

Interview Note Sheet

Applicant Information

Name: <u>Janeese Marly</u>	Interviewer: <u>Steven Gonzalez</u>
Date:	Rate of Pay:
Position (s) Applied for: <u>Housekeeping, server</u>	Referred by:

Job Preferences						Seeking
Server	/35	%	Bartender	/35	%	Full-Time
Prep Cook	/20	%	Barista	/15	%	
Grill Cook	/40	%	Cashier	/15	%	
Dishwasher	/10	%	Housekeeping	2/16	%	Part-Time

Relevant Experience & Summary of Strengths					
<p><u>Strong worker, Transportation, yes</u> / <u>Total of _____ in Food Service/Hospitality</u></p> <p><u>Housekeeping / server</u></p>					
<p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p>					

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

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

Regions Available to work	Kansas City, KS	Overland Park, KS	<input checked="" type="checkbox"/> Kansas City, MO	Independence, MO
---------------------------	-----------------	-------------------	---	------------------

Certifications (if any)	TiPS	Serv-Safe	LEAD	Other _____	Will Submit
-------------------------	------	-----------	------	-------------	-------------

Availability	<input checked="" type="checkbox"/> Open	AM only	PM only	Weekdays only	Weekends only
--------------	--	---------	---------	---------------	---------------

Details:	Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie
	Chef Coat	Chef Pants	Knives	<input checked="" type="checkbox"/> Black Pants	Non-Slip Shoes	Bow Tie
Uniforms Owned						Other: _____

Would you recommend this applicant for Acrobat Academy? <u>Yes</u>	Convention Candidate?	Other Languages Spoken:
--	-----------------------	-------------------------

Acrobat outsourcing

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

First and Last Name: JANEESE MARTIN
Email: gs.browlee@gmail.com
Phone number: 816-260-1373

Working Experience:

Company Name: JCPENNEY

Dates of Employment: Oct. 2016 - Fed 2017
Job Resumes: 11/11/16

Job Responsibility:

- ANSWER PhONES
- Problem Solving
- Listening

Company Name: Hallmark Cards

Dates of Employment: Aug, 2015 - June, 2016
Job Responsibility:

Job Responsibility:

- Washing Dish
- Cleaning up
-
-

Company Name: Bartle hall

Dates of Employment: Aug. 2014 - Aug. 2015
Job Responsibility:

Job Responsibility:

- Cleaning up
- Putting up or setting up
-
-

Skills

卷八

800.236.2276 • info@acrobatoutsourcing.com

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?
flag it and let my supervisor know.
10. What do you do if you find Lost and Found items in a guest rooms?
Take them to the lost and found.
11. Describe the difference between a disinfectant and a cleaning solution?
One disinfectant and the another one cleans.