

ALTON DIXON

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Summary of Skills

- Avid learner and attentive worker
- Effective time manager with the ability to prioritize multiple responsibilities and projects
- Excellent work habits and experience with shipping, receiving and packaging

Employment History

Laborer/Truck Driver

Friends of the San Francisco Library

April 2013 to Present

San Francisco, CA

- Transport heavy weight products using correct safety techniques
- Moving 1000 pound double stacks on pallet jack
- Import and export double stack pallets in truck

Electronics Handler

Goodwill Industries

October 2015 to January 2016

San Francisco, CA

- Meet production goals by sorting and identifying goods according to categories
- Perform testing of electronic products
- Sort according to the function of the product
- Pricing electrical products to market value

Laborer

Labor Ready Temp Service

January 2012 to April 2012

San Francisco, CA

- Upheld work site safety standards by cleaning, sweeping and mopping floors
- Lifting objects up to 70 pounds
- Completed demolition work for construction

Sales Associate

Dollar Tree

November 2010 to November 2012

Colma, CA

- Provided excellent customer service and created a pleasant store environment
- Maintained the store and restroom facilities following store protocol
- Organize, stock and maintain products on shelves and aisles.

Education and Certifications

Warehouse and Logistics Program, Business Division

2015

Skyline Community College

San Bruno, CA

- Forklift Operator
- Hazardous Materials Safety and Security Awareness
- OSHA 10

Cement Mason Certificate

2000

Job Corps

Sacramento, CA

High School Diploma

1997

Jefferson High School

Daly City, CA

Dishwasher Test

Score 9 / 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

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

d 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