

Emily Blair

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Objective To expand my work experience by obtaining additional professional skills that will benefit my pursuit towards a future career.

Skills

- **Proficient in Microsoft Office 2010**
- **3 years Management/Sales**
- **Inventory processing**
- **Marketing**
- **Customer Service**
- **Filing paperwork including sales/shrink reports**
- **Ability to learn quickly in a fast-paced environment**
- **Communicating/working proficiently in a team setting**
- **Cash Handling, Deposits, and Change orders**
- **Experience in supervising team setting**
- **Communicating sales directly to corporate management**

Education

Dell Mar College, Corpus Christi, TX

- December 2010
- Completed 10+ credit hours

Flour Bluff High School, Corpus Christi, TX

- Graduated 2010

Food Handler's Certificate, Dallas, TX

Experience

Associate
Falafel Bar, San Jose CA
November 2016-February 2017

- Customer service and problem solving
- Clean and stock line consistently
- Prepare ready to eat foods in the morning
- Clean work stations
- Deposits, safe, and money handling

Associate

Salata, San Antonio, TX

july 2016– October 2016

- Customer service
- Clean and stock line consistently
- Prepare ready to eat foods in the morning
- Clean work stations
- Closing duties

Shift Leader

Pot Belly Sandwich Shop, Dallas, TX

March 2014– July 2016

- Lead and supervise associates/team members on shift
- Task assignment, closing/opening, transition, detailing, etc.
- Follow proper cash handling and safe operation procedures
- Oversee labor and food costs
- Customer service and problem solving

Level 5 Associate

In-N-Out Burger, Plano, TX

June 2012– February 2014

- Customer service and problem solving
- Anticipating customer needs
- Serving/Expediting/Cooking
- Delivering a fresh efficient product consistently
- Cash Handling
- Working cohesively with team members

Sales Associate

Target, Plano, TX

October 2012– July 2013

- Customer service and problem solving
- Stocking and organization
- Cash Handling
- Working in a team setting

Associate

Chipotle, Plano, TX

March 2012 -June 2012

- Customer service and problem solving
- Food Prep/Line Cook
- Unit detailing
- Working in a team setting

Food Prep, Expeditor

ScuttleButt's Seafood Restaurant, Corpus Christi, TX

January 2011 – August 2011

- Stocking, rotating, and organizing product
- Preparing dishes by recipe
- Unit detailing
- Working in a team setting
- Expedite orders to waitstaff

Server

Holiday Inn Express, Corpus Christi, TX

August 2010 – January 2011

- Food Preparation
- Customer Service
- Restaurant detailing
- Cash Handling

Multiple Choice (1 point each)

13/20 = 65%

- d 1) A gallon is equal to _____ ounces
- a. 56
 - b. 145
 - c. 32
 - ☒ d. 128
- a 2) Mesclun are what type of vegetable?
- ☒ a. Roots
 - b. Beans
 - ☒ c. Salad Greens
 - d. Spices
- b 3) What does the term braise mean?
- a. Sear quickly on both sides
 - ☒ b. Slowly cook in covered pan with little liquid
 - c. Cook on high heat and quickly
 - d. Slowly cook in simmering water
- b 4) At what internal temperature must chicken be cooked so that it is safe to eat?
- a. 155 degrees F
 - ☒ b. 165 degrees F
 - c. 175 degrees F
 - d. 185 degrees F
- a 5) How do you blanch vegetables?
- ☒ a. Immerse for a short time in boiling water
 - b. Cook lightly in butter over med heat
 - c. Soak in cold water overnight
 - d. Rub with salt before cooking
- c 6) Which of the following ingredients would you pack before measuring?
- a. Olive Oil
 - b. Salt
 - ☒ c. Brown Sugar
 - d. White Sugar
- b 7) What is Al Dente?
- ☒ a. Firm but not hard
 - ☒ b. Soft to the touch
 - c. Very hard
 - d. Very soft
- a 8) Food should be left out no more than
- ☒ a. 2 hours
 - b. 3 hours
 - ☒ c. 4 hours
 - d. 5 hours

