

Interview Note Sheet

Applicant Information	
Name: <u>Marquita Powell</u>	Interviewer: <u>Shelly</u>
Date: <u>8-25-2017</u>	Rate of Pay: <u>9.75-11</u>
Position (s) Applied for: <u>cook, dish</u>	Referred by: <u>Second Chance Program</u>

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

Seeking
<input checked="" type="radio"/> Full-Time
<input type="radio"/> Part-Time

Relevant Experience & Summary of Strengths
<p><i>Total of _____ in Food Service/Hospitality</i></p> <ul style="list-style-type: none"> - Last job was as a CNA - has a food handlers Card - has a car - open availability - LOVES to cook

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

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

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

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

Availability
<input checked="" type="radio"/> Open <input type="radio"/> AM only <input type="radio"/> PM only <input type="radio"/> Weekdays only <input type="radio"/> Weekends only

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:

Marquita Powell

4211 Prospect, Kansas City, MO 64130

Certification:

- Forklift Certification, Washburn Institute of Technology, 2017
- Bronze Level, Kansas WorkReady! Certificate, 2017
- OSHA 10, General Industry Certification, 2017
- Culinary Certificate, Culinary Cornerstone, Kansas City, MO, 2011
- ServSafe Certificate, 2011
- Certified Nursing Assistant, Park Place Care Center, Raytown, MO, 1996

Experience:

Certified Nursing Assistant, 2008 - 2016

Laura Lynn HealthCare, Kansas City, MO

- Assisted residents in activities of daily living

Home Health Aide, 1995 - 1996

Visiting Nurses Association, Kansas City, MO

- Assisted residents in activities of daily living
- Reminded residents to take their medication
- Ran errands and grocery shopped
- Cooked meals and cleaned apartments

Homemaker, 1987 - 2015

Personal Home, Kansas City, MO

- Attended to the needs and appointments of three children
- Maintained family home and budget
- Organized and prepared all family meals

Education

Washburn Institute of Technology (WIT)

- Forklift Certification

Culinary Cornerstone

- Culinary Certificate

Park Place Care Center

- Certified Nursing Assistant

Topeka, KS

October, 2017

Kansas City, MO

2011

Kansas City, MO

1996

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 Marquita Powell Date: 8/25/17
 Home Telephone (816) 382-9104 Other Telephone (816) 945-0679
 Present Address 4211 Prospect
 Permanent Address, if different from present address: _____
 Email Address _____

EMPLOYMENT DESIRED

Position applying for: cook, prep cook, dishwasher Salary desired: \$10.00

Are you currently registered with any staffing and/or employment agencies? If so, please list
FOCUS

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 Second chance 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? immediately

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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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 yes 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 ☐

Grill Cooks Test

Score / 40

Multiple Choice Test (1 point each)

- b 1) How much time should you take to wash your hands with soap?
a) 1 minute
b) 20 seconds
c) Time does not matter, water temperature does
d) 5 minutes
- b 2) The recommended temperature for your refrigerator is...
a) 45°F
b) 50°F
c) 40°F
d) 20°F
- d 3) Food handlers must always wash their hands
a) Before starting work
b) Switching between handling raw and ready-to-eat food
c) After going to the restrooms
d) All of the above
- b 4) The most important reason for having food handlers wear hair restraints is to
a) Prevent food from getting into food handlers' hair
b) Prevent food handlers from contaminating their hands by touching their hair
c) Keep the food handlers' hair in place
d) None of the above
- c 5) Which of these conditions requires immediate corrective action?
a) Packaged food items are stored at least 6 inches above the floor
b) Ice is being used to cool beef stew in a shallow pan
c) Raw meats are stored on a shelf above ready-to-eat egg salad in the walk-in cooler
d) Raw fish is stored above raw chicken in the walk-in freezer
- d 6) Bacteria grow best in the temperature "danger zone" which includes temperatures between?
a) 0°F and 100°F
b) 32°F and 220°F
c) 41°F and 135°F
d) 39°F and 178°F
- d 7) After cutting raw chicken, what should be done before the cutting board is used for slicing onions for salad?
a) Clean the cutting board with a wet wiping cloth
b) Turn the board over and use the other side
c) Rinse the board with running water
d) Wash, rinse, and sanitize the board prior to slicing the onions
- d 8) Which of the following is NOT an approved method to thaw potentially hazardous foods?
a) In a microwave oven
b) During the cooking process
c) Under cool running water
d) On a clean counter, at room temperature
- a 9) Wiping cloths stored submerged in a bucket of sanitizing solution are for:
a) Wiping spills only
b) Washing hands if the hand sinks are too far away
c) Sanitizing the blade of utensils such as knives
d) Maintaining moisture on the wiping cloth

