

Interview Note Sheet

Applicant Information	
Name: <u>Taneshia L. Allee</u>	Interviewer: <u>Diana Zamora</u>
Date: <u>08/01/17</u>	Rate of Pay: <u>\$9.25 - \$10.00</u>
Position (s) Applied for: <u>Housekeeper, Server</u>	Referred by: <u>Restart</u>

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	11/16	%

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths
<p style="text-align: right;"><i>Total of _____ in Food Service/Hospitality</i></p> <p><u>Worked at Days inn - 10 to 15 Rooms per day</u></p> <p><u>Done Banquet Serving</u></p>
<p>P.O.S. Experience: Y / N details: _____</p>

Transportation
<input type="checkbox"/> Car <input checked="" type="checkbox"/> Public Transit <input type="checkbox"/> Carpool (Rider / Driver)

Regions Available to work:
<input type="checkbox"/> Kansas City,KS <input type="checkbox"/> Overland Park,KS <input type="checkbox"/> Kansas City,MO <input type="checkbox"/> Independence,MO

Certifications (if any)
<input type="checkbox"/> TIPS <input type="checkbox"/> Serv-Safe <input type="checkbox"/> LEAD <input type="checkbox"/> Other _____ <input type="checkbox"/> Will Submit

Availability
<input checked="" type="checkbox"/> Open <input type="checkbox"/> AM only <input type="checkbox"/> PM only <input type="checkbox"/> Weekdays only <input type="checkbox"/> Weekends only
<p>Details: _____</p>

Uniforms Owned:
<input type="checkbox"/> Bistro <input type="checkbox"/> Black Bistro <input type="checkbox"/> Tuxedo <input type="checkbox"/> 1/2 Tuxedo <input type="checkbox"/> Black Vest <input type="checkbox"/> Long Black Tie <input type="checkbox"/> Chef Coat <input type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input type="checkbox"/> Black Pants <input type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie <input type="checkbox"/> Other: _____

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
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Taneshia Allee
816-726-3870 tallee200@gmail.com |
Tallee200@hotmail.com
918 E 9th St., Kansas City, Mo 64127

08/01/2017

To whom it may concern :

My name is Taneshia Allee. I am seeking entry level employment. I have 2 years of college complete out of the city of St. Joseph, state of Missouri. I have spent most of my years structuring skills in customer service, some sales, a little nursing, and the general labor field.

The bulk of my experience is in customer service, however occasionally when transitioning I have re-entered the general labor field. Recently I've worked in some construction cleanup, however the previous year, I spent in product setup and event demonstration.

I'm pretty open to learning new things and enjoy working. Hopefully you will find these skills to suit your inquiry. Thank you for your time, and have a good day.

Sincerely,

Taneshia Allee

Tallee200@gmail.com

Tallee200@hotmail.com

Taneshia Allee
8167263870, 918 E 9th St., Kansas City, Mo 64127

Summary

I have worked in the customer service industry for over 5 years. I enjoy working with people. I have also performed other jobs, building my skills in the general labor industry. I have worked as a server and event demonstration; as well as cashier and fast food. I attended Missouri Western State College before they accredited it into a University for 2 years.

There has been a lapse in my employment the past year due to some personal conflicts; introducing some surprise transitions. However, the past few months I have spent my time back in the general labor field. My hope is to stabilize, my recent transitions with the right employer maybe that will be you. Thank you for your time.

Experience

General labor , Allied Staffing, Kansas City, Mo	2016-2016
Event Specialist , Advantage Sales and Marketing, St. Joseph, MO	2014-2015
Cashier , Long John Silvers, St. Joseph, MO	2014-2015
General labor , Imko Workforce, St. Joseph, MO	2013-2014
Bell Ringer , Salvation Army, Tulsa, Ok	2011-2013
Event Staff , Force Staffing Oklahoma City, Ok	2010-2011

Education

Missouri Western State College , St. Joseph, MO	1998-2000]
Completed 35 hours of general and honors course work.	

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 Taneshia L. Allen Date: 8/1/17
Home Telephone (816) 726-3870 Other Telephone ()
Present Address 918 E 9th KCMO. 64007
Permanent Address, if different from present address: _____
Email Address tallee208@hotmail.com

EMPLOYMENT DESIRED

Position applying for: any Salary desired: \$9.00/hr
Are you currently registered with any staffing and/or employment agencies? If so, please list
yes, Allied, People Ready
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: _____ To: _____
How did you find out about our open position? (Please check fill in proper name of source):
Referral ☒ Name of Referral Restert 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	<u>any</u>	<u>any</u>	<u>any</u>	<u>any</u>	<u>any</u>	<u>any</u>	<u>any</u>
PM	<u>any</u>	<u>any</u>	<u>any</u>	<u>any</u>	<u>any</u>	<u>any</u>	<u>any</u>

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 Cashier, line prep, drive thru, open and close

Dates of Employment: From 4/2/15 To 5/31/16 Weekly Pay: Starting \$7.50/hr Ending \$7.50/hr

Reason for Leaving: I had to work through some issues with child support.

