

# Interview Note Sheet

## Applicant Information

|  |                                    |
|--|------------------------------------|
| Name: <u>Malik</u>                                 | Interviewer: <u>Yaser</u>          |
| Date: <u>7/2/17</u>                                | Rate of Pay: <u>\$7.00</u>         |
| Position (s) Applied for:<br><u>Project Server</u> | Referred by: <u>Izaiyah Miller</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

Handwritten notes from interview:

- Project Server
- Animal Rescue
- Swim
- Credit Union
- Yoga
- Swim
- Project Manager
- Planning
- Management

P.O.S. Experience: Y / N details: \_\_\_\_\_

## Transportation

Car      Public Transit      Carpool ( Rider / Driver )

## Regions Available to work:

Metro Area      Polk County      Indianola      Warren County

## 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:

# MALIK CRAFT

(515)423-1956 | malik.craft@gmail.com | www.linkedin.com/in/malikcraft

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## CUSTOMER SERVICE PROFESSIONAL

MAINTENANCE | CASH HANDLING | FOOD PREPARATION

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### EDUCATION

#### HIGHSCHOOL DIPLOMA

Scavo High School, Des Moines, IA

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May 2016

### EXPERIENCE

#### SERVICE CHAMPION

Taco Bell, Des Moines, IA

Oct. 2015 – Present

- Provide customer service, food preparation, Manage hundreds of dollars on daily basis.
- Accept payment from customers and make changes if necessary.
- Notify kitchen personnel of shortages on special orders
- Prepare daily food items with safety and care.

#### GENERAL MAINTENANCE

Mar. 2015– Sep. 2015

Marsden Building Maintenance, Des Moines, IA

- Designed curriculum modified for 25 at-risk high school students in math, science, and English
- Service, clean and supply restrooms.
- Move heavy furniture
- Gather and empty trash
- Steam clean and shampoo carpets

#### CREW MEMBER

Jun. 2013 – Sep. 2013

Popeyes Chicken, Des Moines, IA

- Provided excellent Customer service
- Perform various financial activities, such as cash handling, deposit preparation, and payroll.
- Supervise and participate in kitchen and dining area cleaning activities.

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#### ADDITIONAL SKILLS

- Awarded Pat Gants-Korpel Scholarship

Housekeeping Test

- 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
- 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
- True or False: You do not need to use a separate cloth for cleaning bathrooms.
- True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture.
- 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 |
- The best way to clean the floors:
  - a) Scrubbing
  - b) Dry sweeping and dusting
  - c) Sweeping, mopping and dusting
  - d) Wet mopping
- 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
- 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
- What do you do if you encounter with bed bugs in a guest room?  
*Contact a Manager. Ask a position higher up what to do.*
- What do you do if you find Lost and Found items in a guest rooms?  
*Take the items to the front desk.*
- Describe the difference between a disinfectant and a cleaning solution?  
*disinfectant spray is something that goes on surfaces  
cleaning solution can be used for multiple purposes.*