

JANICE D FOSHA

9742 CYMBAL DR.
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Summary of Qualifications

Over 10 years Healthcare Support/Provider, Customer Service Representative, janitorial, dishwashing, cooking, food preparation/service including restaurants
3 years Certified Nursing Assistant, production, retail and Cashier
1 year Manufacturing

Work History**Kindred Hospital West Holcombe, Houston, Texas****Dietary Aide****May 16, 2016 - Sep 16, 2016**

Prepped food items, sanitized areas, mopped floors and swept, washed dishes, took out trash, customer service, delivered trays to patients rooms, and set steam table, helped with salad bar.

New Life Enrichment Center, Inc., Houston, Texas**Custodian****Jun 30, 2014 - Jan 25, 2016**

Cleaned and sanitized floors, food preparation areas, and restrooms. Washed windows, mirrors, and walls. Dusted furniture, counters, and fixtures. Swept, mopped, and vacuumed floors. Gathered and removed trash. Worked well and effectively as a team with all staff members for the good of the center, staff, members, and community. Assisted with other duties as directed. Notified management of needed repairs and problems. Followed all standards, rules, regulations, procedures, policies, guidelines, and codes to ensure safety, efficiency, and quality service.

Lane Staffing, Houston, Texas**Food Service Worker****Aug 12, 2013 - Dec 31, 2015**

Working as needed replenishing food items on service line. Cleaning and sanitizing food preparation areas and equipment. Preparing and cooking food according to recipes, menus, and instructions. Maintaining food at proper temperatures to ensure the purity, quality, and safety of food served. Serving orders to customers while providing excellent service. Assisting with other duties as assigned.

Goodwill Industries, Houston, Texas**Custodian****Apr 25, 2013 - Jun 30, 2013**

Cleaned and sanitized offices and bathrooms using various cleaning chemicals safely at University of Houston and other locations as assigned. Swept, mopped, and vacuumed floors. Dusted furniture, fixtures, and shelves. Gathered and removed trash. Assisted with other duties as directed.

Texas Quality One, Houston, Texas**Health Care Provider****Sep 19, 2011 - Mar 19, 2013**

Provided assistance to elderly clients with their daily life activities at their homes. Prepared and cooked meals. Washed dishes and laundry. Cleaned homes and removed trash. Swept, mopped, and vacuumed floors. Escorted clients to their recreational activities and appointments. Provided companionship and shopping services. Notified nurses of all changes in behavior and condition. Maintained confidentiality of medical information according to HIPAA rules and regulations.

Dean's Professional Services, Houston, Texas**Dietary Aide/Food Server****Mar 05, 2011 - Jun 30, 2012**

Plated food on dietary trays according to patients' dietary needs and doctors' orders. Prepared trays and placing on carts. Delivered trays to patients' rooms. Kept kitchen areas and food preparation equipment clean and sanitized. Removed dietary trays after meals were eaten and returned to kitchen areas. Washed and sanitized trays. Swept and mopped floors.

Houston ISD, Houston, Texas**Custodian/Food Service Worker****Sep 01, 2006 - Oct 02, 2009**

Worked as needed cutting vegetables, meats, fruits, and other food products. Prepared, seasoned, and cooked food according to district standards. Served meals to children on the food line. Kept food preparation areas and

equipment clean and sanitized. Maintained food at proper temperatures to ensure the safety, purity, and quality of food served. Ensured that the cafeteria area was clean and presentable at all times. Kept school premises and grounds clean and organized. Assisted students, parents, and staff with excellent customer service. Cleaned restrooms and replenished supplies. Removed all trash and placed in proper containers. Followed all rules, regulations, and procedures to ensure safety and efficiency.

Intracare Hospital, Houston, Texas
Food Service Worker/Housekeeper

Jun 15, 2007 - Dec 15, 2007

Cut meats, vegetables, fruits, and other food items as needed. Prepared, seasoned, and cooked food to be served to patients according to doctors' orders. Kept kitchen areas and food preparation equipment clean and sanitized. Kept foods at proper temperatures to ensure the safety, purity, and quality of food served. Kept floors and other hospital areas clean as assigned. Assisted with other duties as directed.

In Home Attendant, Houston, Texas
Home Health Care Provider

Aug 15, 2003 - Dec 15, 2007

Assisted clients with daily life activities. Provided excellent and quality service. Prepared clients' meals and adhered to physicians instructions. Notified doctors or nurses when condition or behavior changed. Kept clients clean, groomed, and dressed. Ironed and washed clothing and washed dishes. Kept kitchen, bathroom, and living areas clean, sanitized, and organized. Ran necessary errands following to do and grocery lists. Interacted effectively with all staff members, nurses, doctors, visitors, and family members. Followed standards, rules, regulations, procedures, practices, policies, guidelines, directions, and codes to ensure the safety and health of clients.