Grill Cooks Test

- a 19) Which of the following best describes the process of Caramelization?
- a) To cook quickly in a pan on top of the stove until food is browned
 - b) Process through which natural sugars in food become browned and flavorful while cooking
 - c) Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
 - d) To plunge food into boiling water briefly, then into cold water to stop the cooking process
- c 20) What temperature should chicken be cooked to?
- a) 145°F
 - b) 155°F
 - c) 165°F
 - d) 175°F
- d 21) What temperature should ALL ground meat be cooked to?
- a) 145°F
 - b) 155°F
 - c) 165°F
 - d) 175°F
- b 22) What temperature should fish be cooked to?
- a) 145°F
 - b) 155°F
 - c) 165°F
 - d) 175°F
- 23) What is a roux and what is it used for? (2 points)
- 24) What is the process of making clarified butter, and why is clarified butter used? (3 points)
- 25) What are the 5 mother sauces? (5 points)
- 1.
 - 2.
 - 3.
 - 4.
 - 5.
- 26) What does it mean to season a grill and why is this process important? (3 points)
- 27) What are the ingredients in Hollandaise sauce? (5 points)

Dishwasher Test

Score / 10

- C 1) After washing your hands, which item should be used to dry them?
a) Clean apron
b) Sanitized wiping cloth
c) Single use paper towel
d) Common used cloth
- d 2) While washing dishes by hand, which item should you wear?
a) Cutting glove
b) Oven Mitt
c) Rubber glove
d) Nothing
- d 3) When should you wash your hands?
a) Before you start work
b) After handling non-food items (garbage, money, cleaning chemicals)
c) After using the restroom
d) All of the above
- 10 4) If you need to move a heavy load, you should PULL and not PUSH the object.
a) True
b) False
- e 5) Which of the following could you be at risk for getting burned from?
a) Steam from boiling pots
b) Hot liquids (coffee, soup, tea)
c) Hot equipment (ovens, pots, chaffing dishes)
d) Harsh chemicals
e) All of the above
- a 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
a) True
b) False
- C 7) What should you 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 immediately
d) Not sure
- C 8) When handling hot items you should?
a) Wear rubber gloves
b) No need to wear anything
c) Use an oven mitt or dry cloth towel
d) Nothing
- a 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?
a) Rinsing
b) Scraping
c) Washing
d) Sanitizing
- B 10) What is the proper method for cleaning and sanitizing stationary equipment?
a) Spray with a strong cleaning solution and wipe with a sanitized cloth
b) Spray with a sanitizing solution, then rinse with clean water and dry
c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution

Multiple Choice (1 point each)

b

1) A gallon is equal to _____ ounces

- a. 56
- b. 145
- c. 32
- d. 128

b

2) Mesclun are what type of vegetable?

- a. Roots
- b. Beans
- c. Salad Greens
- d. Spices

a

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

a

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

a

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

c

6) Which of the following ingredients would you pack before measuring?

- a. Olive Oil
- b. Salt
- c. Brown Sugar
- d. White Sugar

b

7) What is Al Dente?

- a. Firm but not hard
- b. Soft to the touch
- c. Very hard
- d. Very soft

a

a

8) Food should be left out no more than

- a. 2 hours
- b. 3 hours
- c. 4 hours
- d. 5 hours

Prep Cooks Test

a

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

a

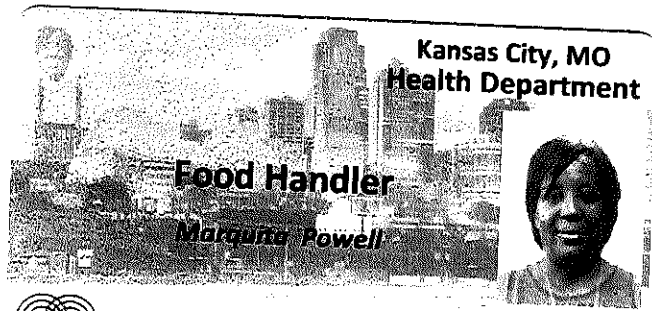
18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- a. Sweat
- b. Boil
- c. Roast
- d. Grill

Fill-in the Blank (1 point each)

19) garlic & onion 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.



Issue Date Expiration Date
06/20/2017 06/20/2020



Public Health



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017237155443DM

Report Prepared: 08/25/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Powell

First Name: Marquite

Date of Birth: 02/12/1970

Social Security Number: *** ** 3321

Hire Date: 08/25/2017

Citizenship Status: A citizen of the United States

Document Information

List B Document: Driver's license or ID card issued by a U.S. state or outlying possession

List C Document: Social Security Card

Document Name: ID card

Document State: Missouri

Driver's License or ID Card Number:

Document Expiration Date: 02/12/2024

Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 08/25/2017

Case Submitted By: SSHA2488

Closed On: 08/25/2017

Closed By: SSHA2488

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

SENSITIVE BUT UNCLASSIFIED