

Interview Note Sheet

Name: Shanita Daniels

Interviewer: Jo Paik

Date: 01/13/17

Rate of Pay: \$ 11

Position (s) Applied for:

Referred by:

Dishwasher

Craigslist

Test Scores

Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/15	%

Seeking

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service

Driver @ Monville Auction

Adressa - 1 1/2 years

Nurses Aid @ Helper's Homecare Agency

Somerset, NJ - 2 years

Labour work - Picking/Packing
prologistics staffing 6 months

Private Housekeeping

on & off since she was young.

Server / Busser

up to 1 hour travel
max

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

Transportation

Car

Public Transit

Carpool (Rider / Driver)

Regions Available to Work

North NJ

South NJ

Central NJ

Somerset

Jersey Shore

Certifications (if any)

TIPS

Serv-Safe

LEAD

Other _____

Will Submit

Availability

Open

AM only

PM only

Weekdays only

Weekends only

Details:

M-Sat

NO SUN

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 Accredited Academy?

Convenient Candidates?

Other Languages Spoken:

Acrobat

outsourcing

Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Shanita Daniels
Email: Shanita077@gmail.com
Phone number: (919) 444-1419

Working Experience:

Company Name: Helpers Home Care Agency
Dates of Employment: 1 1/2 years 2015-2017
Job Responsibility:

- Clean / monitor Patients
- medication Reminder
- meal prep.
-

Company Name: Prologistic Staffing
Dates of Employment: 2014-2015
Job Responsibility:

- Picker, Packer M-F
-
-
-

Company Name: Marville Adea Action
Dates of Employment: 2014-2015
Job Responsibility:

- Drive cars
- Clean them
- Park them
-

Skills

- COOK, Cleaner.
- typer, Driver.
- Communication / Hospitality

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
- A 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
- C 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

Housekeeping Test

Score / 16

- E 1) During which of the following situation(s) should you wear gloves?
- a) When handling disinfectant solutions
 - b) When cleaning patient care areas
 - c) When handling soiled linens
 - d) When handling or disposing of waste
 - e) All of the above
- E 2) Which of the following should be cleaned daily?
- a) Chairs, lamps, and tables
 - b) Tabletops, beds, and handrails
 - c) Grab bars, lights, tops of doors and counters
 - d) Floors, sinks, toilets, and latrines
 - e) All of the above
- A 3) TRUE or FALSE: You do not need to use a separate cloth for cleaning bathrooms.
- a) True
 - b) False
- A 4) TRUE or FALSE: Dusting is most commonly used for cleaning walls, ceilings, doors, windows and furniture.
- a) True
 - b) False
- 5) Should the following be cleaned daily or weekly? Circle one.
- a) Floors Daily / Weekly
 - b) Toilets and latrines Daily / Weekly
 - c) Carpets in patient rooms Daily / Weekly
 - d) Carpets in offices Daily / Weekly
 - e) Soiled linens Daily / Weekly
- C 6) The best way to clean the floor is:
- a) Scrubbing
 - b) Dry sweeping and dusting
 - c) Sweeping, mopping and dusting
 - d) Wet mopping
- 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
- A 8) The proper procedure for cleaning spills of blood and other body fluids is:
- a) Wearing gloves, clean with cloth soaked in chlorine solution and follow up with disinfectant solution
 - b) Find the janitor on-duty and ask him to clean it up
 - c) Grab whatever is closest and wipe up immediately, then mark "BIOHAZARD"
 - d) Nothing
- C 9) The appropriate cleaning schedule for a hospital is:
- a) Weekly
 - b) No schedule needed
 - c) Developed according to need
 - d) Whatever you feel like
- 10) How do you use a three-compartment bucket?

11/16

Remove. Adjust. Fill. NOT Sure, follow instructions before hand first!

11) Describe the difference between a disinfectant and a cleaning solution: (2 points)

Disinfectant - works by chemicals

Cleaning Solution - Removes Dirt from surfaces