

# Interview Note Sheet

## Applicant Information

Name: <u>JABIR Ponce</u>	Interviewer: <u>Jefferson/Paul</u>
Date: <u>9/8/2016</u>	Rate of Pay: <u>16</u>
Position (s) Applied for: <u>Cook</u>	Referred by:

## Test Scores

Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	<u>35/40</u>	<u>88</u>	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/16	%

## Seeking:

Full-Time

Part-Time

## Relevant Experience & Summary of Strengths

Total of 20+ in Food Service/Hospitality

Private Chef

Concierge

B & B Manager

Pastry, Restaurant Manager

well rounded cuisines

willing to work

Bake & Pastry  
Hotel →

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 Convention Candidate? Other Languages Spoken:

Academy?



## 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 Sabir Ponce Date: 9/8/16  
Home Telephone (415) 305-2505 Other Telephone (415) 305-2505  
Present Address 1323 N 38th Ave SF CA 94122  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address sabirponce@acrobot.net

### EMPLOYMENT DESIRED

Position applying for: \_\_\_\_\_ Salary desired: \_\_\_\_\_

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

Town and Country Resources

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? 9/13/16

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)		yes	yes	yes	yes	yes	
(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 NO. 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.) \_\_\_\_\_

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?
Florida Culinary	Palm Beach Fl		Yes
Do you have any special licenses, certificates or special training? If so please list under "Special".		<input checked="" type="radio"/> YES	<input type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		YES	<input checked="" type="radio"/> 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."		<input checked="" type="radio"/> YES	NO
Special: Specialized Culinary Degree			

## 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 Samuel Serrano

Type of Business Home Telephone No. (415) 752-8789 Supervisor's Name \_\_\_\_\_

Your Position and Duties Personal Chef

Dates of Employment: From 11/2013 To Present Weekly Pay: Starting 3hr. \$150 Ending 3hr. \$150

Reason for Leaving: at present

Name and Address of Employer Mr & Mrs. Myers

Type of Business Private Chef Telephone No. ( ) Pts See Ref Supervisor's Name Myers

Your Position and Duties Private chef

Dates of Employment: From 7/2009 To 2/2015 Weekly Pay: Starting \$800 Ending \$800

Reason for Leaving: change in household needs

Name and Address of Employer Pts See Ref.

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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: Rob Drawsh Telephone No. (415) 602-1093

Address \_\_\_\_\_

Occupation: Lead Programmer Relationship: Friend Number of Years Acquainted: 20+

Name: Diane McAlister Telephone No. (951) 310-5502

Address \_\_\_\_\_

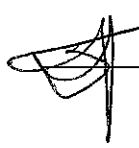
Occupation: Owner Jilly the Party clothing Relationship: Friend Number of Years Acquainted: 20+


Name: Debbie Firders Telephone No. (415) 988-1111


Address \_\_\_\_\_


Occupation: House Painter Relationship: Friend Number of Years Acquainted: 20+


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

 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.

 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.

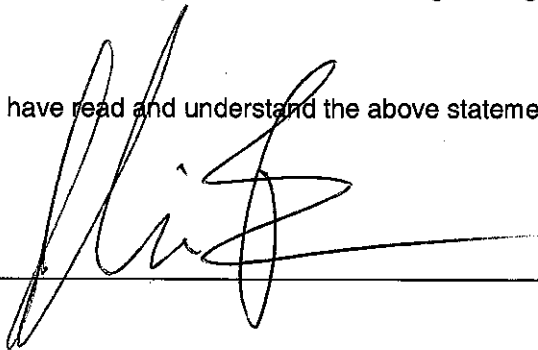
 I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

 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.

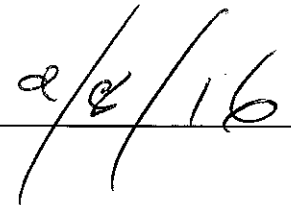
 Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that 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**



**Date**





Jabir Ponce  
1323 35<sup>th</sup> Avenue Unit A  
San Francisco, CA 94122

Phone: 415-305-2505  
Email: jabirponce@sbcglobal.net

I perceive food to be clean and simple to the taste. When designing a dish I prefer to use the flavors at hand and not mask the item which should shine through with the complexity of added flavor of other ingredients.

**Cuisines:** California , Spanish, Italian, Greek, French, Southeast Asian, Japanese, Sushi, South Western, Mexican, Southern American, Comfort food, Health Supportive, Paleo, Vegetarian, Low Sodium, Allergy friendly and Gluten free

I adhere to high standard for cleanliness: I always leave the kitchen at least as clean as when I arrived. When I enter a home of one of my clients I feel it is important to respect the privacy and traditions of the household, carrying out my duties as a chef and helping to complete the household needs as a whole.

### Private Chef

July '09 to February '15

Maxwell & Elaine Myers  
San Francisco CA

- Menu Planning
- Occasional dinner parties for 8- 16 people
- Nightly dinner preparation, service, clearing and cleaning.
- Daily food shopping for household.
- Driver
- Personal assistant

Over the course of five years, there were many changes to the food styles they required. In addition to this, I was able to accommodate the needs of their adult children and grandchildren who would visit often. I was required to be creative and inventive in my cuisines.

A range of other duties came to pass throughout the years: Simple house hold duties; any requests for items other then food, such as gifts for wife, children or grandchildren. Help with computer technology and other electronic devices; help with prescribed exercises by physical therapist. In addition, I would drive Mr. Myers every Friday to a location for an outing: his company office, often to a museum, a location in the city for shopping or a destination stated by him. If shopping was required on his part I served as a go-between him and the sales person. I took care of every aspect of a trip including entry and exit of events, locations and purchases.

