

## Dishwasher Test

Score / 10

80%

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, chafing 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

D 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

B 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

# SHADEA WILLIAMS

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## CAREER OBJECTIVE:

Seeking an Administrative Assistant position with a company that will allow me to fully utilize my communication, organizational, and problem solving skills.

## WORK EXPERIENCE:

Diversified Vocational College Los Angeles, CA

2016

### Teacher Assistant

- Discussed assigned duties with classroom teachers in order to coordinate instructional efforts.
- Prepared lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
- Presented subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.

Election Polls Lynwood, CA

2016

### Poll Worker

- Qualified voters through use of identification and poll lists
- Activated electronic ballots and selecting the correct ballot styles for each voter
- Assisted voters during the voting process by explaining equipment usage
- Closed the polling location at the end of the voting period

Victoria Medical Group Inglewood, CA

2011

### Medical Assistant

- Prepared patients for examination and treatments.
- Administered injections and apply dressings. Take Vitals.
- Maintained supplies and equipment including keeping them clean and sterilized.
- Scheduled lab tests, conducted ECG.
- Completed patient documentation.

## SKILLS:

• Customer Service	• Basic Accounting	• Copy Machine
• Administrative Assistant	• Computerized Accounting	• Telephone Skills
• Microsoft Word	• QuickBooks	• Fax and scanner
• Microsoft Excel	• Web Design	• Reliable, Prompt, and Efficient
• Microsoft PowerPoint	• Invoicing	• Excellent Communication Skills
• Microsoft Outlook	• Scheduling Appointments	• Management Skills
	• Communication Skills	• Able to Follow Instructions

## EDUCATION:

Diversified Vocational College | **Business Office Administration** | Los Angeles, CA | 2016

Pasadena City College | **General Education** | Pasadena, CA | 2015

Long Beach City College | **General Education** | Long Beach, CA | 2012

San Antonio High School | **High School Diploma** | Claremont, CA | 2005

## VOLUNTEER WORK:

Downtown Women's Center 2015 - Present

### Facility Volunteer

- Maintain cleanliness of the center
- Support Center Staff in the Kitchen & Day Center

App Alert 2011 – 2013

### Assistant

- Assisted with the knowledge of the Safety App.
- Converted 60% of Leads into sales

H.E.A.R.T. Foundation 2000 – 2002

### Program Assistant

- Provided caregivers with resources for special need children in Foster Care
- Assisted with opening/closing before and after meeting