Name and Address of Employer Imko 901 N. Belt Hwy St Joseph Mo.

Type of Business Staffing Telephone No. (816) 233-4040 Supervisor's Name Carol

Your Position and Duties Warehouse - stacking packing + inspecting of product

Dates of Employment: From 10/14/14 To 3/09/15 Weekly Pay: Starting \$8.50/hr Ending \$8.50/hr

Reason for Leaving: personal

Have you ever been fired from any previous place of employment? If so, please explain: No

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes ☐ No ☒
If so, describe: _____

JOB RELATED REFERENCES

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

Name: Karen Workman Telephone No. (913) 257-7748

Address 918 E. 9th KCMo

Occupation: N/A Relationship: Friend Number of Years Acquainted: 1

Name: CKS Pkg Telephone No. (816) 483-4923

Address Front St. KCMo

Occupation: Warehouse Relationship: peer Number of Years Acquainted: 1

Name: Chris Beaver Telephone No. (816) 437-4702

Address 75th + Wornall

Occupation: N/A Relationship: Friend Number of Years Acquainted: 6 mo

Name: Taneshia Allen

Score 11/14

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 manager immediately.

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

Report items to supervisor.

11. Describe the difference between a disinfectant and a cleaning solution?

*a disinfectant has some sort of neutralizing agent so there is ~~no fungi~~ or bacteria living on surface.
A cleaning agent there could still be fungi + bacteria living on surfaces.*

Went over the answers.

Name Taneshia Allen
Score / 35

Servers Test

Multiple Choice

- D 1) Food is served on what side with what hand?
a) On the left side with the left hand
b) On the left side with the right hand
c) On the right side with the left hand
d) On the right side with the right hand
- A 2) Drinks are served on what side with what hand?
a) On the left side with the left hand
b) On the left side with the right hand
c) On the right side with the left hand
d) On the right side with the right hand
- D 3) Food and drinks are removed on what side with what hand?
a) On the left side with the left hand
b) On the left side with the right hand
c) On the right side with the left hand
d) On the right side with the right hand
- A 4) What part of a glass should you handle at all times?
a) The stem
b) The widest part of the glass
c) The top
- D 5) When you are setting a dining room how should you set up your tablecloths?
a) Neatly and evenly across the tables
b) The creases should all be going in the same directions
c) The chairs should be centered and gently touching the table cloth
d) All of the above
- D 6) If you bring the wrong entrée to a guest what should you do?
a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served
c) Try to convince the guests to eat what you brought them
d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

Went over the
answers.

Match the Correct Vocabulary

- D Scullery
G Queen Mary
A Chaffing Dish
B French Passing
E Russian Service
F Corkscrew
C Tray Jack

- A. Metal buffet device used to keep food warm by heating it over warmed water
B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron)
C. Used to hold a large tray on the dining floor
D. Area for dirty dishware and glasses
E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored
F. Used to open bottles of wine
G. Style of dining in which the courses come out one at a time

Certificate of Completion

This certificate recognizes that

Taneshia Allee

has successfully completed and passed the

**Kansas City, Missouri
Food Handler Online Training Program**



Byong W. Yoo, PhD (Founder)

Date of Birth: 05/11/1976
Test Score: 80%
Issue Date: 03/28/2017

Expiration Date: 03/28/2020
Confirmation #: 1703280053

Verify Certificate at www.premierfoodsafety.com/kansasverify

**Congratulations! You have successfully completed the
Food Handler Online Training!**

Next Step:

Please take this certificate of completion and bring it to the Kansas City Health Department within 30 days of completing the course.

Please bring a photo ID with you that includes both your first and last name. Food handlers will need to answer several brief questions to verify that they are the person who took the online class before they obtain their food handler card.

Please note: If the printed certificate is more than 30 days old, you will need to retake the online course.

Please visit the Health Department office to get your Food Handler Card:

Kansas City, MO., Health Department
2400 Troost Ave.
3rd Floor, Suite 3200
Kansas City, MO 64108
Phone: 816-513-6315
Office Hours: 8am-3pm

Call for questions & special accommodations



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017213163259NA

Report Prepared: 08/01/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Allee

First Name: Taneshia

Date of Birth: 05/11/1976

Social Security Number: *** ** 3154

Hire Date: 08/01/2017

Citizenship Status: A citizen of the United States

Document Information

List B Document: ID card issued by a U.S. federal, state or local government agency

List C Document: Social Security Card

Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 08/01/2017

Case Submitted By: SGON7369

Closed On: 08/01/2017

Closed By: SGON7369

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

SENSITIVE BUT UNCLASSIFIED