

Interview Note Sheet

Applicant Information

Name: <u>Steven Gonzalez</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>Charlton</u>	Rate of Pay:
Position (s) Applied for: <u>prep COOK / Grill cook / Chef</u>	Referred by:

Test Scores					Test Scores
Server	33/35	%	Bartender	/35	%
Prep Cook	28/20	%	Barista	/15	%
Grill Cook	32/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Full-Time
Part-Time

Relevant Experience & Summary of Strengths

Work at Wendy's as a Line cook. Total of _____ in Food Service/Hospitality
 Clean and Stock work station. Cook orders for patrons
 Cook orders for daycare children
 Prep for next day

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

Transportation

Car

Public Transit

Carpool (Rider / Driver)

Regions Available to work

Kansas City, KS

Overland Park, KS

Kansas City, MO

Independence, MO

Certifications (many)

TiPS

Serv-Safe

LEAD

Other _____

Will Submit

Availability

Open

AM only

PM only

Weekdays only

Weekends only

Uniforms Owned

Bistro

Black Bistro

Tuxedo

1/2 Tuxedo

Black Vest

Long Black Tie

Chef Coat

Chef Pants

Knives

Black Pants

Non-Slip Shoes

Bow Tie

Other: _____

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:

Skye-Marie Charlton

(816)668-5683

Skyemariecharlton1116@hotmail.com

Technical Skills

- Fundamentals of Culinary
- Cooking Essentials 1 & 2
- Meat & Poultry Fabrication
- Fish/Shellfish Fabrication
- Garde Manger
- International Cuisine
- American Regional Cuisine
- Art & Technique of Baking and Pastry
- Menu Development
- Cookery
- Food Service Administration & Management
- HR Management
- Food Service Marketing & Public Relations

Employment History

Elite Cuisine, Kansas City, MO

Cook

04/2016 – Present

- Cook orders for patrons
- Cook orders for daycare children
- Prep for next day
- Clean work stations

Wendys, Avondale, MO

Drive Thru Attendant

2014 – 02/2016

- Manage all aspects of drive thru window
- Place and fill orders
- Check orders for quality control
- Line cook as needed
- Clean and stock work station

EDUCATION

L'École Culinaire, Kansas City, MO

Diploma Program – Culinary Fundamentals

Graduated 06/14/2015

09/2014 – 06/2015

L'Ecole Culinaire, Kansas City, MO

AOS – Culinary & Restaurant Management

Graduated 01/10/2016

06/2015 – 01/2016

Certifications

Food Allergen Certified

Awards

Dean's List- 1 Phase

President's List- 6 Phases

Top Student Scholarship- 7 Phases

References:

Chrystal Tatum, Program Director– chrystal.tatum@lecole.edu

Susan Milan, Career Services Coordinator– susan.milan@lecole.edu

Submission Date	2017-07-12 12:38:55
First Name	Skye-Marie
Last Name	Charlton
E-mail Address	skyemariecharlton116@hotmail.com
Phone	816-668-5683
Address	3727 N Walrond Ave
Unit or Number	0
City, State	Kansas City, MO
Zip Code	64117
What region(s) are you applying to work within?	Kansas City
Which position(s) are you applying for?	Baker
Are you applying for:	Full-Time
When can you start?	07-26-2017
Can you work overtime?	Yes
How did you hear about us?	Referral
If you were referred, please tell us by whom:	Susan Millan
What days/times can you work? Select all that apply:	Monday AM Tuesday AM Wednesday AM Thursday AM Friday AM Saturday AM Sunday AM
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:	
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	Yes

in this country?

State age if under 18. If you are under 18, hire is subject to verification that you are of minimum age to work.

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 Le'Cole Culinaire

City & State Kansa City, MO

Grade/Degree Associates

Graduated? Yes

Do you have any special licenses? (If so, label under "Special")

Yes

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")

Yes

Do you have any experience, training, qualifications or special skills? (If so, label under "Special")

Yes

Special: Special License: Food Handlers Permit and Food Allergen Certification Point of Sale: Cashier Training: School, and work

Are you currently employed? Yes

Can we contact your current employer? Yes

Name and Address of Employer Elite Cuisine: 9400 Ward PKWY Kansas City MO

Type of Business Corporate Catering

Phone Number 816-822-3830

Your Position & Duties cook

Date of Employment (from/to): April 30, 2016

Weekly Pay (Starting/Ending): 11.54

Reason for Leaving

want something different

Still Employed:

Yes

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:

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

First Name

Ashli

Last Name

Hayes

E-mail Address

skyemariecharlton1116@hotmail.com

Phone

816-223-5747

Relationship:

Chef

Years Acquainted:

1

First Name

Caitlin

Last Name

Saucedo

E-mail Address**Phone**

816-590-7920

Relationship:

Friend

Years Acquainted:

1

First Name**Last Name****E-mail Address****Phone****Relationship:****Years Acquainted:**

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

(Checked box indicates acknowledgement)

I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my

(Checked box indicates acknowledgement)

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.

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.

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.

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

(Checked box indicates acknowledgement)

(Checked box indicates acknowledgement)

(Checked box indicates acknowledgement)

Applicant Digital Signature (Type Name):

Skye-Marie Charlton

Date:

07-12-2017

Please Attach Resume Below

Skype-Marie Charlton.doc

Servers Test

Multiple Choice

- 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
- 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
- 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
- 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
- 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
- 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 dinning 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

Match the Correct Vocabulary



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

Grill Cooks Test

Score 27 / 40

Multiple Choice Test (1 point each)

- 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
- 2) The recommended temperature for your refrigerator is...
 - a) 45°F
 - b) 50°F
 - c) 40°F
 - d) 20°F
- 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
- 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
- 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
- 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
- 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
- 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
- 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

Grill Cooks Test

19) Which of the following best describes the process of Caramelization?

- a) To cook quickly in a pan on top of the stove until food is browned
- b) Process through which natural sugars in food become browned and flavorful while cooking
- c) Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

20) What temperature should chicken be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

21) What temperature should ALL ground meat be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

22) What temperature should fish be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

23) What is a roux and what is it used for? (2 points)

It is a mixture of flour and fat used to thicken soups, stews, and sauces.

24) What is the process of making clarified butter, and why is clarified butter used? (3 points)

Clarified butter is butter that has been melted and then the milk solids and water have been removed.

25) What are the 5 mother sauces? (5 points)

1. *Bechamel*
2. *Béchamel*
3. *Velouté*
4. *Worchester*
5. *Hollandaise*

26) What does it mean to season a grill and why is this process important? (3 points)

It is the process of adding salt, pepper, and other seasonings to the grill to enhance flavor.

27) What are the ingredients in Hollandaise sauce? (5 points)

Butter, eggs, lemon juice, and salt.



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017193171053GT

Report Prepared: 07/13/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Charlton

First Name: Skye

Date of Birth: 08/04/1995

Social Security Number: *** * 7083

Hire Date: 07/12/2017

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: 08/04/2017

Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 07/12/2017

Case Submitted By: SGON7369

Closed On: 07/12/2017

Closed By: SGON7369

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

SENSITIVE BUT UNCLASSIFIED