

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>

Interest/Skill Areas						Job Type
Server	/35	%	Bartender	/35	%	Full-Time
Prep Cook	/20	%	Barista	/15	%	
Grill Cook	/40	%	Cashier	/15	%	
Dishwasher	8/10	%	Housekeeping	/16	%	

Relevant Experience & Summary of Strengths						
<p><u>Employee will like to work in the mornings and week days.</u></p> <p><u>Has her own transportation</u></p> <p><u>Worked as a housekeeper for 2 years.</u></p> <p><u>She is willing to learn new jobs.</u></p>						

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

<input checked="" type="checkbox"/> Car	<input type="checkbox"/> Public Transit	<input type="checkbox"/> Carpool (Rider / Driver)
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<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
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<input checked="" type="checkbox"/> TIPS	<input checked="" type="checkbox"/> Serv-Safe	<input checked="" type="checkbox"/> LEAD	<input checked="" type="checkbox"/> Other _____	<input checked="" type="checkbox"/> Will Submit
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<input checked="" type="checkbox"/> Open	<input checked="" type="checkbox"/> AM only	<input checked="" type="checkbox"/> PM only	<input checked="" type="checkbox"/> Weekdays only	<input checked="" type="checkbox"/> Weekends only
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Uniforms Owned					
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Bistro Chef Coat	Black Bistro Chef Pants	Tuxedo Knives	1/2 Tuxedo Black Pants	Black Vest Non-Slip Shoes	Long Black Tie Bow Tie
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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, chafing 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