**Cuisines:** Americana, Italian, Spanish, Greek, Thai, French, Japanese, Sushi, Middle eastern, Vegetarian, Heath supportive, Low sodium, no sodium, personalized support





**Personal Chef****May '10 to March '16**

Drs. Danielle & Ronald Lane  
San Francisco, CA

- Menu Planning.
- Dinner preparation three days a week.
- Food shopping for household three days a week.
- Special events and food preparation.
- Write quarterly recipe for Lane's Magazine.

The Lanes have five children with several food allergies and adults that require specific dietary needs. The needs of the Lanes have changed over the years. Monday, Wednesday and Friday I arrived at six in the morning and prepared breakfast (at the time) for their then four children which ranged from waffles, pancakes, omelets, poached eggs, Frittatas and often Eggs Benedict from scratch and baked fresh scones or a banana bread, zucchini bread or lemon loaf. Then I would shop, cook, clean and leave two dinners for the family each day. In a transition of nannies, I also handled the ordering of food, pantry and household items. The main concern is to make food the children will eat.

At present I, shop, cook, clean and leave meals for them Monday and Wednesday. Handle some of her special events which include dealing with the vendors for the events and coordinate between Dr. Lane and vendors.

Dr. Lane often asks for recipes and photos of food for her quarterly fertility magazine (Lane Fertility), which follow strict dietary guidelines for woman in pregnancy.

**Cuisine:** Americana, California fresh, Spanish, Greek, Italian Thai, Japanese, Sushi, Allergy Friendly Health supportive

**Personal Chef****April '13 to Present**

Sidney & Laurel Samuels  
San Francisco CA

- Menu planning
- Two meals prepared one day a week.

Once a week I shop, cook, clean and leave them two meals. They have an array of cuisines they like to eat. The trending cuisine would be South Western/Mexican, however they prefer food with a lot of spice or herb based flavor. My dishes reflect the flavors of their preferred cuisine.

**Cuisine:** California Fresh, Southern Americana, Americana, Italian, Spanish, Greek, Thai, Middle Eastern, Heath Supportive, Personalized Support

**Occasional Dinner Parties /Meals Prepared**

David Donn  
Alan Davis  
Mary Lou Dauray  
Anne Symon



## Other Work

### Ceramic Artist

October '07 to July '09

- Responsible for creation, development and production of sculptures.
- Marketing, advertising, distribution and packaging of ceramics.
- Day to day sales, money handling, and accounting.

I became a licensed street artist in San Francisco by showing my work to the art commission in order to obtain my license: had to attend a daily lottery at 5:30 A.M. every morning to obtain a spot to show my wares at Justin Herman Plaza and required to remain in plaza until 5:00 P.M. I had to design, adjust and develop products which would sell on a daily basis and develop a product line to address the monetary diversity of the public.

### Lead Concierge

January '05 to August '07

Archbishop's Mansion

1000 Fulton Street San Francisco, CA 94115

- Responsible for all training of all front desk, concierge, and bell staff.
- Scheduling, accounting, customer service, and inventory for front and back of the house operations.
- Setting up and scheduling high end private events for individual guests.
- Personal care of guest needs before their arrival.

As the lead concierge for the Mansion I was responsible for high end guest services. Anything from setting up romantic picnic's , balloon rides, exotic day trips in the bay area, personal lead tours, to Theatre, Opera, or any other desired tickets to special venues.

### Property Management August '00 to April '04

HCH Properties & Hill Point Bed and Breakfast

15 Hill Point Avenue

San Francisco, CA 94117

Responsible for large bed and Breakfast and rental properties: consisting of sixteen one bedroom furnished apartments, four two bedroom apartments and five student housing units consisting of four rooms each. Researched and installed new property management software and computer system and set up computer network. In charge of handling short and long term tenants and guests plus maintaining rental agreements, student contracts and day to day operations of a sixteen room four house Bed and Breakfast. Kept up to date with current rental laws and rent allowances for each year.

### Front Desk Supervisor

February '99 to August '00

Marriot Courtyard

San Francisco, CA

### Restaurant Manager

August '95-September '98

San Francisco CA

### Assistant Restaurant Manager

August '93-July '94

San Francisco CA

### Pastry cook

July '91 -May '92

Ritz Carlton

Manalapan FL

Education: • Culinary Art degree - Florida Culinary Institute- 1991-1993

**References and contact information upon request**



**Grill Cooks Test**

**Score 35/40**

**Multiple Choice Test (1 point each)**

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

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

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

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

D 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

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

- 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

C 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

G 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

D 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

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

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

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

- 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**

E 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

C 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

D 12) A gallon is equal to \_\_\_\_\_ ounces

- a) 56
- b) 145
- c) 32
- d) 128

B 13) How many cups are in a quart?

- a) 2
- b) 4
- c) 6
- d) 8

A 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

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

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

C 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

C 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

E 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

B

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 coved, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

C

20) What temperature should chicken be cooked to?

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

B

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

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

A

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)

50/50 Flour & Butter  
Thickener

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

Slowly melt butter, remove milk fat for High Burn Point.

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

- 1. Béchamel
- 2. Hollandaise
- 3. Brown
- 4. Velouté
- 5. Tomato

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

Coat with oil, so item doesn't stick

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

Egg Yolk  
Clarified Butter  
Lemon Juice  
Cayenne/Tabasco  
Salt & Pepp (white)

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