

Interview Note Sheet

Applicant Information	
Name: <u>Loretta Lewis</u>	Interviewer: <u>Diana Zamora</u>
Date: <u>06/29/17</u>	Rate of Pay: <u>\$9.25 - \$10.00</u>
Position (s) Applied for: <u>Server, Dishwasher</u>	Referred by: <u>Job Fair</u>

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	8/10	%	Housekeeping	/16	%

Seeking
Full-Time
Part-Time

Relevant Experience & Summary of Strengths

Employee will like to work in the mornings and week days.
 Has her own transportation
 Worked as a housekeeper for 2 years.
 She is willing to learn new jobs.

Total of _____ in Food Service/Hospitality

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

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

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

Certifications (if any)
TIPS <input type="checkbox"/> Serv-Safe <input type="checkbox"/> LEAD <input type="checkbox"/> Other _____ <input type="checkbox"/> Will Submit

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

Details: _____

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

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
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Loretta Lewis

5829 Park Kansas City, Mo 64130 – (816) 433-6053 – 62loretta.lewis@gmail.com

Objectives:

To obtain a position within a company I can successfully use my strong skill and I can maximize my years of experience.

Experience:

Housing keeping

April 2013 – March 2015

Westin Crown Center

Order Packer

November 2011 – March 2012 (seasonal)

Spartan Staffing, Independence, MO

Housing keeping/Supervisor/Night Houseman/Laundry Attendant

September 2000 – January 2009

Courtyard by Marriott, Kansas City, MO

Skills:

- Inventory supply room
- Cashier
- Assembly line
- Pick packer
- Restock cart
- Trained new employees
- Supervisor – 8 employees
- Housekeeping duties: cleaning guest room, public areas offices, swept, mop, buff and polish floors, and laundry room duties.

Education:

GED

Professional Development:

Women's Employment Network - Certificate of Graduation
Career Transition

Workplace Management Series – Certificate of Completion

Goal setting and time management

Problem solving and decision making

Workplace etiquette

Creating a professional image

- C 1) After washing your hands, which item should be used to dry them?
- a) Clean apron
 - b) Sanitized wiping cloth
 - c) Single use paper towel
 - d) Common used cloth
- C 2) While washing dishes by hand, which item should you wear?
- a) Cutting glove
 - b) Oven Mitt
 - c) Rubber glove
 - d) Nothing
- d 3) When should you wash your hands?
- a) Before you start work
 - b) After handling non-food items (garbage, money, cleaning chemicals)
 - c) After using the restroom
 - d) All of the above
- F 4) If you need to move a heavy load, you should PULL and not PUSH the object.
- a) True
 - b) False
- E 5) Which of the following could you be at risk for getting burned from?
- a) Steam from boiling pots
 - b) Hot liquids (coffee, soup, tea)
 - c) Hot equipment (ovens, pots, chaffing dishes)
 - d) Harsh chemicals
 - e) All of the above
- T 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
- a) True
 - b) False
- C 7) What should you 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 immediately
 - d) Not sure
- C 8) When handling hot items you should?
- a) Wear rubber gloves
 - b) No need to wear anything
 - c) Use an oven mitt or dry cloth towel
 - d) Nothing
- A 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?
- a) Rinsing
 - b) Scraping
 - c) Washing
 - d) Sanitizing
- d 10) What is the proper method for cleaning and sanitizing stationary equipment?
- a) Spray with a strong cleaning solution and wipe with a sanitized cloth
 - b) Spray with a sanitizing solution, then rinse with clean water and dry
 - c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
 - d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017180125820NA

Report Prepared: 06/29/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Lewis

First Name: Loretta

Date of Birth: 11/22/1962

Social Security Number: *** ** 6422

Hire Date: 06/29/2017

Citizenship Status: A citizen of the United States

Document Information

List B Document: Driver's license or ID card issued by a U.S. state or outlying possession

List C Document: Social Security Card

Document Name: Driver's license

Document State: Missouri

Driver's License or ID Card Number:

Document Expiration Date: 11/22/2020

Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 06/29/2017

Case Submitted By: CMAR1494

Closed On: 06/29/2017

Closed By: CMAR1494

Closure Statement: The employee continues to work for the employer after receiving an Employment Authorized result.

SENSITIVE BUT UNCLASSIFIED