Education

Marque Learning Center, Houston, Texas
High School Diploma/GED

Occupational License or Certification

Food Handler Certification

ANSI, Houston, Texas

TABC Certification

Texas Alcoholic Beverage Commission, Houston, Texas

Language Skills

English - Excellent (Read Write Speak)

Driver's License

Class C - Standard Driver's License

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Your Hospitality Staffing Professionals

Employment Application

Acrobat Outsourcing is an equal opportunity employer dedicated to non-discrimination in all employment practices. Acrobat Outsourcing selects the best qualified individual for the job based on job-related qualifications regardless of race, age (40+), color, religion, gender, national origin, ancestry, marital status, sexual orientation, disability or any other status protected by applicable law.

PLEASE PRINT

Full Name JANICE FOSTER Date: 06/15/2017
Home Telephone (832) 890-9678 Other Telephone () _____
Present Address 9742 Cymbal Dr
Permanent Address, if different from present address: _____
Email Address jaymac1009@yahoo.com

EMPLOYMENT DESIRED

Position applying for: Food Service / Custodial / Dish Washer Salary desired: \$12.00
Are you currently registered with any staffing and/or employment agencies? If so, please list _____

Are you applying for: Full-time work? Yes ☒ No ☐ Part-time work? Yes ☒ No ☐
Temporary work, e.g., summer or holiday work? Yes ☐ No ☐ From: _____ To: _____
How did you find out about our open position? (Please check fill in proper name of source):
Referral ☐ Name of Referral _____ Newspaper ☐ Job Fair ☐ Agency ☐ Company Website ☐
Other Web Posting ☐ Other Source ☒
Could you work overtime, if necessary? Yes ☒ No ☐ If hired, on what date could you start working? 06/20/2017

Please keep in mind that schedules and shifts may vary depending on position and season. Additionally, the hours may vary from week to week, depending on the company needs. Please list only the times/days you're available to work below.

SPECIFY HOURS AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	7:00-3:30	7:00-3:30	7:00-3:30	7:00-3:30	7:00-3:30	6:00-2:30	6:00-2:30
PM	1:00-3:30	2:30-10:00	2:30-10:00	2:30-10:00	5:00-11:00	5:00-11:00	5:00-11:00
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <u>No.</u>							

PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes ☐ No ☒ If yes, when? _____
Do you have friends or relatives working for Acrobat Outsourcing? Yes ☐ No ☒ If yes, please state name and relationship _____
If hired, would you have a reliable means of transportation to and from work? Yes ☒ No ☐
If hired, can you present evidence of your legal right to live and work in this country? Yes ☒ No ☐
State age if you are under 18 _____. If you are under 18, hire is subject to verification that you are of minimum legal age to work.
Are you able to perform the essential functions of the job for which you are applying? Yes ☐ No ☐

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If no, describe the functions that cannot be performed. (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.) yes

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Marque Learning Center	Houston, Tx.	Yes U.S. Diploma	Yes
Do you have any special licenses, certificates or special training? If so please list under "Special". Food Handler Certificate		YES	NO
Are you computer literate? If so, list software knowledge under "Special."		YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	NO
Do you have any other experience, training, qualifications or special skills, which you feel make you especially suited for work at Acrobat Outsourcing? If so, please list under "Special."		YES	NO
Special:			

EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for unemployment periods of three months or more.

Are you currently employed? Yes ☐ No ☒ If so, may we contact your current employer? Yes ☐ No ☐

Name and Address of Employer Kindred Hospital W. Holcombe Blvd. 2130 W. Holcombe Blvd.

Type of Business Hospital Telephone No. 713 718-2374 Supervisor's Name MR. James Kelly

Your Position and Duties Part Time - Dietary Aide - Customer Service, Bake, Salad bar, wash dishes, pull trash, Sanitize common areas, mop, clean tables, ect

Dates of Employment: From 5/2016 To 9/2016 Weekly Pay: Starting \$12.00 pre Ending \$12.00 pre hr.

Reason for Leaving: Laid-off.

Name and Address of Employer New Life Enrichment Church 4828 Alameda Genora Rd.

Type of Business Church Telephone No. 713 991-5972 Supervisor's Name Sis. Di Ross

Your Position and Duties Sanitize all common areas, mop, sweep, clean windows, clean restrooms, pull trash, help serve the elders, ect.

