

Acrobat

outsourcing

Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Shardea Griffin
Email: ShardeaGriffin@gmail.com
Phone number: 868-218-6093

Working Experience:

Company Name: Bayada Health Care
Dates of Employment: Aug 2015 - May 2017
Job Responsibility:

- Cooking
- Cleaning
- Providing care to patients
- reporting change in patients condition

Company Name: Cleaning Authority
Dates of Employment: 6-2010 to 11-2013
Job Responsibility:

- Cleaning houses or offices
- Working in teams to do so
- Or working alone
-

Company Name: Stratford Manor
Dates of Employment: 3-2014 to Aug 2015
Job Responsibility:

- Providing care to patients
- reporting changes
- campanionship
-

Skills

good

- Customer service skills
- good cleaning skills
- Hard worker
-

Interview Note Sheet

Applicant Information

Name: <u>Shardia Griffin</u>	Interviewer: <u>Jo Baik</u>
Date: <u>07/21/17</u>	Rate of Pay: <u>\$11.50</u>
Position (s) Applied for: <u>Housekeeper / Dishwasher</u>	Referred by: <u>Tedran Araves</u>

Test Scores

Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Extended Stay - Whippoorwill

RT 10

- Housekeeper

2 months

2015

Total of _____ in Food Service

Cleaning Authority

- East Hanover

2010 - 2013

- Housekeeper for homes, office

Beyada Healthcare

- Home Health Aide

2015 - 2017

Khaki pants & Black polo

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

Transportation

Car

Public Transit

Carpool (Rider / Driver)

Regions Available to work:

North NJ

South NJ

Central NJ

Newark Jersey Shore

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:

Housekeeping Test

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	<input checked="" type="radio"/> Daily/ Weekly
b) Toilets and latrines	<input checked="" type="radio"/> Daily/ Weekly
<input checked="" type="radio"/> X Carpets in guest rooms	<input checked="" type="radio"/> Daily/ Weekly
<input checked="" type="radio"/> X Carpets in offices	<input checked="" type="radio"/> Daily/ Weekly
e) Soiled linen	<input checked="" type="radio"/> 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 the manager ASAP
10. What do you do if you find Lost and Found items in a guest rooms?
turn it in to the manager or supervisor / lost & found
11. Describe the difference between a disinfectant and a cleaning solution?

*disinfecting is killing all germs and cleaning solutions
doesn't kill all germs but keeps it reduce to a minimum
and removes in dust laying around*

11/14

78%