

# Interview Note Sheet

## Applicant Information

|   |   |
|---|---|
| Name: <u>Damoni Lorenzo</u>   | Interviewer: <u>Jo Paik</u>                       |
| Date: <u>07/06/17</u>   | Rate of Pay: <u>\$10, \$12</u> <u>\$11 - \$12</u> |
| Position (s) Applied for:<br><u>Housekeeper, Dishwasher, Server</u> | Referred by:<br><u>Tasha Shannon</u>              |

## Test Scores

|            |     |   |              |     |   |
|------------|-----|---|--------------|-----|---|
| Server     | /35 | % | Bartender    | /30 | % |
| Prep Cook  | /15 | % | Barista      | /10 | % |
| Grill Cook | /40 | % | Cashier      | /10 | % |
| Dishwasher | /10 | % | Housekeeping | /16 | % |

Seeking:

Full-Time

Part-Time

## Relevant Experience & Summary of Strengths

|                                     |                                |
|-------------------------------------|--------------------------------|
| Born in Queens, raised in FL.       | Total of _____ in Food Service |
| worked at Puppy Spot in Cooper City | Puerto Rican Restaurant in FL  |
| -online sales                       | local spot - server            |
| -cells                              |                                |
| TruGreen in Pembroke Pines          |                                |
| -lawn care sales                    | max up to 1 hour               |
| -door to door sales/marketing       |                                |
| -customer service                   |                                |
| Public Storage in Davie, FL         |                                |
| -self storage                       |                                |
| -clean units                        |                                |
| -manager.                           |                                |

P.O.S. Experience: Y / N details: \_\_\_\_\_

## Transportation

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

## Regions Available to work:

|          |          |  |               |              |
|----------|----------|--|---------------|--------------|
| North NJ | South NJ | <input checked="" type="checkbox"/> Central NJ | <u>Iselin</u> | Jersey Shore |
|----------|----------|--|---------------|--------------|

## 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:

## Uniforms Owned:

|  |              |        |   |                |                |              |
|--|--------------|--------|---|----------------|----------------|--------------|
| <input checked="" type="checkbox"/> 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        | Other: _____ |

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:

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. True

4. True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture. True

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?

I would make manager aware and try to find the best solution to fix the issue.

10. What do you do if you find Lost and Found items in a guest rooms?

I would report them to my manager and to the front.   
Lost & Found

11. Describe the difference between a disinfectant and a cleaning solution?

A disinfectant is used to clear out the germs including ~~any~~ any viruses, like common cold. A cleaning solution is powerful but only removes dirt, stains, etc. It won't be able to clear off ~~any~~ the disinfectant.

10/14  
71%

# Acrobat

outsourcing

Your Hospitality Staffing Professionals  
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First and Last Name: Damaris Lorenzo  
Email: DamarisYvette27@gmail.com  
Phone number: 954-842-8084

### Working Experience:

Company Name: Puppy Spot  
Dates of Employment: Aug 2016 - June 2017

Job Responsibility:

- Reception department
- Answer 300-400 incoming calls daily
- online based sales
- Hit daily goals

Company Name: TRUGreen  
Dates of Employment: Jan 2016 - July 2016

Job Responsibility:

- Lawn care sales
- Door to door / marketing sales
- weekly goal of \$1,500 in sales
- Customer care / service - follow up with clients

Company Name: Public Storage  
Dates of Employment: \_\_\_\_\_

Job Responsibility:

- Manager - key holder, trainer
- clean units
- customer care
- money handling - drawer check, sales

### Skills

- customer service
- clean
- calls / follow up
- leadership