

James Belcher

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Summary of Qualifications

- Over 13 years of janitorial experience and 3 years of landscaping/yard maintenance experience
- Excellent customer service skills and relates well with a variety of people
- Consistently receives positive feedback from supervisors for being reliable and dependable
- Takes on leadership roles and works effectively with team members
- Enjoys hands-on learning and follows instructions well

Experience

Lead Greeter

- Supervised a team of 7 greeters and coordinated schedules
- Completed evaluations of team member performance and provided feedback
- Provided excellent customer service and created a welcoming environment

Porter/Janitor

- Responsible for washing tables, mopping floors, and removing garbage
- Cleaned bathrooms and showers with close attention to detail
- Responsible for laundry services and various tasks assigned by supervisors

Landscaper

- Maintained lawns, including cutting grass, weed removal, watering, and re-sodding
- Pruned trees, hedges and bushes with chainsaw, handsaws, and pruners
- Responsible for new landscaping projects, including preparing grounds, planting flowers and shrubs
- Replaced tires for tractor trucks

Warehouse

- Unloaded trucks and transferred materials onto pallets
- Utilized strong organizational skill to ensure proper stacking of pallets
- Followed safety protocol to minimize accidents

Experience

Lead Greeter	Walden House	San Francisco, CA	2016 – Present
Porter	Soledad S.P.	Salinas, CA	2003 – 2016
Landscaper	Soledad S.P.	Salinas, CA	2003 – 2005
Landscaper	Freelance	Oakland, CA	1989 – 1990

Dishwasher Test

Score / 10

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 While washing dishes by hand, which item should you wear?

- a) Cutting glove
- b) Oven Mitt
- c) Rubber glove
- d) Nothing

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

4 If you need to move a heavy load, you should PULL and not PUSH the object.

- a) True
- b) False

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

6 All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.

- a) True
- b) False

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

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

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

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