

# Acrobat

outsourcing

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

First and Last Name: Joany Gong

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## Working Experience:

Company Name: Treat America

Dates of Employment: Utility worker - December 2016

Job Responsibility:

- Food Prep, Dishwasher - May 2017
- Inspect Equipment / Sanitize
- Provide a Clean Atmosphere for Guest.

Company Name: Research Medical

Dates of Employment: Utility worker - February 16, 2016

Job Responsibility:

- Dietary Aid - Nov. 2017
- Inspecting Stations
- Properly place and use Chemicals

Company Name: City Wide Maintenance

Dates of Employment: March 22, 2015 - Utility worker

Job Responsibility:

- Custodial Duties Oct. 26, 2016
- Washing windows
- Dusting, mopping keeping work areas clean and neat 4 City employees.

## Skills

- 10yrs. Experience in food service
- 2yrs. In Hospitality (Hotels)
- Familiar w/ Computers, Hands on, Great Communication + Support skills.

# Interview Note Sheet

## Applicant Information

Name: Ebony Gunn  
 Date: 10-7-2017  
 Position (s) Applied for: housekeeping

Interviewer: Shelly  
 Rate of Pay: 10.00-10.50  
 Referred by: work-in

## Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	11/14	79%

**Seeking:**

☒ Full-Time

☐ Part-Time

## Relevant Experience & Summary of Strengths

Total of \_\_\_\_\_ in Food Service/Hospitality

10 years exp. in food service  
 5 years exp. in hospitality  
 public transp.

P.O.S. Experience: Y / N details: \_\_\_\_\_

## Transportation

Car ☐ Public Transit ☒ Carpool ( Rider / Driver ) ☐

## Regions Available to work:

Kansas City,KS Overland Park,KS Kansas City,MO Independence,MO

## 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: \_\_\_\_\_

Name: Ebony Gann

Score 11/14

Housekeeping Test

79%

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 as soon as possible.

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

Label it, Then Turn In to supervisor

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

Disinfectant is more of a air freshener & spray in certain areas; cleaning solution is for solid surfaces (windows, counters, tubs, floors etc).