

Interview Note Sheet

Applicant Information

Name: Antwainette Williamson

Date: 11/3/17

Position (s) Applied for:

Server / Line cook / prep cook

Interviewer: Steven Gonzalez

Rate of Pay: \$9.25 - \$10.00

Referred by:

Test Scores

Server	<u>24</u> / 35	%	Bartender	<u>8</u> / 15	%
Prep Cook	<u>17</u> / 20	%	Barista	<u>15</u> / 15	%
Grill Cook	<u>34</u> / 40	%	Cashier	<u>15</u> / 15	%
Dishwasher	<u>10</u> / 10	%	Housekeeping	<u>11</u> / 15	%

Seeking:

☒ Full-Time

☐ Part-Time

Relevant Experience & Summary of Strengths

Antwainette Williamson is a prep cook and server. A current student at Leccole. She worked at Four points as a prep cook. Antwainette wants more prep cook experience.

Total of _____ in Food Service/Hospitality

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

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:

Antwoinette Williamson

Kansas City, MO
marieflowers88@gmail.com
8167865232

Work Experience

Line Cook

Four Points Sheraton Hotel - Kansas City, MO
July 2016 to Present

Prep and cook food items for guests

Grill Cook

Aramark - Kansas City, MO
May 2013 to Present

Cook food items for games

Cashier

Gates BBQ - Kansas City, MO
August 2010 to September 2013

Handle cash register, sales, customer service, training New employees, portion control.

Education

Associate in Culinary arts

Lecole Culinaire - Kansas City, MO
2015 to 2016

diploma in high school, CNA

Kansas city job corps - Kansas City, MO
2005 to 2006

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

First and Last Name: Antoinette Williamson
Email: Maniellowers88@gmail.com
Phone number: 816-786-5232

Working Experience:

Company Name: Four Points
Dates of Employment: 7/16/now
Job Responsibility:

- Prep
- Cook
- Sanitation
- Customer Service

Company Name: Aramark
Dates of Employment: 1/15 - now
Job Responsibility:

- Grill
- Training
- Sanitation
- Customer Service

Company Name: Gates
Dates of Employment: 8/10 - 9/13
Job Responsibility:

- Handling Cash Register
- Sales
- Customer Service
- Trainer

Skills

- Sales
- Customer Service
- Food Service

Shelley@

acrobatoutsourcing.com

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 Antwoinette Williamson Date: 11-3-17
 Home Telephone (816) 786 5232 Other Telephone ()
 Present Address 1609 Citadel Dr #77 KCMO 64110
 Permanent Address, if different from present address: _____
 Email Address marieflowers88@gmail.com

EMPLOYMENT DESIRED

Position applying for: open Salary desired: \$10
 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): walkin
 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	<u>OPEN</u>	<u>OPEN</u>	<u>OPEN</u>	<u>OPEN</u>	<u>OPEN</u>	<u>OPEN</u>	<u>OPEN</u>
PM	<u>OPEN</u>	<u>OPEN</u>	<u>OPEN</u>	<u>OPEN</u>	<u>OPEN</u>	<u>OPEN</u>	<u>OPEN</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: 21. 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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If no, describe the functions that cannot be performed. (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Leode Calinaire	DCMO	AOS	NO
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	NO
Are you computer literate? If so, list software knowledge under "Special." Word, Excel, Powerpoint		YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	NO
Do you have any other experience, training, qualifications or special skills, which you feel make you especially suited for work at Acrobat Outsourcing? If so, please list under "Special."		YES	NO
Special:			

EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for unemployment periods of three months or more.

Are you currently employed? Yes ☒ No ☐ If so, may we contact your current employer? Yes ☒ No ☐

Name and Address of Employer Four Points

Type of Business Hospitality Telephone No. (816) 333-5800 Supervisor's Name Annette Walker

Your Position and Duties Grill Line Cook

Dates of Employment: From 7/16 To now Weekly Pay: Starting \$10/hr Ending now

Reason for Leaving: Still employed

Name and Address of Employer Aramark

Type of Business Food Service Telephone No. (816) 504-4000 Supervisor's Name Nakia Smith

Your Position and Duties Grill Cook

Dates of Employment: From 5/13 To now Weekly Pay: Starting \$9.25 Ending \$11.75

Reason for Leaving: Still employed

Name and Address of Employer Grates BBQ

Type of Business Restaurant Telephone No. (816) 757-0828 Supervisor's Name Quana Williams

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Your Hospitality Staffing Professionals

Your Position and Duties

Cashier - Handle Register

Dates of Employment: From

8/10

To

7/13

Weekly Pay: Starting

\$7/hr

Ending

\$9/hr

Reason for Leaving:

New opportunity

Name and Address of Employer

Type of Business

Telephone No. ()

Supervisor's Name

Your Position and Duties

Dates of Employment: From

To

Weekly Pay: Starting

Ending

Reason for Leaving:

Have you ever been fired from any previous place of employment? If so, please explain:

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:

Shaun Riggins

Telephone No.

