

Interview Note Sheet

Applicant Information

Name: <u>Tia Williams</u>	Interviewer: <u>Jerry Diaz</u>
Date: <u>04/03/2017</u>	Rate of Pay: <u>\$10.00</u>
Position(s) Applied for: <u>HTK</u>	Referred by: <u>Walk In</u>

Test Scores

		%			%
Server	/35	%	Bartender	/35	%
Prep Cook	/15	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

HTK exp. for Many Years.

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

Transportation

Car

Public Transit

Carpool (Rider / Driver)

Regions Available to work:

Polk County

Des Moines

West Des Moines

Dallas County

Certifications (if any)

TiPS

Serv-Safe

LEAD

Other _____

Will Submit

Availability

Open

AM only

PM only

Weekdays only

Weekends only

Details:

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 Acrobat Academy?

Convention Candidate?

Other Languages Spoken:

Acrobat

outsourcing

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

First and Last Name: Tia Williams
Email: tia.williams.048@gmail.com
Phone number: 702 609 5037

Working Experience:

Company Name: Red Roof inn
Dates of Employment: 2013 / 2016
Job Responsibility:

- - Beds
- - Kitchen
- - floors
- - Bathrooms

Company Name: _____
Dates of Employment: _____
Job Responsibility:

- -
- -
- -
- -
- -

Company Name: _____
Dates of Employment: _____
Job Responsibility:

- -
- -
- -
- -
- -

Skills

- - Great Personality
- - Reliable
- - Positive
- - Willing to learn anything
- - Smiling face.

Honest
Respectful

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Housekeeping Test

1. During which of the following situation(s) should you wear gloves?
 - a) When handling disinfectant solutions
 - b) When cleaning guest rooms
 - c) When handling soiled linen
 - d) When handling or disposing of waste
 - e) All of the above
2. Which of the following should be cleaned daily?
 - a) Chairs, lamps, and tables
 - b) Tabletops, bed, and handrails
 - c) Grab bars, light, tops of doors and counters
 - d) Floors, sinks, toilets, and latrines
 - e) All of the above
3. True or False: You do not need to use a separate cloth for cleaning bathrooms.
4. True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture.
5. Should the following be cleaned daily or weekly? Circle one.

a) Floors	Daily / Weekly
b) Toilets and latrines	Daily / Weekly
c) Carpets in guest rooms	Daily / Weekly
d) Carpets in offices	Daily / Weekly
e) Soiled linen	Daily / Weekly
6. The best way to clean the floors:
 - a) Scrubbing
 - b) Dry sweeping and dusting
 - c) Sweeping, mopping and dusting
 - d) Wet mopping
7. What should 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 up immediately
 - d) Not sure
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
9. What do you do if you encounter with bed bugs in a guest room?

contact supervisor

10. What do you do if you find Lost and Found items in a guest rooms?

lose supervisor

11. Describe the difference between a disinfectant and a cleaning solution?

*D- destroys
C- soap + water*