

# THERESA GRIFFITH

San Francisco CA • 415-509-4707 • denisegriffith1958@gmail.com

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## SKILLS:

- Work well with a diversity of people, independently or as a team member
- Effective and Efficient communication skills
- Eager to learn; work with minimum supervision
- Able to use the security radio on duty
- Adapts easily to different environments and working conditions
- Highly motivate and eager to learn

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## WORK EXPERIENCE:

Target – San Francisco

10/16 - 01/17

### Overnight Stocker

- Dealt with incoming stock deliveries during the night by assisting in unloading trucks
- Sorted out received items and make piles according to types of materials
- Transported freight to the sales floors after sorting and ensuring that sufficient quantity has been delivered

Specialty Café – San Francisco

02/16 – 09/16

### Dish Washer

- Place clean dishes, utensils, or cooking equipment in storage areas
- Wash dishes, glassware, flatware, pots, or pans, using dishwashers or by hand
- Maintain kitchen work areas, equipment, or utensils in clean and orderly condition

Gate Gourmet – San Francisco

06/15 – 02/16

### Dish Washer

- Collected soiled dishes from dining areas and transport them to the kitchen
- Mixed liquid soap and ensure that sponges are properly immersed in the liquid
- Use drying cloth to dry dishes and flatware completely

Contemporary Services Corp. – San Francisco

08/11 – 05/15

### Security

- Provide security services at major events/crowd management
- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises
- Provide excellent customer service by assisting customers with questions and providing directions

John Steward Company – San Francisco

08/08 - 11/10

### Desk Clerk

- Answered telephones, direct calls, take messages and make emergency calls when situations arrive
- Assisted with office responsibilities such as completing work orders, comment cards, visitor violation forms
- Floated to other sites like; Lyric, alder, Salvation Army Railtion and Elm

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**Last Name**

St Pierre

**E-mail Address**

astpierreicy415@gmail.com

**Phone**

4155874099

**Relationship:**

Co Worker

**Years Acquainted:**

3

**First Name**

Gwen

**Last Name**

Brown

**E-mail Address**

gzbrown415@gmail.com

**Relationship:**

Supervisor

**Years Acquainted:**

10

**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.**

• (Checked box indicates acknowledgement)

**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.**

• (Checked box indicates acknowledgement)

**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.**

• (Checked box indicates acknowledgement)

**Submission Date** 01-29-2018 15:50:13

**IP** 73.231.91.74

**First Name**

Theresa

**Last Name**

Griffith

**E-mail Address**

denisegriffith1958@gmail.com

**Phone**

4155094707

**Address**

252 Minerva Street

**Unit or Number**

NA

**City, State**

San Francisco, CA

**Zip Code**

94112

**What region(s) are you applying to work within?**

- San Francisco


**Which position(s) are you applying for?**

- Server
- Busser
- Barback
- Barista

**Are you applying for:**

- Full-Time
- Part-Time

**When can you start?**

 Thursday, March 01, 2018

**Can you work overtime?**

Yes

**How did you hear about us?**

- Referral

**If you were referred, please tell us by whom:**

Walk-In

**What days/times can you work? Select all that apply:**

- Monday AM
- Monday PM
- Tuesday AM
- Tuesday PM
- Wednesday AM
- Wednesday PM
- Thursday AM
- Thursday PM
- Friday AM
- Friday PM
- Saturday PM

**Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank)**

No

**Have you ever applied to or worked for Acrobat before?**

No

**If hired, would you have reliable means of transportation to and from work?**

Yes

**If hired, can you present evidence of your legal right to live and work in this country?**

Yes

**Are you able to perform the essential functions of the job for which you are applying?**

Yes

**Name of School**

Balboa Highschool

**City & State**

San Francisco, CA

**Grade/Degree**

12th

**Graduated?**

Yes

**Do you have any special licenses? (If so, label under "Special")**

No

**Are you computer literate? (If so, label which programs under "Special")**

No

**Are you proficient with Point of Sale systems? (If so, label which under "Special")**

Yes

**Do you have any experience, training, qualifications or special skills? (If so, label under "Special")**

Yes

**Special:**

Bartending Experience.

**Are you currently employed?**

No

**Can we contact your current employer?**

No

**Name and Address of Employer**

Target-San Francisco

**Type of Business**

Retail

**Phone Number**

999-999-9999

**Your Position & Duties**

Overnight Stocker

- Dealt with incoming stock deliveries during the night by assisting in unloading trucks
- Sorted out received items and make piles according to types of materials
- Transported freight to the sales floors after sorting and ensuring that sufficient quantity has been delivered

**Date of Employment (from/to):**

10/16 - 01/17

**Reason for Leaving**

End up becoming seasonal working due to not enough hours and so I was let go.

**Still Employed:**

No

**Name and Address of Employer**

Specialty Café – San Francisco

**Type of Business**

Restaurant

**Your Position & Duties**

Dish Washer

- Place clean dishes, utensils, or cooking equipment in storage areas
- Wash dishes, glassware, flatware, pots, or pans, using dishwashers or by hand
- Maintain kitchen work areas, equipment, or utensils in clean and orderly condition

**Date of Employment (from/to):**

02/16 – 09/16

**Reason for Leaving**

Found another job.

**Still Employed:**

No

**First Name**

**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.**

☒ (Checked box indicates acknowledgement)

**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.**

☒ (Checked box indicates acknowledgement)


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

☒ (Checked box indicates acknowledgement)

**Applicant Digital Signature (Type Name):**

Theresa Griffith

**Date:**

 Monday, January 29, 2018

**Please Attach Resume Below**

Theresa Griffith Resume with Updated Phone Number.docx

**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
- C 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
- B 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
- C 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

10

Name Theresa Griffee  
Servers Test Score 21 / 35

**Multiple Choice**

- B 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
- B 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
- C 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**

- D B Scullery  
E B Queen Mary  
A Chaffing Dish  
B G French Passing  
G C Russian Service  
F Corkscrew  
C E Tray Jack

- A. Metal buffet device used to keep food warm by heating it over warmed water  
B. 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)  
C. Used to hold a large tray on the dining floor  
D. Area for dirty dishware and glasses  
E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored  
F. Used to open bottles of wine  
G. Style of dining in which the courses come out one at a time

**Cashier Test**

**Score / 15**

14

B 1) A roll of quarters is worth?

- a) \$5.00
- b) \$10.00
- c) \$15.00
- d) \$20.00

A 2) A roll of dimes is worth?

- a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

D 3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- d) \$2.00

C 4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- c) \$0.50
- d) \$0.25

C 5) What does POS stand for?

- a) Patience over standards
- b) Percentage of sales
- c) Point of sales
- d) People over service

8.5 6) What is the current sales tax rate in your city \_\_\_\_\_?

C 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?

- a) \$4.06
- b) \$2.06
- c) \$7.06
- d) \$5.06

B 8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?

- a) \$19.50
- b) \$14.50
- c) \$9.50
- d) \$4.50

D 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?

- a) \$6.00
- b) \$8.00
- c) \$10.00
- d) \$12.00

A 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?

- a) \$78.50
- b) \$58.50
- c) \$38.50
- d) \$28.50