

**Dishwasher Test**

**Score / 10**

2 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, 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
- 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

# SHADAE 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

### Teacher Assistant

2016

- 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

### Poll Worker

2016

- 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

### Medical Assistant

2011

- 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

*References available upon request*