Dates of Employment: From 06/2014 To 01/2016 Weekly Pay: Starting \$9.50 pre Ending \$9.50 pre hr.

Reason for Leaving: More money.

Name and Address of Employer Leme Staffing 2211 Norfolk Dr.

Type of Business Temp Agency Telephone No. 713 522-0000 Supervisor's Name Ms. Elaine Johns

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Your Position and Duties

Part-Time Breakfast Cook - customer bake, prep, sanitize common areas, wash dishes, pull trash, mop, sweep, etc.

Dates of Employment: From 8/2013 To 12/2015 Weekly Pay: Starting \$12.00 Ending 12.00 pre hour

Reason for Leaving: Contract Ended.

Name and Address of Employer Good Will Temp Services

Type of Business

Telephone No. ()

Supervisor's Name

Ms Cheryl Brown

Your Position and Duties

Custodial - mop, pull trash, dust, vacuum, clean restrooms, clean mirrors, clean gym, dust furniture, etc.

Dates of Employment: From 4/13 To 4/13 Weekly Pay: Starting \$10.00 pre hr Ending \$10.00 pre hr.

Reason for Leaving: Contract Ended.

Have you ever been fired from any previous place of employment? If so, please explain: No.

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes ☐ No ☒

If so, describe:

JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Ms. James Kelly Telephone No. (713) 240-6170

Address

Occupation: Kitchen Supervisor Relationship: Ex-Supervisor Number of Years Acquainted: 1

Name: Ms. Barbara Turner Telephone No. (713) 259-4115

Address

Occupation: Provider Relationship: Friend Number of Years Acquainted: 3

Name: Ms. Sherlie Steward Telephone No. (832) 894-7856

Address

Occupation: Kitchen Manager Relationship: Number of Years Acquainted: 3

Please Read Carefully, Initial Each Paragraph and Sign Below

J.F.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material facts on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

J.F.

I hereby authorize Acrobat Outsourcing to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

J.F.

I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

J.F.

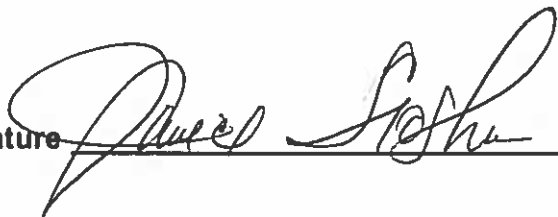
I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

J.F.

Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, with or without cause, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

I hereby acknowledge that I have read and understand the above statements.

Applicant's Signature



Date

06/15/2017

Prep Cooks Test

Score 10 / 20

Multiple Choice (1 point each)

Failed 4

C X

1) A gallon is equal to _____ ounces

- a. 56
- b. 145
- c. 32
- d. 128

b X

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

C X

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

b X

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

d X

6) Which of the following ingredients would you pack before measuring?

- a. Olive Oil
- b. Salt
- c. Brown Sugar
- d. White Sugar

d X

7) What is Al Dente?

- a. Firm but not hard
- b. Soft to the touch
- c. Very hard
- d. Very soft

A X

8) Food should be left out no more than

- a. 2 hours
- b. 3 hours
- c. 4 hours
- d. 5 hours

Prep Cooks Test

- b 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
- d 10) Which of the following can you use to put out a grease fire?
- a. Baking Soda
 - b. Baking Powder
 - c. Flour
 - d. Water
- A 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
- C 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
- d 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
- C 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

b X

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

d X

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) Knife : to cut into very small pieces when uniformity of size and shape is not important.

Interview Note Sheet

Applicant Information

Name: JANICE D. FOSTA

Interviewer: ALYSSA ANDREWS

Date: 06/15/17

Rate of Pay: 9-12

Position (s) Applied for:

ANY

Referred by:

WORKFORCE

Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

- Prep Cook Skills
- Tray Service
- Wm Dishwasher
- Lives in STAFFORD
- KENDRICK'S HOSPITAL, LOVED IT THERE

Total of 10 in Food Service/Hospitality

(Would like to work for Methodist Sugarland and MHSW.)

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

Transportation

Car

Public Transit

Carpool (Rider / Driver)

Regions Available to work:

SF City

SF North

SF Peninsula

East Bay

Outer East Bay

San Jose

South San Jose

SJ Peninsula

Certifications (if any)

TIPS

Serv-Safe

FFH!

LEAD

Other _____

Will Submit

Availability

Open

AM only

PM only

Weekdays only

Weekends only

Details:

Prefer Day Shift

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: