

Interview Note Sheet

Applicant Information	
Name: <u>Down Grant</u>	Interviewer: <u>Shelby</u>
Date: <u>6-30-2017</u>	Rate of Pay: <u>9.25 - 11</u>
Position (s) Applied for: <u>All</u>	Referred by: <u>Leon</u>

Test Scores					
Server	19 /35	%	Bartender	/35	%
Prep Cook	12/20	%	Barista	/15	%
Grill Cook	7 /40	%	Cashier	13 /15	%
Dishwasher	10/10	%	Housekeeping	/16	%

Seeking
<u>Full-Time</u>
Part-Time

Relevant Experience & Summary of Strengths	
<p>not alot of experience in hospitality, but wants to learn</p> <p>open availability</p> <p>very outgoing personality</p> <p>-needs food handlers/liquor license by end of July</p>	<p style="text-align: right;">Total of _____ in Food Service/Hospitality</p>

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

Transportation		
Car	<u>Public Transit</u>	Carpool (Rider / Driver)

Regions Available to work	
<u>Kansas City, KS</u>	<u>Overland Park, KS</u> <u>Kansas City, MO</u> <u>Independence, MO</u>

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

Availability				
Open	AM only	PM only	Weekdays only	Weekends only

Uniforms Owned							
<u>Bistro</u>	<u>Black Bistro</u>	Tuxedo	1/2 Tuxedo	Black Vest	<u>Long Black Tie</u>	Bow Tie	Other: _____
Chef Coat	Chef Pants	Knives	<u>Black Pants</u>	<u>Non-Slip Shoes</u>			

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

Submission Date	2017-06-30 16:26:32
First Name	dawn
Last Name	grant
E-mail Address	dawngrant2018@gmail.com
Phone	8163151695
Address	811 east armour blvd
Unit or Number	301
City, State	kansas city
Zip Code	64109*
What region(s) are you applying to work within?	Kansas City
Which position(s) are you applying for?	Busser Dishwasher stocker, expediter
Are you applying for:	Full-Time
When can you start?	07-05-2017
Can you work overtime?	Yes
How did you hear about us?	Referral
If you were referred, please tell us by whom:	Leon Edrington
What days/times can you work? Select all that apply:	Monday AM Monday PM Tuesday AM Tuesday PM Wednesday AM Wednesday PM Thursday AM Thursday PM Friday AM Friday PM Saturday AM Saturday PM Sunday AM Sunday PM
Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank)	
Have you ever applied to or worked for Acrobat before?	No
Do you have any friends or relatives working for Acrobat? If so, please let us know who:	Leon Edrington

If hired, would you have reliable means of transportation to and from work?	Yes
If hired, can you present evidence of your legal right to live and work in this country?	Yes
State age if under 18. If you are under 18, hire is subject to verification that you are of minimum age to work.	missouri
Are you able to perform the essential functions of the job for which you are applying?	Yes
If no, describe the functions that cannot be performed. (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)	
Name of School	n/a
City & State	salem, oregon
Grade/Degree	8th
Graduated?	No
Do you have any special licenses? (If so, label under "Special")	No
Are you computer literate? (If so, label which programs under "Special")	No
Are you proficient with Point of Sale systems? (If so, label which under "Special")	No
Do you have any experience, training, qualifications or special skills? (If so, label under "Special")	Yes
Special:	Hobart machinery, dish room exp such as spraying, machine processing, pots and pans cleaning, general kitchen safety knowledge, sanitation, working in high volume kitchen environments, clean up, team player, follows direction well, not afraid to get dirty or perform duties beyond job description to complete event or shift as efficient as possible.
Are you currently employed?	No
Can we contact your current employer?	Yes
Name and Address of Employer	no work history
Type of Business	na
Phone Number	na

Your Position & Duties na

Date of Employment (from/to): na

Weekly Pay (Starting/Ending): na

Reason for Leaving na

Still Employed: No

Name and Address of Employer

Type of Business

Phone Number

Your Position & Duties

Date of Employment (from/to):

Weekly Pay (Starting/Ending):

Reason for Leaving

Still Employed:

Name and Address of Employer

Type of Business

Phone Number

Your Position & Duties

Date of Employment (from/to):

Weekly Pay (Starting/Ending):

Reason for Leaving

Still Employed:

Have you ever been fired from a previous place of employment? If yes, please explain: Wendy's, 1996?, Late more than once

Have you obtained any special skills or abilities as the result of service in the military? If yes, please explain:

First Name nichole

Last Name trickler

E-mail Address nicholettrickler@gmail.com

Phone 5414181005

Relationship: ex co-worker

Years Acquainted: 20

First Name Leon

Last Name Edrington

E-mail Address gabekc25@gmail.com

Phone 8165509727

Relationship: friend

Years Acquainted: 6

First Name bobby

Last Name mitchem

E-mail Address bm@gmail.com

Phone 9132196676

Relationship: friend

Years Acquainted: 6

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material facts on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

(Checked box indicates acknowledgement)

I hereby authorize Acrobat Outsourcing to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all

(Checked box indicates acknowledgement)

claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

(Checked box indicates acknowledgement)

I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

(Checked box indicates acknowledgement)

Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, with or without cause, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

(Checked box indicates acknowledgement)

I hereby acknowledge that I have read and understand the above statements.

(Checked box indicates acknowledgement)

Applicant Digital Signature (Type Name):

dawn s. grant

Date:

06-30-2017

Dawn S. Grant

811 East Armour Blvd., #301, Kansas City, Mo., 64109, 816-315-1695 (Cellphone),
dawngrant2018@gmail.com

Education

- Chemeketa Comm. College, Salem, Oregon, 1997
- G.E.D.

Experience

U.S.D.A., Salem, Oregon

Stocker, Order Puller, Clean-up

Duties included but were not limited to: Unloading Semi trucks, stocking inventory, Logging inventory, Pulling orders submitted by clerks, general warehouse clean up

St. Vincent De Paul, Eugene, Oregon (Volunteer)

Stocker, Order Puller, Clean-up

Duties included but were not limited to: pulling food orders, general clean-up, loading and unloading food supplies

Northwest Contractor's Supply, Eugene, Oregon

Telemarketing Outfit, Sales

Duties included but were not limited: Placing calls to perspective clients, selling industrial equipment, tools and safety equipment

Wendy's, Lincoln City, Oregon

Cashier, Inventory Clerk, Maintenance, Clean-up, Cook, Pre Cook,

Duties included but were not limited: Drive thru and front of house cashier, Prepping produce for daily use, general clean up, dish washer, logging inventory each week

Elmwood Reclaimed Timber, Peculiar, Missouri

General Laborer

Duties included but were not limited to: Floor clean-up, machine operation assistance, loading and unloading treated wood, shop clean-up

G.L. Property Services, Kansas City, Missouri

General Labor, Landscaping

Duties Included but were not limited to: Job site clean-up, debris removal, tree trimming, storm debris clean up

Skills Review:

Detail oriented, follows direction well, works well in fast paced, high impact environments, team player, able to lift atleast 50 lbs. repeatedly, able to stoop, bend, and stand on feet for long periods of time, fast learner, always willing to learn to advance personal knowledge of the work place, Safety oriented; Available for overtime any day of the week.

Servers Test

Name Dawn Grant
Score 19/35

Multiple Choice

- B 1) Food is served on what side with what hand?
a) On the left side with the left hand
b) On the left side with the right hand
c) On the right side with the left hand
d) On the right side with the right hand
- C 2) Drinks are served on what side with what hand?
a) On the left side with the left hand
b) On the left side with the right hand
c) On the right side with the left hand
d) On the right side with the right hand
- B 3) Food and drinks are removed on what side with what hand?
a) On the left side with the left hand
b) On the left side with the right hand
c) On the right side with the left hand
d) On the right side with the right hand
- A 4) What part of a glass should you handle at all times?
a) The stem
b) The widest part of the glass
c) The top
- D 5) When you are setting a dining room how should you set up your tablecloths?
a) Neatly and evenly across the tables
b) The creases should all be going in the same directions
c) The chairs should be centered and gently touching the table cloth
d) All of the above
- D 6) If you bring the wrong entrée to a guest what should you do?
a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served
c) Try to convince the guests to eat what you brought them
d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

54%

Match the Correct Vocabulary

- D Scullery
✓ Queen Mary
✓ Chaffing Dish
✓ French Passing
✓ Russian Service
✓ Corkscrew
✓ Tray Jack
- A. Metal buffet device used to keep food warm by heating it over warmed water
B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron)
C. Used to hold a large tray on the dining floor
D. Area for dirty dishware and glasses
E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored
F. Used to open bottles of wine
G. Style of dining in which the courses come out one at a time

Dawn Grant

Cashier Test

Score 3 / 15

- B 1) A roll of quarters is worth?
a) \$5.00
b) \$10.00
c) \$15.00
d) \$20.00
- ~~A~~ 2) A roll of dimes is worth?
a) \$5.00
b) \$4.00
c) \$3.00
d) \$2.00
- D 3) A roll of nickels is worth?
a) \$8.00
b) \$6.00
c) \$4.00
d) \$2.00
- A 4) A roll of pennies is worth?
a) \$1.00
b) \$0.75
c) \$0.50
d) \$0.25
- C 5) What does POS stand for?
a) Patience over standards
b) Percentage of sales
c) Point of sales
d) People over service
- 1.00 6) What is the current sales tax rate in your city 0.5 ?
- C 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?
a) \$4.06
b) \$2.06
c) \$7.06
d) \$5.06
- B 8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?
a) \$19.50
b) \$14.50
c) \$9.50
d) \$4.50
- D 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?
a) \$6.00
b) \$8.00
c) \$10.00
d) \$12.00
- A 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?
a) \$78.50
b) \$58.50
c) \$38.50
d) \$28.50

Dishwasher Test

Score 10 / 10

- 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
- B 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
- A 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
- C 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

100

Grill Cooks Test

Score 7/40

Multiple Choice Test (1 point each)

- A 1) How much time should you take to wash your hands with soap?
- a) 1 minute
 - ☒ b) 20 seconds
 - c) Time does not matter, water temperature does
 - d) 5 minutes
- A 2) The recommended temperature for your refrigerator is...
- a) 45°F
 - b) 50°F
 - ☒ c) 40°F
 - d) 20°F
- D 3) Food handlers must always wash their hands
- a) Before starting work
 - b) Switching between handling raw and ready-to-eat food
 - c) After going to the restrooms
 - d) All of the above
- C 4) The most important reason for having food handlers wear hair restraints is to
- a) Prevent food from getting into food handlers' hair
 - ☒ b) Prevent food handlers from contaminating their hands by touching their hair
 - c) Keep the food handlers' hair in place
 - d) None of the above
- C 5) Which of these conditions requires immediate corrective action?
- a) Packaged food items are stored at least 6 inches above the floor
 - b) Ice is being used to cool beef stew in a shallow pan
 - c) Raw meats are stored on a shelf above ready-to-eat egg salad in the walk-in cooler
 - d) Raw fish is stored above raw chicken in the walk-in freezer
- C 6) Bacteria grow best in the temperature "danger zone" which includes temperatures between?
- a) 0°F and 100°F
 - b) 32°F and 220°F
 - c) 41°F and 135°F
 - d) 39°F and 178°F
- D 7) After cutting raw chicken, what should be done before the cutting board is used for slicing onions for salad?
- a) Clean the cutting board with a wet wiping cloth
 - b) Turn the board over and use the other side
 - c) Rinse the board with running water
 - d) Wash, rinse, and sanitize the board prior to slicing the onions
- B 8) Which of the following is NOT an approved method to thaw potentially hazardous foods?
- a) In a microwave oven
 - b) During the cooking process
 - c) Under cool running water
 - ☒ d) On a clean counter, at room temperature
- A 9) Wiping cloths stored submerged in a bucket of sanitizing solution are for:
- a) Wiping spills only
 - b) Washing hands if the hand sinks are too far away
 - c) Sanitizing the blade of utensils such as knives
 - d) Maintaining moisture on the wiping cloth

Name: Dawn Grant

Score 10/14

Housekeeping Test

7/19/10

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?

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

TURN IN TO SUPERVISOR
11. Describe the difference between a disinfectant and a cleaning solution?

?

Multiple Choice (1 point each)

- C 1) A gallon is equal to _____ ounces
- a. 56
 - b. 145
 - c. 32
 - d. 128
- 2) Mesclun are what type of vegetable?
- a. Roots
 - b. Beans
 - c. Salad Greens
 - d. Spices
- A 3) What does the term braise mean?
- a. Sear quickly on both sides
 - b. Slowly cook in covered pan with little liquid
 - c. Cook on high heat and quickly
 - d. Slowly cook in simmering water
- B 4) At what internal temperature must chicken be cooked so that it is safe to eat?
- a. 155 degrees F
 - b. 165 degrees F
 - c. 175 degrees F
 - d. 185 degrees F
- C 5) How do you blanch vegetables?
- a. Immerse for a short time in boiling water
 - b. Cook lightly in butter over med heat
 - c. Soak in cold water overnight
 - d. Rub with salt before cooking
- C 6) Which of the following ingredients would you pack before measuring?
- a. Olive Oil
 - b. Salt
 - c. Brown Sugar
 - d. White Sugar
- D 7) What is Al Dente?
- a. Firm but not hard
 - b. Soft to the touch
 - c. Very hard
 - d. Very soft
- A 8) Food should be left out no more than
- a. 2 hours
 - b. 3 hours
 - c. 4 hours
 - d. 5 hours

100%

Prep Cooks Test

A

17) What is a Julien cut?

- a. Food cut into long thin strips, matchstick
- b. Food cut into long thin strips then turned and cut into a 1/8' dice
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong seven sided football like shapes

C

18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- a. Sweat
- b. Boil
- c. Roast
- d. Grill

Fill-in the Blank (1 point each)

19) Salt & Pepper are the basic seasoning ingredients for all savory recipes.

20) Chop: to cut into very small pieces when uniformity of size and shape is not important.



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017187163644QV

Report Prepared: 07/06/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Grant

First Name: Dawn

Date of Birth: 02/06/1961

Social Security Number: *** ** 2669

Hire Date: 07/06/2017

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: ID card

Document State: Missouri

Driver's License or ID Card Number:

Document Expiration Date: 02/06/2023

Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 07/06/2017

Case Submitted By: SSHA2488

Closed On: 07/06/2017

Closed By: SSHA2488

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

SENSITIVE BUT UNCLASSIFIED