

Interview Note Sheet

Applicant Information

Name: <u>Christina Raymond</u>	Interviewer: <u>Sam Gonzalez</u>
Date: <u>7/20/17</u>	Rate of Pay:
Position (s) Applied for: <u>Server / Prep / Grill</u>	Referred by:

Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	6/20	%	Barista	/15	%
Grill Cook	3/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Student Culinary School / work at walmart legends / Hilton Hotel / Macys **Total of _____ in Food Service/Hospitality**

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 (if any)

TIPS

Serv-Safe

LEAD

Other _____

Will Submit

Availability

Open

AM only

PM only

Weekdays only

Weekends only

Details: _____

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:

CHRISTINA L. RAYMOND
3100 Winston Pl. Apt.1 Manhattan, KS 66502
Ph. (316) 303-4098
E-mail: lucaschristina@rocketmail.com

Experience:

Hilton Garden Inn, Overland Park, KS May 2017 to Present

Chef, line and prep cook. Prepare food for the restaurants and guest services. Run kitchen operations insuring quality food items and exceptional customer experience. Inventory control.

Kansas Medical Associates, Wichita, KS March 2012 to Feb. 2015

Office Administrator. General medical office administration of support staff. Schedule patients, answer phone and greet patients, obtain insurance and necessary documentation, complete computer system input including RX ordering, and updating charts with medical information. Arrange staff schedules, open and close office, train office staff on policies and procedures to ensure compliance, including keeping charts current, timely communication and responses to patient inquiries, maintaining HIPAA privacy releases, and multitasking day-to-day responsibilities.

Via Christi Health, St. Francis, Wichita, KS July, 2008 to March 2012.

Hospitality Associate. Customer care focusing on patient care and assisting nurses and residents with meeting patient needs, including specific dietary requirements and comfort during hospital stays. Prepare and complete patient dismissals and transportation.

China Star Restaurant, Wichita, KS March, 2002 to July, 2008.

Cashier. Perform cashier duties and complete daily cash accounting. Answer phone and hosting services for restaurant.

MAA Insurance, Jakarta May, 1995 to February, 2002.

Finance Department Account Representative. Responsible for accounts and data entry for receivables/payments by customers. General office assistant duties including typing, filing and mail. Coordinate and negotiate re-insurance and determination of liabilities with other insurance companies. Provide customer service and answer customer questions.

Education:

L'Ecole Culinaire

Awards: Presidents, 2 phases

Perfect Attendance, 2 Phases

University of Agustus, Jakarta B.B.A., Business Administration, 1992
G.P.A. 2.8

Holmes College, Sydney Australia English proficiency courses, 1994

Butler County Community College English class, 2004
Friendship. Manhattan, Kansas

Additional Information: World

Via Christi Star Awards for customer service
Volunteer for United Missions

Employment Application

Acrobat Outsourcing is an equal opportunity employer dedicated to non-discrimination in all employment practices. Acrobat Outsourcing selects the best qualified individual for the job based on job-related qualifications regardless of race, age (40+), color, religion, gender, national origin, ancestry, marital status, sexual orientation, disability or any other status protected by applicable law.

PLEASE PRINT

Full Name CHRISTINA PAYMOND Date: 7-20-17
 Home Telephone (316) 3034098 Other Telephone () _____
 Present Address 7300 State Ave # 611
 Permanent Address, if different from present address: _____
 Email Address lucaschristina@rocketmail.com

EMPLOYMENT DESIRED

Position applying for: COOK, Host, Hospitality Salary desired: \$ 12 -
 Are you currently registered with any staffing and/or employment agencies? If so, please list
NO

Are you applying for: Full-time work? Yes ☒ No _____ Part-time work? Yes ☒ No _____
 Temporary work, e.g., summer or holiday work? Yes ☒ No _____ From: MON To: FRI
 How did you find out about our open position? (Please check fill in proper name of source):
 Referral ☐ Name of Referral _____ Newspaper ☒ Job Fair ☐ Agency ☐ Company Website ☐
 Other Web Posting ☐ Other Source ☒
 Could you work overtime, if necessary? Yes _____ No _____ If hired, on what date could you start working? _____

Please keep in mind that schedules and shifts may vary depending on position and season. Additionally, the hours may vary from week to week, depending on the company needs. Please list only the times/days you're available to work below.

