

ACROBAT OUTSOURCING TSC GROUP

Rogue Torres

Taborca ID: 36100

Date of Hire: 11/4/2016

Date of Re-Act: 9/3/2019

- | | |
|---|---|
| <input type="checkbox"/> E-verify | <input type="checkbox"/> New Hire List (All fields) |
| <input type="checkbox"/> Hire Right EE | <input type="checkbox"/> Check Taborca Profile (All fields) |
| <input type="checkbox"/> Hire Right Internal (upload any list A docs) | <input type="checkbox"/> Upload Resume and Skills Tests (one doc) |
| <input type="checkbox"/> Notice to Employee Completed | <input type="checkbox"/> Upload Food Handler's Card |
| <input type="checkbox"/> Added to Orientation Time Sheet | <input type="checkbox"/> Presented |
| <input type="checkbox"/> Background Check | <input type="checkbox"/> Emailed |

Re Act employee set up (See Re Act Process for more detail)

- ☒ File and I9 pulled (new one created/done in Hire Right if old ones are gone)
- ☒ Re-Act onboarding
- ☐ Check for skills tests, app, FHC, and resume (get new app, new resume if hired more than 1 year ago)
- ☒ Complete Notice to Employee with updated pay if necessary
- ☒ Verify pay option
- ☒ Run new BGC if more than 1 year since last shift worked
- ☒ New orientation/place on time sheet if it's been over a year since last shift
- ☒ New Hire List it's been over a year since last shift
- ☐ Delete employee from the INA/TER spreadsheet if they are on it

Interview Note Sheet

Name:		Interviewer:	
Date:		Rate of Pay:	
Position (s) Applied for:		Referred by:	

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/14	%

Seeking:
<input checked="" type="radio"/> Full-Time
<input type="radio"/> Part-Time

Additional Information & Summary of Strengths

Total of 5 yrs in Food Service/Hospitality

- prefer 8am or later M-F up to 8pm
- sometimes weekend availability
- limited English
- not currently working
- ok w/ on-call
- can start immediately

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

Car	<input checked="" type="radio"/> Public Transit	Carpool (Rider / Driver)
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LA	OC	ST → Sunnyvale → Santa Clara
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TIPS	Serv-Safe	LEAD	<input checked="" type="radio"/> Other <u>FHC</u>	<input checked="" type="radio"/> Will Submit
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Open	AM only	PM only	<input checked="" type="radio"/> Weekdays only	Weekends only
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Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie
Chef Coat	Chef Pants	Knives	<input checked="" type="radio"/> Black Pants	<input checked="" type="radio"/> Non-Slip Shoes	Bow Tie Other: _____

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
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NOTICE TO EMPLOYEE*Labor Code section 2810.5***EMPLOYEE**

Employee Name: Rogue Torres
Start Date: 9/3/2019

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: Acrobat Outsourcing

Physical Address of Main Office: 1871 The Alameda Ste 110 San Jose, CA

Mailing Address: "

Telephone Number: (408) 844-0772

WAGE INFORMATION

Rate(s) of Pay: \$17/hr Overtime Rate(s) of Pay: \$25.5/hr

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: Integro USA Inc. dba Integro Insurance Brokers

Address: 1 State Street Plaza, 9th floor, New York, NY. 10004

Telephone Number: 212-295-5440

Policy No.: LDC4042609 AOS

☐ 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.

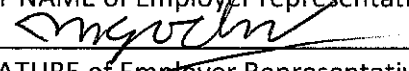
The following applies to the employee identified on this notice: *(Check one box)*

- ☐ 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)

Ngoc Ho
(PRINT NAME of Employer representative)


(SIGNATURE of Employer Representative)

9/3/2019
(Date)

Roque Torres
(PRINT NAME of Employee)


(SIGNATURE of Employee)

09-02-19
(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.



Your Hospitality Staffing Professionals

Attendance Policy

The cost of absenteeism and lateness is difficult to estimate, no one can calculate the cost of the burden this puts on others who have to do the absent person's work. Most people will be late or sick at one time or another. But when short-term absences become more frequent, they might signal personal, medical, or job-related problems.

It is your responsibility to notify your supervisor at least 24 hours prior to your shift of any anticipated tardiness or absence. All tardiness or absences should be reported to the Emergency Line at 800.236.2276 x2207. You should provide the general reason for your absence, and understand that excessive absences and lateness will lead to disciplinary action.

Below is a breakdown of how infractions will be measured. Any employee who accumulates more than three points in a 90-day period can result in termination of employment.

Tardy – Anybody not signed/ clocked-in by their start time. 1 Point

Call Off – Needing to be taken off a shift after schedules are sent out. It is your responsibility to request any desired time off in advance. 1 Point

LM Call-Out – Failing to provide Acrobat with 24-hour notice before missing a shift. 1 Points

No Call No Show – Failing to provide Acrobat with any notice before missing a shift. 3 Points

Name: Rogue Torres Date: 09-02-19

Signature: 

Dishwasher Test

Score 10 / 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, chaffing dishes)
 - d) Harsh chemicals
 - e) All of the above
- a 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
- C 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
- 100%

Roque Torres

San Jose, CA
eaglecontrol520@gmail.com
669-204-4037

Authorized to work in the US for any employer

Work Experience

ddishwasher

Erik's Deli Cafe - Santa Clara, CA
May 2017 to December 2017
dishwasher and tables cleaning

advertising delivery

dh delivery - San Jose, CA
January 2014 to May 2017
door to door advertising delivery

dishwasher

Bon Appetit - Santa Clara, CA
February 2010 to December 2012
dishwasher and cleaning

dishwasher

Bon Appetit - Santa Clara, CA
November 2005 to January 2008
dishwasher and cleaning

Dishwasher/Food Pre

McCormick & Schmick's - San Jose, CA
May 2004 to October 2005
dishwasher and kitchen help

dishwasher

Aramark - Santa Clara, CA
May 2003 to June 2004
dishwasher and cleaning

Dishwasher

hilton hotel - Santa Clara, CA
June 2001 to May 2003
dishwasher and cleaning

