

# Interview Note Sheet

## Applicant Information

Name: Diane M. Miller	Interviewer: Steven Gonzalez
Date: 12/20/17	Rate of Pay: \$ 10-11
Position(s) Applied for: Grill Cook/prep cook / Line cook	Referred by:

## Test Scores

Position	Score	%	Position	Score	%	Shifts
Server	135	%	Bartender	135	%	
Prep Cook	16/20	80%	Barista	15	%	Full-Time
Grill Cook	25/40	90%	Cashier	15	%	
Dishwasher	1/10	%	Housekeeping	14	%	Part-Time

## Relevant Experience & Summary of Strengths

— Diane is currently working for American Food Inc. as a prep cook. She also is currently in ~~school~~ school. She is attending at Lecole Culinare school. She is seeking a second job with us.

Total of 2 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

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:

# Diane M. Miller

13505 West 47<sup>th</sup> Terrace

Shawnee, KS 66216

(913)293-5601

[dmariemiller1984@gmail.com](mailto:dmariemiller1984@gmail.com)

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## **OBJECTIVE**

To use my customer service and culinary experience and education to obtain a position with a stable, reputable organization that offers growth potential as well as advancement opportunities.

## **TECHNICAL SKILLS**

- Culinary math and food cost
- Classic and common knife cuts
- Trained in kitchen safety, sanitation and health
- Employee training
- Inventory
- Order fulfillment

## **EMPLOYMENT HISTORY**

<b>American Food &amp; Vending</b> , Kansas City, MO	2017
Cerner: Garde Manger/Prep Cook	
Cold prep, hot prep, food service, and bake	
<b>Lakeview Village</b> , Lenexa, KS	2016 to 2017
Dietary	
Bake, serve food to residents, food prep	
<b>Callas Resource</b> , Overland Park, KS	2015 to 2016
Temporary Production/Warehouse	
Pick and pack multiple orders, create shipping tickets, assembly	
<b>LSI Staffing</b> , Shawnee, KS	2015 to Present
Temporary Production/Warehouse	
Pick and pack multiple orders, create shipping tickets, assembly	
<b>Gates BBQ</b> , Kansas City, MO	2003 to 2009
Cashier Training Instructor	
Trained all new employees on company policies and procedures, handled cash transactions, inventory	

## **EDUCATION**

<b>L'École Culinaire</b> , Kansas City, MO	03/2017 - Present
Diploma Program	
Major: Culinary Fundamentals	
Expected Graduation: 12/2017	

# **Diane M. Miller**

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[dmariemiller1984@gmail.com](mailto:dmariemiller1984@gmail.com)

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**REFERENCES:** *Furnished upon request*

# Acrobat

OUTSOURCING  
Your Hospitality Staffing Professionals

## 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 Diane M. Miller

Date: 12-15-2017

Home Telephone (913) 293-5601

Other Telephone (913) 431-6662

Present Address 13505 W. 47th Ter Shawnee, KS 66214

Permanent Address, if different from present address:

Email Address dianemiller1984@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Server, prep + Line Cook

Salary desired: \$12 - 13

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

Are you applying for: Full-time work? Yes Y No N Part-time work? Yes X 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 LeCole Culinare Newspaper  Job Fair  Agency  Company Website

Other Web Posting  Other Source

Could you work overtime, if necessary? Yes X No        If hired, on what date could you start working? 12-16-2017

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							
PM	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>		<u>X</u>	<u>X</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 X If yes, when? 1/17

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 X No       

If hired, can you present evidence of your legal right to live and work in this country? Yes X 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 X 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?
LeCole Culinaire	KCMO	Culinary Fundamentals	yes
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: Culinary Certified, Quickbooks, Excel, Word, Volante			

## 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 AAFV

Type of Business Food Service Telephone No. 913 998-3691 Supervisor's Name Scott Cowell/Andrew Langdon  
Your Position and Duties Grade Manager, Hot/ cold Prep, Food Service

Dates of Employment: From 7/31/17 To Present Weekly Pay: Starting \$3.50 Ending

Reason for Leaving: Current

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 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

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

Name: Alexander McKinney

Telephone No. (913) 307-2786

Address \_\_\_\_\_

Occupation: Food Service Lead

Relationship: Colleague

Number of Years Acquainted: 1

Name: Douglas Salmon

Telephone No. (816) 804-9227

Address \_\_\_\_\_

Occupation: Sous Chef

Relationship: Colleague

Number of Years Acquainted: 1

Name: Jessie Wilson

Telephone No. (913) 999-9494

Address \_\_\_\_\_

Occupation: Supervisor

Relationship: Ex Colleague

Number of Years Acquainted: 7

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

DMM 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.

DMM 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.

DMM 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.

DMM 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.

DMM 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 Diana Miller

Date 12.15.2017

## 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

80%

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

9

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

C

8) Food should be left out no more than

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

**Prep Cooks Test**

Q

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

Q

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) Mince

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

**Grill Cooks Test**

**Score 37 / 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

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

a 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

C 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

b

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~~ Equal parts fat + Flour used to thicken various liquids etc. soups, gravy

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

Separating the milk solids, so ~~clarify~~ the fat can be cooked at a higher temp

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

1. Bechamel
2. Volute
3. Tomato
4. Demi glaze
5. Hollandaise

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

Clean & oil it to protect its coating & prevent sticking

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

EGG YOLK, lemon juice, butter, salt, cayenne Pepper



## SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2017354121949MT**

Report Prepared: 12/20/2017

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Miller

First Name: Diane

Date of Birth: 07/12/1984

Social Security Number: \*\*\*-\*\*8465

Hire Date: 12/19/2017

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: 07/12/2018

**Case Status Information**

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 12/20/2017

Case Submitted By: SSHA2488

Closed On: 12/20/2017

Closed By: SSHA2488

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

SENSITIVE BUT UNCLASSIFIED