

# Interview Note Sheet

## Applicant Information

Name: <u>Edward L. Clemmons</u>	Interviewer: <u>Diana Zamora</u>
Date: <u>08/23/17</u>	Rate of Pay: <u>\$9.25 - \$10.00</u>
Position (s) Applied for: <u>Grill Preps, Grill Cook.</u>	Referred by: <u>Redney Perkins</u>

## Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	<u>10</u> /20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

## Seeking

Full-Time

Part-Time

## Relevant Experience & Summary of Strengths

Worked at St. Lukes Hospital in the kitchen. Total of \_\_\_\_\_ in Food Service/Hospitality  
 Worked at Ameristar Casino.  
 Interesting in the Stadiums, work at the KC Zoo.

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:

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

First and Last Name: EDWARD CLEMMONS  
Email: ~~edwardsclemmons~~@yahoo.com  
Phone number: 816-433-6011

## Working Experience:

Company Name: St. Lukes Hosp.

Dates of Employment: 06.15.15 - 12.26.16

Job Responsibility:

- Deliver Food Trays to patients.
- Wash dishes - check Food temperatures
- Pick-up Dirty trays off Hosp. Floors.
- Cook & prep Foods.

Company Name: Ameristar Casino

Dates of Employment: 9.13.2003 - 04.08.2015

Job Responsibility:

- Prep Breakfast Foods
- Cook on Flat top.
- Fry cooking
- Clean & Sanitize

Company Name: Treco Janitorial

Dates of Employment: 12.20.2011 - 02.20.2012

Job Responsibility:

- Buff & Wax Floors
- Clean executive offices
- Hall Trash
- Sweep Down stairs

## Skills

- Cook
- Food prep
- Cashier
- Meal planning

**Edward Clemmons**  
5602 Michigan Kansas City, MO 64130  
(816) 444-0562 – (816) 433-6011  
edwardsclemmons@yahoo.com

## **OBJECTIVE**

Seeking a position that utilizes my experience and education that offer the opportunity for Career advancement.

## **SKILLS**

Warehouse	General Filling	Production	Grounds Keeping
Office Cleaning	Inventory	Sorting	Laborer
Cashier	Housekeeping	Cook	Janitorial
Billing	Meal Planning	Food Prep	Building Maintenance

## **EXPERIENCE**

09/2013 – 04/2015 **Ameristar Casino/Falcon Restaurant** **Kansas City, MO**

Cook II

- Panned up bacon and sausage, cooked on flat top and broiler
- Prepped salads and fruits

12/2011 – 02/2012 **Treco Janitorial** **Lenexa, KS**

Floor Tech

- Cleaned, buffed and waxed floors.
- Dusted, cleaned and mopped executive offices restrooms and break rooms

06/2011 – 08/2011 **Focus** **Lenexa, KS**

Palletizer

- Palletized inventory boxes, stocked and inventoried
- Labelled and shipped inventory
- Sanitized and handled hazardous products

03/2007 – 08/2008 **Sodexo** **Kansas City, MO**

Vending Tech

- Filled machines with products, ingredients, money, and other supplies.
- Kept records of merchandise distributed and money collected.
- Collected coins and bills from machines, prepared invoices, and settled accounts.
- Made service calls to maintain and repair machines.

09/2006 – 03/2007 **Coaches Bar & Grill** **Kansas City, MO**

Line/Prep Cook

- Stored food in designated containers and storage areas to prevent spoilage.
- Prepared a variety of foods according to customers' orders or supervisors' instructions, following approved procedures.
- Assisted cooks and kitchen staff with various tasks as needed, and provide cooks with needed items.
- Cleaned work areas, equipment, utensils, dishes, and silverware.

10/2003 – 07/2006 **Cho Enterprises** **Kansas City, MO**

Head Cook

- Supervised and coordinated activities of cooks and workers engaged in food prep.
- Monitored sanitation practices to ensure that employees follow standards and regulations.
- Ordered or requisitioned food and other supplies needed to ensure efficient operation.
- Determined how food should be presented, and created decorative food displays.

## **EDUCATION**

**GED**

**Kansas City, MO**

## 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 EDWARD Lee Clemons Date: 8.23.2017  
Home Telephone (816) 433-6011 Other Telephone ( ) \_\_\_\_\_  
Present Address 1706 Concorde Crt.  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address \_\_\_\_\_

### EMPLOYMENT DESIRED

Position applying for: COOK, Line Cook, Prep Cook Salary desired: 10.00  
Are you currently registered with any staffing and/or employment agencies? If so, please list \_\_\_\_\_

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 \_\_\_\_\_ 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			5:00	5:00	5:00	5:00	5:00
PM			1:00	1:00	1:00	1:00	1:00

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:  
no

### 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 ☐

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Your Hospitality Staffing Professionals

Your Position and Duties \_\_\_\_\_

Dates of Employment: From 12.2.2011 to 2.13.2012 Weekly Pay: Starting 8.50 Ending 8.75

Reason for Leaving: Contract expired

Name and Address of Employer Focus Temp Agency 113 Lenexa Dr.

Type of Business Temp Agency Telephone No. 913.914.9900 Supervisor's Name Rex Douglas

Your Position and Duties Palletizer / Palletize boxes - stacked inventory  
Labelled and shipped inventory.

Dates of Employment: From 6.3.2011 to 8.23.2011 Weekly Pay: Starting 8.75 Ending 8.75

Reason for Leaving: Sab was located in Garden KS. To go to go.

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?  
If so, describe: \_\_\_\_\_

Yes    No X

## JOB RELATED REFERENCES

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

Name: Leon James Telephone No. (816) 655-8907

Address 5104 Brooklyn

Occupation: Construction Relationship: Friend Number of Years Acquainted: 12

Name: Janet Lee Telephone No. (816) 655-9016

Address 5014 Wayne Ave.

Occupation: chef Relationship: co. worker Number of Years Acquainted: 20

Name: Craig Cain Telephone No. (816) 442-4263

Address 117 Blue Ridge Rd.

Occupation: Lab Tech Relationship: Friend Number of Years Acquainted: 20

**Multiple Choice** (1 point each)

- \_\_\_\_\_ 1) A gallon is equal to 32 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

*Went over the  
Answers*

## Prep Cooks Test

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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) Salt & pepper are the basic seasoning ingredients for all savory recipes.

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



# Certificate of Achievement

This certificate is awarded to

**EDWARD CLEMMONS JR**

Congratulations! You have completed

**ServSafe® Food Handler**

Employee Food Safety Online Course and Exam



ANSI ACCREDITED PROGRAM  
CERTIFICATE ISSUER  
#0655

National Restaurant Association  
175 W. Jackson Blvd, Ste. 1500  
Chicago, IL 60604-2814  
800.765.2122 in Chicago area 312.715.1010  
Restaurant.org | ServSafe.com

Certificate Number **2141569**

Date **12/3/2015**

Expiration Date **12/3/2018**







SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2017237153920DZ**

Report Prepared: 08/25/2017

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Clemmons

First Name: Edward

Date of Birth: 03/12/1967

Social Security Number: \*\*\* \*\* 0766

Hire Date: 08/25/2017

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: 08/25/2017

Case Submitted By: SGON7369

Closed On: 08/25/2017

Closed By: SGON7369

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

SENSITIVE BUT UNCLASSIFIED