

# Interview Note Sheet

Applicant Information	
Name: <u>Damaris Lorenzo</u>	Interviewer: <u>Jo Paik</u>
Date: <u>07/06/17</u>	Rate of Pay: <u>\$10, \$12 \$11-\$12</u>
Position (s) Applied for: <u>Housekeeper, Dishwasher, Server</u>	Referred by: <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:
<input checked="" type="checkbox"/> Full-Time
<input type="checkbox"/> Part-Time

Relevant Experience & Summary of Strengths	Total of _____ in Food Service
<p>Born in Queens, raised in FL.</p> <p>Worked at Puppy Spot in Cooper City</p> <ul style="list-style-type: none"> <li>- online sales</li> <li>- calls</li> </ul> <p>TruGreen in Pembroke Pines</p> <ul style="list-style-type: none"> <li>- lawn care sales</li> <li>- door to door sales/marketing</li> <li>- customer service</li> </ul> <p>Public Storage in Davie, FL</p> <ul style="list-style-type: none"> <li>- self storage</li> <li>- clean units</li> <li>- manager.</li> </ul>	<p>Puerto Rican Restaurant in FL</p> <p>local spot - server</p> <p>max up to 1 hour</p>
P.O.S. Experience: Y / N details: _____	

Transportation
<input checked="" type="radio"/> Car <input type="radio"/> Public Transit <input type="radio"/> Carpool ( Rider / Driver )
Regions Available to work:
<input type="radio"/> North NJ <input type="radio"/> South NJ <input checked="" type="radio"/> Central NJ <u>1st in</u> <input type="radio"/> Jersey Shore
Certifications (if any)
<input type="checkbox"/> TIPS <input type="checkbox"/> Serv-Safe <input type="checkbox"/> LEAD <input type="checkbox"/> Other _____ <input type="checkbox"/> Will Submit
Availability
<input checked="" type="radio"/> Open <input type="radio"/> AM only <input type="radio"/> PM only <input type="radio"/> Weekdays only <input type="radio"/> Weekends only
Details: _____
Uniforms Owned:
<input checked="" type="checkbox"/> 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 checked="" type="checkbox"/> Black Pants <input type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie <input type="checkbox"/> Other: _____
Would you recommend this applicant for Acrobat Academy? <input type="checkbox"/> Convention Candidate? <input type="checkbox"/> Other Languages Spoken: _____



Name: Damaris Lorenzo

Score /14

Housekeeping Test

10/14  
71%

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 cheer out the germs including any virusus, like common cold. A cleaning solution is powerful but only removes dirt, stains, ect. It won't be able to clean off the disinfectant.

# Acrobat

outsourcing

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

## Working Experience:

Company Name: PuppySpot  
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