(816) 627-0100

Address

333 W Ward Pkwy

Occupation:

School Admin

Relationship:

"

"

Number of Years Acquainted:

6

Name:

Rochelle Medford

Telephone No.

(816) 627-0100

Address

333 W Ward Pkwy

Occupation:

School Admin

Relationship:

"

"

Number of Years Acquainted:

6

Name:

Annette Walker

Telephone No.

(816) 337-9739

Address

1001 Blue Hills

Occupation:

Server

Relationship:

Co worker

Number of Years Acquainted:

15

Please Read Carefully, Initial Each Paragraph and Sign Below

AW

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material facts on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

AW

I hereby authorize Acrobat Outsourcing to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

AW

I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

AW

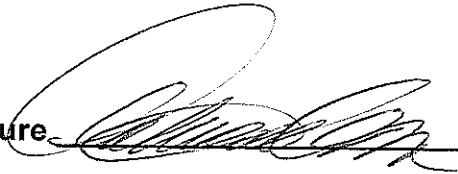
I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

AW

Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, with or without cause, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

I hereby acknowledge that I have read and understand the above statements.

Applicant's Signature



Date

11-3-17

Name: Antwonnette Williamson

Score /14

Housekeeping Test

8/11

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. False
4. True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture. False
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 Management
10. What do you do if you find Lost and Found items in a guest rooms?

Put in lost & found
11. Describe the difference between a disinfectant and a cleaning solution?

Disinfectant - Cleans pathogens
Cleaning Solution - Cleans

Servers Test

Name Antoinette W.

Score 27/35

Multiple Choice

- A 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
- D 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

Match the Correct Vocabulary

- | | |
|--------------------------|---|
| <u>D</u> Scullery | <u>A</u> Metal buffet device used to keep food warm by heating it over warmed water |
| <u>C</u> Queen Mary | <u>B</u> 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) |
| <u>A</u> Chaffing Dish | <u>C</u> Used to hold a large tray on the dining floor |
| <u>G</u> French Passing | <u>D</u> Area for dirty dishware and glasses |
| <u>B</u> Russian Service | <u>E</u> Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>F</u> Corkscrew | <u>F</u> Used to open bottles of wine |
| <u>E</u> Tray Jack | <u>G</u> Style of dining in which the courses come out one at a time |

Multiple Choice Test (1 point each)

- A 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
- C 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
- C 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
- C 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
- B 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

B

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

A

21) What temperature should ALL ground meat be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

A

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)

- Roux is mixing fat & flour
- Used to thicken

24) What is the process of making clarified butter, and why is clarified butter used? (3 points)

Heat butter & skim / used for alternative for regular butter

25) What are the 5 mother sauces? (5 points)

1. Hollandaise
2. ~~Béchamel~~ Béchamel
3. Tomato
4. Velouté
5. Espagnole

26) What does it mean to season a grill and why is this process important? (3 points)

Season grill to prevent burning

27) What are the ingredients in Hollandaise sauce? (5 points)

Egg yolks, lemon juice, butter

Multiple Choice (1 point each)

- D 1) A gallon is equal to _____ ounces
a. 56
b. 145
c. 32
d. 128
- C 2) Mesclun are what type of vegetable?
a. Roots
b. Beans
c. Salad Greens
d. Spices
- B 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
- B 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
- A 7) What is Al Dente?
a. Firm but not hard
b. Soft to the touch
c. Very hard
d. Very soft
- 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) Salt & pepper are the basic seasoning ingredients for all savory recipes.

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



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017307181453PV

Report Prepared: 11/03/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Williamson

First Name: antwonienette

Date of Birth: 07/19/1988

Social Security Number: *** ** 5917

Hire Date: 11/03/2017

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: Driver's license

Document State: Missouri

Driver's License or ID Card Number:

Document Expiration Date: 07/19/2021

Case Status Information

Current Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 11/03/2017

Case Submitted By: SGON7369

SENSITIVE BUT UNCLASSIFIED