

Interview Note Sheet

Applicant Information

Name: <u>MICHA SMITH</u>	Interviewer: <u>Shelley</u>
Date: <u>11-21-17</u>	Rate of Pay: <u>9.25-11</u>
Position (s) Applied for: <u>PREP/GRILL COOK</u>	Referred by: <u>WALK-IN</u>

Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	18 /20	90 %	Barista	/15	%
Grill Cook	38 /40	95 %	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths

- Total of _____ in Food Service/Hospitality
- CURRENTLY WORKS Labor Ready
 - only have housekeeping / construction
 - seeking cooking job
 - wants full or part time
 - experience
 - fresh exchange (head cook) - closed down
 - federal building - 500+ people daily

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 food handlers
☐ 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:
 ☐

MILAH N. SMITH

11709 Roe Ave., Leawood, KS 66211
4607 E 45th KCMO 64130

(720) 707-7261 (720) 461 9468
Najasmith5@gmail
MiNajasmith5@gmail.com

Qualifications

- *Bloodborne Pathogens Certification*
- *ServSafe Food Handler's Card*
- *Kitchen Math*
- *Utilize knife skills training and safety*
- *Comfortable preparing and serving food to 300+ customers daily*
- *Follow verbal instructions and recipes*
- *Competent in recipe creation*
- *Proficient in entry-level weights and measures and kitchen math*
- *Experience working and breaking down a dish room*
- *Worked on various stations including entrée, grill, pizza, salad bar, production and bakery*
- *Internship at Café Options, a fast-paced, casual and from-scratch restaurant*
- *Experience cooking, fabricating chicken and completing household duties in private homes*
- *Strong organization skills and ability to multitask; works well independently and as a team player*
- *Able to cook in a private setting according to customer/client ethnic backgrounds and/or dietary needs*

Experience

Comp Cook , Homewood Suites by Hilton Hotel, Kansas City, MO	05/2015-Present
Lead Prep Cook/Cook - Fresh Exchange , Denver, CO	07/2014-05/2015
Cook , Children Learning Center, Denver, CO	05/2014-07/2014
Culinary Student , Work Options for Women, Denver, CO	02/2014-10/2014
Case Manager , South Side C.A.P.S., Kansas City, MO	05/2006-06/2010
Certified Nurse Assistant/Personal Assistant , Kansas City Home Care, Leawood, KS	08/2005-08/2008
Personal Assistant/Secretary , Private Contract, Kansas City, KS	05/2003-09/2010

Education

Work Options for Women, Culinary Arts	Denver, CO
Penn Valley Community College, Certified Nurse Assistant	Kansas City, MO
Metro Technology Center, Business Communications and Office Skills	Kansas City, MO
Fairfax Learning Center, High School Diploma	Kansas City, KS

References

Chef Julie Stone: Director of Operations, Work Options for Women	{720} 944-1122
Chef Tessa Schuler: Food Service Manager, Work Options for Women	{720} 944-1931
Chef Craig Dixon: Former Head Chef / Manager, Café Options	{303} 573-0733

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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 Michal N. Smith Date: November 21, 2017
Home Telephone (720) 461-9468 Other Telephone () 7
Present Address 4607 E 45th Street AP
Permanent Address, if different from present address: _____
Email Address Najasmith8@gmail.com

EMPLOYMENT DESIRED

Position applying for: Precook grill cook Salary desired: \$12.50 to 15.00 per hour
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? November 28, 2017

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	OFF	OFF	OFF	5am	5am	5am	5am
PM				5pm	5pm	5pm	2:00pm
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? N/A
Do you have friends or relatives working for Acrobat Outsourcing? Yes ☐ No ☒ If yes, please state name and relationship
None
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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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.)

NA

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
<u>Fairfax</u>	<u>KC KS</u>	<u>Required</u>	<u>YES</u>
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."		<u>YES</u>	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."		<u>YES</u>	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 KCATA

Type of Business Transportation Telephone No. (816) 221-0660 Supervisor's Name Daniel Fields

Your Position and Duties Providing great customer service skills. Providing public safe trip band from their destination

Dates of Employment: From 02/16 To 3/17 Weekly Pay: Starting 15³⁰ Ending 15⁶⁹

Reason for Leaving: Pilot Program ended.

Name and Address of Employer Fresh Exchange

Type of Business Restaurant Telephone No. (720) 4603710 Supervisor's Name Amy Rudder

Your Position and Duties Cooking, chopping, measuring, making all menu, stocking, ordering, lead cook, lead prep cook duties, cashier

Dates of Employment: From 7/14 To 5/15 Weekly Pay: Starting 9³⁵ Ending 9⁶⁵

Reason for Leaving: Closed down, relocated

Name and Address of Employer Homewood Suites

Type of Business Hotel Telephone No. (614) 880.9880 Supervisor's Name Thomas

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Your Position and Duties _____

Dates of Employment: From _____ To _____ Weekly Pay: Starting _____ Ending _____

Reason for Leaving: _____

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: 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: Lawanna Oliver Telephone No. (816) 923-1114

Address 4608 E 44th

Occupation: Supervisor Relationship: Friend Number of Years Acquainted: 10+

Name: Sandra Alexander Telephone No. (303) 246-1586

Address Denver CO.

Occupation: Home maker Relationship: Friend Number of Years Acquainted: 4 yrs

Name: Alena Johnson Telephone No. (816) 666-0978

Address Raytown.

Occupation: Supervisor Relationship: Friend Number of Years Acquainted: 4 yrs

Please Read Carefully, Initial Each Paragraph and Sign Below

ms 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.

ms 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.

ms 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.

ms 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.

ms 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 11-21-2017

Grill Cooks Test

Score 38 / 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
- 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
- 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
- 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
- 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

015

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

c

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)

equal parts of flour and fat
used as a thickening agent for
steews, gravy, sauce and soup

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

used for sauteing
put in heavy bottom pan
skim foam from surface as much as you can remove from heat

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

1. sauce tomato (tomato sauce)
2. espagnole
3. bechamel
4. veloute
5. hollandaise

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

mean to heat and oil grates to help your grill to function
it protects the grates from rust it make easy to clean

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

eggs yolks
lemon juice
cream
melted butter
vinegar
cayenne pepper

Multiple Choice (1 point each)

010

- 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)~~ _____: to cut into very small pieces when uniformity of size and shape is not important.



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017325104235MP

Report Prepared: 11/21/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Smith

First Name: Miah

Date of Birth: 11/01/1964

Social Security Number: *** ** 4757

Hire Date: 11/21/2017

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: Colorado

Driver's License or ID Card Number:

Document Expiration Date: 11/01/2019

Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 11/21/2017

Case Submitted By: SSHA2488

Closed On: 11/21/2017

Closed By: SSHA2488

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

SENSITIVE BUT UNCLASSIFIED