SPECIFY HOURS AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	6 AM	6 AM	6 AM	6 AM	6 AM	6 AM	10 AM
PM	1 PM	N/A	9 PM	9 AM	9 AM	9 AM	5 PM

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: _____

PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes _____ No ☒ If yes, when? _____
 Do you have friends or relatives working for Acrobat Outsourcing? Yes _____ No ☒ If yes, please state name and relationship _____
 If hired, would you have a reliable means of transportation to and from work? Yes ☒ No _____
 If hired, can you present evidence of your legal right to live and work in this country? Yes ☒ No _____
 State age if you are under 18 _____. If you are under 18, hire is subject to verification that you are of minimum legal age to work.
 Are you able to perform the essential functions of the job for which you are applying? Yes ☒ No _____

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Your Position and Duties _____

Dates of Employment: From _____ To _____ Weekly Pay: Starting _____ Ending _____

Reason for Leaving: _____

Name and Address of Employer _____

Type of Business _____ Telephone No. (____) _____ Supervisor's Name _____

Your Position and Duties _____

Dates of Employment: From _____ To _____ Weekly Pay: Starting _____ Ending _____

Reason for Leaving: _____

Have you ever been fired from any previous place of employment? If so, please explain: _____

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military?
If so, describe: _____

Yes _____ No ☒

JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Petra Frederick Telephone No. (620) 8422 854

Address Wichita Kansas

Occupation: Via Christi Hospital Relationship: Friend

Number of Years Acquainted: _____

Name: Edwin Dunson

Telephone No. (785) 274 8957

Address Bladestone

Occupation: Acc Mor Coca Cola Relationship: Friend

Number of Years Acquainted: _____

Name: Susan Milan

Telephone No. (____) _____

Address _____

Occupation: L'ecole culinaire Relationship: School

Number of Years Acquainted: _____

Multiple Choice (1 point each)

- _____ 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
- _____ 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
- _____ 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
- _____ 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
- _____ 6) Which of the following ingredients would you pack before measuring?
- ☒ a. Olive Oil
 - b. Salt
 - c. Brown Sugar
 - d. White Sugar
- _____ 7) What is Al Dente?
- ☒ a. Firm but not hard
 - b. Soft to the touch
 - c. Very hard
 - d. Very soft
- _____ 8) Food should be left out no more than
- ☒ a. 2 hours
 - b. 3 hours
 - c. 4 hours
 - d. 5 hours

Prep Cooks Test

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

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) onion & cinnamon are the basic seasoning ingredients for all savory recipes.

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

Grill Cooks Test

Score 3 / 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

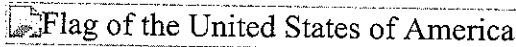
8) Which of the following is NOT an approved method to thaw potentially hazardous foods?

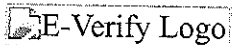
- a) In a microwave oven
- b) During the cooking process
- c) Under cool running water
- ☒ d) On a clean counter, at room temperature

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

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 Official Website of the Department of Homeland Security

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SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017202103650BJ

Report Prepared: 07/21/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Raymond

First Name: Christina

Date of Birth: 11/04/1969

Social Security Number: *** ** 0579

Hire Date: 07/20/2017

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: Kansas

Driver's License or ID Card Number:

Document Expiration Date: 11/04/2021

Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 07/21/2017

Case Submitted By: SGON7369

Closed On: 07/21/2017

Closed By: SGON7369

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

SENSITIVE BUT UNCLASSIFIED