- C 9) Which is the improper way to thaw frozen food?
- a. In the fridge
 - b. In a sink with cold water
 - ☒ c. On the counter
 - d. In the microwave
- C 10) Which of the following can you use to put out a grease fire?
- ☒ a. Baking Soda
 - b. Baking Powder
 - ☒ c. Flour
 - d. Water
- b 11) What is the temperature range of the danger zone?
- a. 25-135
 - ☒ b. 40-140
 - c. 50-160
 - d. 30-130
- D 12) Which of the following is listed from smallest to largest?
- a. Dice, chop, mince
 - b. Mince, chop, dice
 - c. Chop, dice, Mince
 - ☒ d. Mince, dice, chop
- b 13) Which direction should pan handles be turned while cooking on the stove?
- a. Over the fire at all times
 - ☒ b. Turned towards you for better control
 - ☒ c. Turned towards the right or left at all times
 - d. Over the countertop at all times
- C 14) When you poach something, you cook it with what?
- a. Noodles
 - b. Vegetables
 - ☒ c. Liquid
 - d. Oil
- C 15) Which spoon is used to remove fat from soups and stews
- a. Basting Spoon
 - ☒ b. Ladle
 - ☒ c. Slotted Spoon
 - d. Portion Spoon
- b 16) Which of the following means to cook in a small amount of fat?
- a. Season
 - ☒ b. Sauté
 - c. Broil
 - d. Boil
 - e. Fry

Prep Cooks Test

- 9 17) What is a Julien cut?
- a. Food cut into long thin strips, matchstick
 - b. Food cut into long thin strips then turned and cut into a 1/8" dice
 - c. Food diced into finely chopped and uniform pieces
 - d. Cutting and peeling into oblong seven sided football like shapes
- a 18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.
- a. Sweat
 - b. Boil
 - c. Roast
 - d. Grill

Fill-in the Blank (1 point each)

19) salt & pepper are the basic seasoning ingredients for all savory recipes.

~~20)~~ dice: to cut into very small pieces when uniformity of size and shape is not important.
chop

8/10 = 80%

- 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
- 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
- d 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

Grill Cooks Test

Score / 40

Multiple Choice Test (1 point each)

21/40 = 53%

- b 1) How much time should you take to wash your hands with soap?
- a) 1 minute
 - ☒ b) 20 seconds
 - c) Time does not matter, water temperature does
 - d) 5 minutes
- C 2) The recommended temperature for your refrigerator is...
- a) 45°F
 - b) 50°F
 - ☒ c) 40°F
 - d) 20°F
- D 3) Food handlers must always wash their hands
- a) Before starting work
 - b) Switching between handling raw and ready-to-eat food
 - c) After going to the restrooms
 - ☒ d) All of the above
- C 4) The most important reason for having food handlers wear hair restraints is to
- a) Prevent food from getting into food handlers' hair
 - ☒ b) Prevent food handlers from contaminating their hands by touching their hair
 - ☒ c) Keep the food handlers' hair in place
 - d) None of the above
- C 5) Which of these conditions requires immediate corrective action?
- a) Packaged food items are stored at least 6 inches above the floor
 - b) Ice is being used to cool beef stew in a shallow pan
 - ☒ c) Raw meats are stored on a shelf above ready-to-eat egg salad in the walk-in cooler
 - d) Raw fish is stored above raw chicken in the walk-in freezer
- C 6) Bacteria grow best in the temperature "danger zone" which includes temperatures between?
- a) 0°F and 100°F
 - b) 32°F and 220°F
 - ☒ c) 41°F and 135°F
 - d) 39°F and 178°F
- d 7) After cutting raw chicken, what should be done before the cutting board is used for slicing onions for salad?
- a) Clean the cutting board with a wet wiping cloth
 - b) Turn the board over and use the other side
 - c) Rinse the board with running water
 - ☒ d) Wash, rinse, and sanitize the board prior to slicing the onions
- d 8) Which of the following is NOT an approved method to thaw potentially hazardous foods?
- a) In a microwave oven
 - b) During the cooking process
 - c) Under cool running water
 - ☒ d) On a clean counter, at room temperature
- a 9) Wiping cloths stored submerged in a bucket of sanitizing solution are for:
- ☒ a) Wiping spills only
 - b) Washing hands if the hand sinks are too far away
 - c) Sanitizing the blade of utensils such as knives
 - d) Maintaining moisture on the wiping cloth

