

Interview Note Sheet

Applicant Information	
Name: <u>Kenya Brown</u>	Interviewer: <u>Jenny</u>
Date: <u>03/10/2017</u>	Rate of Pay: <u>\$10.00</u>
Position (s) Applied for: <u>H/K</u>	Referred by: <u>Phyers</u>

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	/15	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	<u>10</u> /16	%

Seeking:
<u>Full-Time</u>
<u>Part-Time</u>

Relevant Experience & Summary of Strengths
<p><u>Cashier and H/K experience.</u></p> <p><i>Total of _____ in Food Service/Hospitality</i></p>
<p>P.O.S. Experience: <u>Y / N</u> details: _____</p>

Transportation
<input checked="" type="radio"/> Car <input type="radio"/> Public Transit <input type="radio"/> Carpool (Rider / Driver)

Regions Available to work:
<input checked="" type="radio"/> Polk County <input checked="" type="radio"/> Des Moines <input checked="" type="radio"/> West Des Moines <input type="radio"/> Dallas County

Certifications (if any)
TIPS <input type="checkbox"/> Serv-Safe <input type="checkbox"/> LEAD <input type="checkbox"/> Other _____ <input type="checkbox"/> Will Submit

Availability
<input checked="" type="radio"/> Open <input type="radio"/> AM only <input type="radio"/> PM only <input type="radio"/> Weekdays only <input type="radio"/> Weekends only
Details: _____

Uniforms Owned:
Bistro <input type="checkbox"/> Black Bistro <input type="checkbox"/> Tuxedo <input type="checkbox"/> 1/2 Tuxedo <input type="checkbox"/> Black Vest <input type="checkbox"/> Long Black Tie <input type="checkbox"/> Chef Coat <input type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input type="checkbox"/> Black Pants <input type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie <input type="checkbox"/> Other: _____
Would you recommend this applicant for Acrobat Academy? <input type="checkbox"/> Convention Candidate? <input type="checkbox"/> Other Languages Spoken: <input type="checkbox"/>

Acrobat

outsourcing

Your Hospitality Staffing Professionals
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First and Last Name: Kenya Brown
Email: _____
Phone number: 515-305-7796

Working Experience:

Company Name: Self Employed
Dates of Employment: 9-11-2009 - 2-1-17
Job Responsibility:

- - Licensed Hair Stylist
- -
- -
- -

Company Name: Gateway Market
Dates of Employment: 5/07 - 8/08
Job Responsibility:

- - Cashier Supervisor
- - Cash handling - Scheduling Cleaning
- -
- -

Company Name: Dollar General
Dates of Employment: 04/05 - 05/07
Job Responsibility:

- - open-close store
- - balance drawers
- - Scheduling
- - 3rd Key Supervisor

Skills

- - Receptionist
- - General Clerk
- -
- -

Name Kinga Brown

Housekeeping Test

Score 16 / 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
- I 3) TRUE or FALSE: You do not need to use a separate cloth for cleaning bathrooms.
- a) True
 - b) False
- 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
- d 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) Describe the difference between a disinfectant and a cleaning solution: (2 points)

Disinfectant is chemical to destroy
soiling and water wash wipe.