

# Interview Note Sheet

## Applicant Information

Name: <b>Terry Miller</b>	Interviewer: <b>Shelby</b>
Date: <b>12-18-17</b>	Rate of Pay: <b>11-12</b>
Position (s) Applied for: <b>Cook</b>	Referred by: <b>Job fair</b>

## Test Scores

Server	/35	%	Bartender	/35
Prep Cook	16/20	80	Barista	/15
Grill Cook	30/40	90	Cashier	/15
Dishwasher	/10	%	Housekeeping	/16

Position
Full-Time
Part-Time

## Relevant Experience & Summary of Strengths

**Total of \_\_\_\_\_ in Food Service/Hospitality**

- WORKED OAKWOODS
  - HIRED TO HIRE EMP., MAKE THE MENU
- CURRENTLY UNEMPLOYED
- INTERESTED IN FULL-TIME

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

Car	Public Transit	Carpool ( Rider / Driver )	
Kansas City, KS	Overland Park, KS	Kansas City, MO	Independence, MO

## Certifications (if any)

TIPS	Serv-Safe	LEAD	Other _____	Will Submit
Availability	AM only	PM only	Weekdays only	Weekends only
Open				

## 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:	

# **TERRY MILLE**

441 North Neconi Avenue, Bonner Springs, KS 66012

Cell: 913-523-6191 tmille@rocketmail.com

## **PROFESSIONAL SUMMARY**

Chef with 20 plus years of experience cooking in many different environments. Prior work as prep cook, line chef, sous chef, Executive Chef and Bakery/Café owner.

## **SKILLS**

- Institutional and batch cooking
- Extensive catering background
- Chef/Owner at Cowtown Cheesecake Co, awarded Best Local Product, Pitch Weekly Best Of 2012
- Cowtown Cheesecake Co was voted one of the top 3 Bakeries by Kansas City Magazine 2016
- Hospitality and service industry background

## **WORK HISTORY**

### **7/2017 to 11/2017 Executive Chef Odowd's GastroPub-Kansas City, MO**

- Reduced food costs by using seasonal ingredients, setting standards for portion size and minimizing waste.
- Verified proper portion sizes and consistently attained high food quality standards.
- Maintained updated knowledge of local competition and restaurant industry trends.
- Developed menus, pricing and special food offerings to increase revenue and customer satisfaction.
- Instructed new staff in proper food preparation, food storage, use of kitchen equipment and utensils, sanitation and safety issues.
- Led shifts while personally preparing food items and executing requests based on required specifications.
- Regularly interacted with guests to obtain feedback on product quality and service levels.
- Inspected kitchens to observe food preparation quality and service, food appearance and cleanliness of production and service areas.
- Planned lunch, dinner and bar menus, as well as special menus for in-house special events and catering
- Positively engaged with customers, offering menu information, providing suggestions and showing genuine appreciation for their business.
- Ordered and received bakery products and supplies.
- Practiced safe food handling procedures at all times.
- Comprehensive knowledge of food and catering trends

### **3/2017 to 7/2017 Sous Chef Legends Hospitality at Sporting Park-Kansas City, KS**

- Prepared food items consistently and in compliance with recipes, portioning, cooking and waste control guidelines.
- Verified proper portion sizes and consistently attained high food quality standards.
- Maintained smooth and timely operations in preparation and delivery of meals and kitchen sanitation.
- Inspected kitchens to observe food preparation quality and service, food appearance and cleanliness of production and service areas.
- Properly labeled and stored all raw food ingredients including produce, meat, fish, poultry, dairy and dry goods in the appropriate storage room, walk-in refrigerator, freezer or cooler.
- Changed and sanitized all cutting boards, benches and surfaces when beginning a new task to avoid cross-contamination.
- Cooked and served food and meals in accordance with planned menus, diet plans, recipes, portions, temperature control procedures and facility policies.

- Practiced safe food handling procedures at all times.
- Verified freshness of products upon delivery.
- Comprehensive knowledge of food and catering trends
- Accurately and efficiently prepared healthy, delicious fish, meat and vegetable-based dishes.

11/2007 to 09/2016 **Chef/Owner Cowtown Cheesecake Bakery and Cafe** –133 Oak St. Bonner Springs, KS 66012

- Reduced food costs by using seasonal ingredients, setting standards for portion size and minimizing waste.
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10/2007 to 12/2008 **Backstage Catering Chef Levy** – Sprint Center

- Prepared food items consistently and in compliance with recipes, portioning, cooking and waste control guidelines.
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08/2005 to 05/2007 **Exhibition Chef Sodexo** – UMKC

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- Practiced safe food handling procedures at all times.

**EDUCATION**

1999 Culinary Fundamentals Diploma Program: Culinary

Grossmont Community College - San Diego, CA

**ACCOMPLISHMENTS**

Competed on Food Network's Season 3 of Cutthroat Kitchen

Featured Recipes in Kansas City Star's "Last Bite" Cookbook and the Kansas City Star Magazine

Was one of the Chefs that had the honor to cater Michelle Obama's Luncheon Speaking engagement in 2012

Culinary Director for the Kansas City Chief's Ambassadors Charity Events

**AFFILIATIONS**

American Red Cross First Responder Kitchen Manager/Mass Feeding

American Heart Association Go Red Featured Chef

LE'cole Culinaire Pack Member

**CERTIFICATIONS**

Serve Safe Manager Certified thru 10/2022

First Responder/Mass Feeding Certification through the American Red Cross



## 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 TERRY W. MILLE Date: 12/18/17  
Home Telephone (913) 523 6191 Other Telephone ( )  
Present Address 971 N. NECCAN AVE BONNER SPRINGS KS 66012  
Permanent Address, if different from present address:  
Email Address T.MILLE@ROCKETMAIL.COM

### EMPLOYMENT DESIRED

Position applying for: CHIEF/EXECUTIVE Salary desired: \_\_\_\_\_  
Are you currently registered with any staffing and/or employment agencies? If so, please list  
NO

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							
PM							

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

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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?
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."		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 \_\_\_\_\_

Type of Business \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

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: \_\_\_\_\_

Name and Address of Employer \_\_\_\_\_

Type of Business \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

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Your Hospitality Staffing Professionals

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: \_\_\_\_\_

## 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: LISLE KESTER Telephone No. (913) 523-6194

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: WIFE Number of Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_



**Please Read Carefully, Initial Each Paragraph and Sign Below**

*(Initials)*  
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.

*(Initials)*  
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.

*(Initials)*  
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.

*(Initials)*  
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.

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 *JW*

Date 12/18/17

**Grill Cooks Test**

Score 20 / 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

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

C 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

10

**Grill Cooks Test**

C 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)

flour/oil mixture, used for color, thickening, flavor

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

MELTED & FAT REMOVED

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

1. BECHAMEL
2. ESPAGNOLE
3. TOMATO
4. HOLLANDAISE
5. VELOUTE

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

COAT WITH OIL & HEAT UP AT HIGH TEMP.

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

Egg yolks, lemon, salt

## Prep Cooks Test

Score 16/20

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 blanche 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

80

**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

C 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.



## SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2017352125659MC**

Report Prepared: 12/18/2017

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Mille

First Name: Terry

Date of Birth: 04/08/1969

Social Security Number: \*\*\* \* 9479

Hire Date: 12/18/2017

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: Kansas

Driver's License or ID Card Number:

Document Expiration Date: 04/08/2020

**Case Status Information**

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 12/18/2017

Case Submitted By: SSHA2488

Closed On: 12/18/2017

Closed By: SSHA2488

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

## SENSITIVE BUT UNCLASSIFIED