

# Reginald Moore

San Francisco, CA

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## WORK EXPERIENCE

<b>Janitor</b> Integrity Maintenance and Construction, Sebastopol, CA	Jul – Sept 2016
<ul style="list-style-type: none"><li>• Serviced, cleaned, and supplied restrooms and gathered and emptied trash.</li><li>• Cleaned building floors by sweeping, mopping, scrubbing, and vacuuming.</li><li>• Safely used chemical cleaners and power equipment to prevent damage to floors and fixtures.</li></ul>	
<b>Circulator</b> Bay Area Petitions, San Francisco, CA	Jan 2015 - Feb 2016
<ul style="list-style-type: none"><li>• Circulated statewide initiatives for the ballot, collecting signatures and informing the general public.</li></ul>	
<b>Field Manager</b> Fieldworks, San Francisco, CA	Oct 2014 - Mar 2015
<ul style="list-style-type: none"><li>• Circulated statewide petitions and collected signatures.</li></ul>	
<b>Recompute Processor</b> Goodwill Industries, Redwood City CA	Jun 2013 - Aug 2013
<ul style="list-style-type: none"><li>• Sorted green waste into high value and low value.</li><li>• Prevented contamination by separating materials for shipping.</li><li>• Safely operated paper balers, hand trucks, pallet jacks, forklifts and front-end loaders.</li><li>• Demonstrated ability in Windows, MS Word, Excel, PowerPoint and Adobe.</li></ul>	
<b>Material Processor</b> GreenCitizen, Burlingame, CA	Nov 2012 - May 2013
<ul style="list-style-type: none"><li>• Unloaded truck and processed recyclables.</li></ul>	
<b>Cashier/Barista</b> Starbucks Coffee, Santa Clara, CA	Jan 2011 - Dec 2012
<ul style="list-style-type: none"><li>• Served prepared foods and drinks.</li><li>• Cleaned work and seating areas, utensils, and equipment.</li></ul>	
<b>Machine Operator</b> Quality Stainless Tanks, Windsor, CA	Sept 2009 - Apr 2010
<ul style="list-style-type: none"><li>• Started, calibrated and maintained dimple machine.</li><li>• Cut and welded metal to specifications both by hand and using dimple machine.</li></ul>	
<b>Crowd Control Staff</b> Landmark Event Staffing, Oakland, CA	July 2007- July 2009
<ul style="list-style-type: none"><li>• At sports events, guided and controlled pedestrian traffic at street and railroad crossings.</li><li>• Reported attendees' unsafe behavior or other potentially dangerous conditions.</li></ul>	

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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?

- \$5.00
- \$10.00
- \$15.00
- \$20.00

-9

A

2) A roll of dimes is worth?

- \$5.00
- \$4.00
- \$3.00
- \$2.00

D

3) A roll of nickels is worth?

- \$8.00
- \$6.00
- \$4.00
- \$2.00

C  
A

4) A roll of pennies is worth?

- \$1.00
- \$0.75
- \$0.50
- \$0.25

C

5) What does POS stand for?

- Patience over standards
- Percentage of sales
- Point of sales
- People over service

6) What is the current sales tax rate in your city 1.1% ?

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?

1.25	90	79
4.06	79	
2.06	2.99	
7.06		
5.06		

B  
2

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?

10.50	2
21.00	
14.50	
35.50	

- \$19.50
- \$14.50
- \$9.50
- \$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?

3.75	
4.25	
8.00	

- \$6.00
- \$8.00
- \$10.00
- \$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?

3.75	1
7.50	2
2.50	2
6.50	
21.50	

- \$78.50
- \$58.50
- \$38.50
- \$28.50

**Cashier Test**

**Score / 15**

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? STATE ID

15) How many \$20 bills are in a bank band? 100

**Dishwasher Test**

**Score** 8 / 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

-2

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