Grill Cooks Test

- e 10) Food-handling gloves must be changed frequently and also:
- a) After handling garbage
 - b) After every break
 - c) After picking things up off the floor
 - d) Between handling raw and cooked foods
 - ☒ e) All of the above
- C 11) A Julienne is:
- a) to cut food into 1 inch X 1 inch cubes
 - b) A cooking method using high heat
 - ☒ c) To cut food into 1/8 X 1/8 slices
 - d) A rough cutting method producing oblong shapes
- d 12) A gallon is equal to _____ ounces
- a) 56
 - b) 145
 - c) 32
 - ☒ d) 128
- d 13) How many cups are in a quart?
- a) 2
 - ☒ b) 4
 - c) 6
 - d) 8
- a 14) A Chiffonade is:
- ☒ a) To slice an herb or leafy vegetable into thin ribbons
 - b) To de bone a fish
 - c) Another name for parchment paper
 - d) To cook food in liquid, or at just below the boiling point
- C 15) Potentially hazardous hot foods must be maintained at an internal temperature of _____ or higher to be safe
- a) 145° F
 - ☒ b) 135° F
 - ☒ c) 160° F
 - d) 180° F
- C 16) Which of the following explains the process of poaching?
- a) Poke poultry on the thickest part in order to make sure it's tender
 - b) To cook food in an oven that has reached 350° F
 - ☒ c) Cook gently in water that is hot but not boiling (160°-180°)
 - d) Submerge protein in boiling liquid to speed cooking time
- C 17) If a recipe calls for 16oz of mirepoix, how many ounces of onion, celery, and carrots do you need?
- a) 8 oz of celery, 4 oz of onion, 4 oz of carrot
 - b) 4 oz of celery, 8 oz of carrot, 4 oz of onion
 - ☒ c) 4 oz of celery, 8 oz of onion, 4 oz of carrot
 - d) 2 oz of celery, 10 oz of carrot, 2 oz of onion
- C 18) Which of the following best describes braising?
- a) To cook quickly in a pan on top of the stove until food is browned
 - b) Process through which natural sugars in food become browned and flavorful while cooking
 - ☒ c) Cooking method by which food is browned in fat, then cooked, tightly coved, in liquid at low heat
 - d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

Grill Cooks Test

b 19) Which of the following best describes the process of Caramelization?

- a) To cook quickly in a pan on top of the stove until food is browned
- ☒ b) Process through which natural sugars in food become browned and flavorful while cooking
- c) Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

c 20) What temperature should chicken be cooked to?

- a) 145°F
- b) 155°F
- ☒ c) 165°F
- d) 175°F

d 21) What temperature should ALL ground meat be cooked to?

- a) 145°F
- ☒ b) 155°F
- c) 165°F
- ☒ d) 175°F

a 22) What temperature should fish be cooked to?

- ☒ a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

23) What is a roux and what is it used for? (2 points)

mixture of butter & flour to thicken soup/stew

24) What is the process of making clarified butter, and why is clarified butter used? (3 points)

- 3
- 1) heat butter, skim off impurities
 - 2) higher smoke point

25) What are the 5 mother sauces? (5 points)

- 4
- 1. alfredo (bechamel)
 - 2. ~~veloute~~ veloute
 - 3. espagnole
 - 4. tomato
 - 5. hollandaise

26) What does it mean to season a grill and why is this process important? (3 points)

- 3 rub grill w/ oil or fat ; prevents food from sticking

27) What are the ingredients in Hollandaise sauce? (5 points)

- 5 egg yolks, butter, water, lemon juice, cayenne (tabasco)
salt & white pepper optional

NOTICE TO EMPLOYEE*Labor Code section 2810.5***EMPLOYEE**Employee Name: Emily BlairStart Date: 2/27/17**EMPLOYER**Legal Name of Hiring Employer: S.E Scher

Is hiring employer a staffing agency/business (e.g., Temporary Services Agency; Employee Leasing Company; or Professional Employer Organization [PEO])? ☐ Yes ☐ No

Other Names Hiring Employer is "doing business as" (if applicable):

Acrobat Outsourcing

Physical Address of Hiring Employer's Main Office:

665 Third St. Suite 415, San Francisco, CA. 94107

Hiring Employer's Mailing Address (if different than above):

Hiring Employer's Telephone Number: 415-431-8826

If the hiring employer is a staffing agency/business (above box checked "Yes"), the following is the other entity for whom this employee will perform work:

Name: _____

Physical Address of Main Office: _____

Mailing Address: _____

Telephone Number: _____

WAGE INFORMATIONRate(s) of Pay: \$15, \$14, \$13 Overtime Rate(s) of Pay: \$22.50; \$21; \$19.50Rate by (check box): ☒ Hour ☐ Shift ☐ Day ☐ Week ☐ Salary ☐ Piece rate ☐ Commission☐ Other (provide specifics): _____Does a written agreement exist providing the rate(s) of pay? (check box) ☒ Yes ☐ NoIf yes, are all rate(s) of pay and bases thereof contained in that written agreement? ☐ Yes ☐ No

Allowances, if any, claimed as part of minimum wage (including meal or lodging allowances):

(If the employee has signed the acknowledgment of receipt below, it does not constitute a "voluntary written agreement" as required under the law between the employer and employee in order to credit any meals or lodging against the minimum wage. Any such voluntary written agreement must be evidenced by a separate document.)

Regular Payday: FRIDAY

WORKERS' COMPENSATION

Insurance Carrier's Name: Integro USA Inc. dba Integro Insurance Brokers

Address: 1 State Street Plaza, 9th floor, New York, NY. 10004

Telephone Number: 212-295-5440

Policy No.: LDC4042609 AOS

☐ Self-Insured (Labor Code 3700) and Certificate Number for Consent to Self-Insure: _____

PAID SICK LEAVE

Unless exempt, the employee identified on this notice is entitled to minimum requirements for paid sick leave under state law which provides that an employee:

- a. May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- b. May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- c. Has the right to file a complaint against an employer who retaliates or discriminates against an employee for
 1. requesting or using accrued sick days;
 2. attempting to exercise the right to use accrued paid sick days;
 3. filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
 4. cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code.

The following applies to the employee identified on this notice: *(Check one box)*

- ☒ 1. Accrues paid sick leave only pursuant to the minimum requirements stated in Labor Code §245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave.
- ☐ 2. Accrues paid sick leave pursuant to the employer's policy which satisfies or exceeds the accrual, carryover, and use requirements of Labor Code §246.
- ☐ 3. Employer provides no less than 24 hours (or 3 days) of paid sick leave at the beginning of each 12-month period.
- ☐ 4. The employee is exempt from paid sick leave protection by Labor Code §245.5. (State exemption and specific subsection for exemption): _____

ACKNOWLEDGEMENT OF RECEIPT

(Optional)

Erika Komatsu

(PRINT NAME of Employer representative)

(SIGNATURE of Employer Representative)

(Date)

Emily Blair

(PRINT NAME of Employee)

Emily Blair

(SIGNATURE of Employee)

(Date)

The employee's signature on this notice merely constitutes acknowledgement of receipt.

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes.