

# Interview Note Sheet

## Applicant Information

Name: <u>Sliver</u>	Interviewer: <u>Yaveris</u>
Date: <u>6/23/17</u>	Rate of Pay: <u>\$10</u>
Position (s) Applied for: <u>Server / Housekeeper</u>	Referred by: <u>Walter Alexander</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

Interested  
in working  
as the manager  
housekeeping

Open to any  
hours  
mornings

previous  
exp.

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:

Name: Sylvia Means

Score /14

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? Tell my supervisor Immediately
10. What do you do if you find Lost and Found items in a guest rooms? Take it to my supervisor or front desk manager
11. Describe the difference between a disinfectant and a cleaning solution?

one cleans & the disinfectants

79% 11/14

# Acrobat

outsourcing

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

First and Last Name: Sylvia Means  
Email: 406means@gmail.com  
Phone number: 515-402-0935

## Working Experience:

Company Name: Little Angels Daycare  
Dates of Employment: 2010 - 2014  
Job Responsibility:

- Train employees
- preparing meals
- Supervising
- 

Company Name: Super 8  
Dates of Employment: \_\_\_\_\_  
Job Responsibility:

- Restore Rooms
- 
- 
- 

Company Name: Crown Services  
Dates of Employment: 2014 - 2015  
Job Responsibility:

- Temp
- 
- 
- 

## Skills

- 
- 
- 
-