

Reginald Moore

San Francisco, CA

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WORK EXPERIENCE

Janitor

Jul – Sept 2016

Integrity Maintenance and Construction, Sebastopol, CA

- Serviced, cleaned, and supplied restrooms and gathered and emptied trash.
- Cleaned building floors by sweeping, mopping, scrubbing, and vacuuming.
- Safely used chemical cleaners and power equipment to prevent damage to floors and fixtures.

Circulator

Jan 2015 - Feb 2016

Bay Area Petitions, San Francisco, CA

- Circulated statewide initiatives for the ballot, collecting signatures and informing the general public.

Field Manager

Oct 2014 - Mar 2015

Fieldworks, San Francisco, CA

- Circulated statewide petitions and collected signatures.

Recompute Processor

Jun 2013 - Aug 2013

Goodwill Industries, Redwood City CA

- Sorted green waste into high value and low value.
- Prevented contamination by separating materials for shipping.
- Safely operated paper balers, hand trucks, pallet jacks, forklifts and front-end loaders.
- Demonstrated ability in Windows, MS Word, Excel, PowerPoint and Adobe.

Material Processor

Nov 2012 - May 2013

GreenCitizen, Burlingame, CA

- Unloaded truck and processed recyclables.

Cashier/Barista

Jan 2011 - Dec 2012

Starbucks Coffee, Santa Clara, CA

- Served prepared foods and drinks.
- Cleaned work and seating areas, utensils, and equipment.

Machine Operator

Sept 2009 - Apr 2010

Quality Stainless Tanks, Windsor, CA

- Started, calibrated and maintained dimple machine.
- Cut and welded metal to specifications both by hand and using dimple machine.

Crowd Control Staff

July 2007- July 2009

Landmark Event Staffing, Oakland, CA

- At sports events, guided and controlled pedestrian traffic at street and railroad crossings.
- Reported attendees' unsafe behavior or other potentially dangerous conditions.

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Janitor

Jan - July 2007

Montebay Janitorial, Oakland, CA

- Provided full range of janitorial services to coffee shops, gas stations, and offices.

Photo Technician

Mar – July 2005

Pridestaff Staffing Services, Modesto, CA

- Manipulated and enhanced digital images to create desired effects.

Sales Associate

Feb 2004 - Aug 2005

Godiva Chocolatier, Sacramento, CA

- Created chocolates using various methods and techniques.
- Helped customers make product selections.

TRAINING

Valid Forklift Certificate, IVES training group (certification number URO13.0339), San Francisco

EDUCATION

College courses, Sacramento City College, Sacramento, CA

GED, City College of San Francisco, San Francisco, CA

2012

Computer Training Certificates (MS Word, Excel, Power Point, Adobe)

Urban League, Sacramento, CA

2006

Cashier Test

Score / 15

B

- 1) A roll of quarters is worth?
- a) \$5.00
 - b) \$10.00
 - c) \$15.00
 - d) \$20.00

-9

A

- 2) A roll of dimes is worth?
- a) \$5.00
 - b) \$4.00
 - c) \$3.00
 - d) \$2.00

D

- 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

C

- 5) What does POS stand for?
- a) Patience over standards
 - b) Percentage of sales
 - c) Point of sales
 - d) People over service

- 6) What is the current sales tax rate in your city \$1.11?

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?
- $$\begin{array}{r} 1.25 \\ 0.90 \\ 0.79 \\ \hline 2.94 \end{array}$$
- 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?
- $$\begin{array}{r} 10.50 \\ \times 2 \\ \hline 21.00 \\ 14.50 \\ \hline 35.50 \end{array}$$
- 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?
- $$\begin{array}{r} 3.75 \\ 4.25 \\ \hline 8.00 \end{array}$$
- 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?
- $$\begin{array}{r} 3.75 \\ 3.75 \\ 1.25 \\ 1.25 \\ 2.50 \\ 2.50 \\ 3.25 \\ 3.25 \\ \hline 21.50 \end{array}$$
- a) \$78.50
 - b) \$58.50
 - c) \$38.50
 - d) \$28.50

A

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

B

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? ~~ANY~~ STATE ID

15) How many \$20 bills are in a bank band? \$ 1.000

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 D 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
- T 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
- T 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

