

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: 862-218-6093

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 & 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
- companionship
-

Skills

- good customer service skills
- good cleaning skills
- hard worker
-

Interview Note Sheet

Applicant Information

| | |
|---|-----------------------------------|
| Name: <u>Sharda Griffin</u> | Interviewer: <u>Jo Birk</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>Tedron Graves</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

Total of _____ in Food Service

Extended Stay - Whippary

Rt 10

- Housekeeper

2 months

2015

Cleaning Authority

- East Hanover

2010 - 2013

- Housekeeper for homes, office

Bayada 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:

Name: Shardea Griffin

Score /14

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 Daily/ Weekly
 - b) Toilets and latrines Daily/ Weekly
 - ☒ c) Carpets in guest rooms Daily/ Weekly
 - ☒ d) Carpets in offices Daily/ Weekly
 - e) Soiled linen 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 manger ASAP

10. What do you do if you find Lost and Found items in a guest rooms?

turn it in to the manger 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} ~~minimum~~ and removes in dust laying around

11/14
78%