public Transit	Carpool ( Rider / Driver )
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## Regions Available to work:

<input checked="" type="checkbox"/> SF City	<input checked="" type="checkbox"/> SF North	<input checked="" type="checkbox"/> SF Peninsula	<input checked="" type="checkbox"/> East Bay	<input checked="" type="checkbox"/> Outer East Bay
San Jose	South San Jose	SJ Peninsula		

## Certifications (if any)

TiPS	Serv-Safe	LEAD	Other <u>None</u>	Will Submit
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## Availability

<input checked="" type="checkbox"/> Open	AM only	<input checked="" type="checkbox"/> PM only	Weekdays only	Weekends only
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Details:

## Uniforms Owned:

<input checked="" type="checkbox"/> Bistro	<input checked="" type="checkbox"/> Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie	
Chef Coat	Chef Pants	Knives	<input checked="" type="checkbox"/> Black Pants	Non-Slip Shoes	Bow Tie	Other: _____

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:



# Roscoe Jackson

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## SUMMARY OF QUALIFICATIONS

- Extensive kitchen experience knowledgeable on how to safely handle, serve and prepare food
- volunteer office clerk security maintenance prep-cook
- Pulled orders and Counted packages
- Palletized orders and appropriately labeled all boxes

## RELATED EXPERIENCE AND SKILLS

### Prep Cook, Receptionist, Security, Event Set up

- Light industrial labor setting up and breaking down events
- Prep food for chef, organize items, season foods, prepare salads, defrost meat, chopping, open canned goods, discard perishables
- Answer phones, fax out paperwork, contact employees when they receive a call, take messages
- Make sure no contraband including weapons are brought into facility, make sure no one is fighting, ensure all guests are comfortable, perform searches and detain people when necessary

### Volunteer in Serving the Homeless

- Helped hand out sack lunches and serve meals in soup kitchen
- Passed out blankets and hygiene kits
- Volunteer security guard and also helped cut hair

### In-Home Care Provider

- Take care of elderly man - cooking, cleaning his home
- Take client to hospital appointments and grocery store. Run errands with client
- Help client groom himself including hair cutting
- Manage clients finances including paying bills for client

### Shipper/Receiver & Packaging

- inventoried warehouse merchandise such as buttons (bulk & individual), snaps, threads, fabrics, tailoring equipment, and other supplies. Performed bi-annually complete warehouse inventory check
- Received deliveries and signed off on UPS paperwork. Counted packages on incoming orders and matched them up with invoices
- Re-stocked merchandise on shelves from newly received orders and informed supervisor of missing or mislabeled merchandise
- Built and palletized orders and labeled all boxes appropriately and weighed orders and calculated shipping costs
- Packaged orders using materials such as peanuts, newspaper, and packaging tape
- Assembled and prepared supplies ahead of time and took on small projects during slow periods
- Organized warehouse space and cleaned up after walk-in customers
- Safely moved boxes of up to 50lbs

## WORK EXPERIENCE

Prep Cook, Receptionist, Security, Event setup - LA Mission	Los Angeles, CA	6/2015 - 12/2015
Volunteer in Serving the homeless - Midnight Mission	Los Angeles, CA	1/2015 – 6/2015
Live-in Home Health Aide - Mary and Michael Edwards	Los Angeles, CA	7/2014 - 1/2015
Shipping and Receiving - Public Distribution Warehouse	Santa Barbara, CA	2/2014 - 7/2014

## EDUCATION

Five Keys Charter School, GED in progress	San Francisco, CA
CNA, San Francisco Community College Skills Center	San Francisco, CA
GED, San Francisco Community College Skills Center	San Francisco, CA



Multiple Choice (1 point each)

600/10

1) A gallon is equal to \_\_\_\_ 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 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

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

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. Sauté
- c. Broil
- d. Boil
- e. Fry

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



**Cashier Test**

**Score** / 15

b 1) A roll of quarters is worth?

- a) \$5.00
- b) \$10.00
- c) \$15.00
- d) \$20.00

a 2) A roll of dimes is worth?

- a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

b 3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- d) \$2.00

c 4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- c) \$0.50
- d) \$0.25

b 5) What does POS stand for?

- a) Patience over standards
- b) Percentage of sales
- c) Point of sales
- d) People over service

a 6) What is the current sales tax rate in your city 0.2?

8.75

c 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?

- a) \$4.06
- b) \$2.06
- c) \$7.06
- d) \$5.06

b 8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?

- a) \$19.50
- b) \$14.50
- c) \$9.50
- d) \$4.50

d 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?

- a) \$6.00
- b) \$8.00
- c) \$10.00
- d) \$12.00

a 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?

- a) \$78.50
- b) \$58.50
- c) \$38.50
- d) \$28.50

**Cashier Test**

**Score** / 15

11) Counterfeit pens should be used on which three denominations?

- a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

12) How many times should you count change when giving it to the customer?

- a) one
- b) two
- c) three
- d) no need to count

**Question & Answer:**

13) What is the minimum age for legal alcohol purchases?

21

14) What are the acceptable forms of ID for alcohol purchases?

State Id DL

15) How many \$20 bills are in a bank band?

10

**Dishwasher Test**

**Score / 10**

80/10

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

G 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

A 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

