

Interview Note Sheet

Applicant Information

Name: <u>Lakeshia Wilson</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>4/9/18</u>	Rate of Pay: \$ <u>10</u>
Position (s) Applied for: <u>prep cook</u>	Referred by:

Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/14	%

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

Lakeshia Wilson is experience in prep cook and Line cook.

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

Transportation

Car

Public Transit

Carpool (Rider / Driver)

Regions Available to work:

Kansas City,KS Overland Park,Kansas 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:

Lakeshia Wilson

Kansas City, MO 64130

lakeshiawilson82_et3@indeedemail.com - 8164903009

WORK EXPERIENCE

Prep Cook/Line Cook

Royals/Chiefs - Kansas City, MO -

2017-09 - Present

- *Greeting Customers
- *Restocking supplies for the next game
- *Prep Food for game day and
- *Keep working area clean
- *Weekly inventory
- *Answering the phones
- *Cashier

Warehouse Worker/ Order Picker Filler

Hallmark/Addeco Staffing - North Kansas City, MO -

2016-09 - 2016-12

Seasonal

- *Take inventory daily of merchandize and understand orders from the shipping desk for pulling merchandize from storage and pallets
- * Ensure that a quality check is performed on all order papers
- * Pull orders according to the order form and recheck them to ensure accuracy
- * Inspect items for quality and quantity and any evidence of dust, paint or dents
- * Mark fragile items properly in stenciled ink to ensure their safety during transport
- * Place destination information on packed items such as name, address and lot numbers

Warehouse Worker

IPL - Kansas City, MO -

2015-03 - 2015-10

Machine Operator/Material Handler/ Packer

- *Made sure Work area was Tidy and safe
- *Standing for 12 hour shifts
- * make sure the tools and machine was up to par before and at the end of the shift
- *Picking and Packing orders
- *Injecting plastic molding products
- *Accurately pull and locate cases using RF Gun and Electric Pallet Jack
- *Load labels thur machines for Ice Cream, and plastic lids

Line Cook/Prep Cook

Rockhurst College - Kansas City, MO -

2014-09 - 2015-02

- *Read and understand the menu
- *Prep Breakfast, Lunch, Dinner, and Game Days
- *Kept working area clean
- *Kept weekly inventory and restock supplies

Janitorial-Housekeeping

Modern Maintenance Building Services - Overland Park, KS -

2014-05 - 2014-12

- *Responsible for cleaning The Jewish Center Classrooms, Rest areas
- *Vacuums and buffs floors, shampoos carpets as needed,
- *Empty trash receptacles, and replace linings.

Supervisor cook

CBM FOOD SERVICES - Kansas City, MO -

2017-08

- *Working in a Correctional Facility
- *Prep/Cook Breakfast,Lunch

EDUCATION

High school or equivalent

SKILLS

Assembly, Clerk, Data entry, Heavy Equipment, Planagram

ADDITIONAL INFORMATION

SKILLS

Teamwork, Equipment Maintenance, Time Mangement, Eye for Details

Skills and Qualifications

- *Liquor Licences
- *Shipping Clerk
- *5 Years previous Industrial Assembly, Heavy Equipment, *Machine Operated
- * Ability to safely handle loading, unloading and materials.
- * Ability to prioritize tasks | * Data entry skills
- * Hardworking | Reliable
- * On the job training - Warehouse Storage Solutions

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 Lakeshia Wilson Date: 4/5/2018
Home Telephone (816) 490-3009 Other Telephone () 256-7136
Present Address 4520 Salem Court Apt 101
Permanent Address, if different from present address: _____
Email Address LLcutchlow@gmail

EMPLOYMENT DESIRED

Position applying for: open (prep cook) Salary desired: 10 - 11.00

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 Indeed 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>9:00 AM</u>	<u>9-AM</u>	<u>9-00 AM</u>	<u>open</u>
PM	<u>open</u>	<u>open</u>	<u>open</u>	<u>10-PM</u>	<u>10-PM</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 _____. 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 ☐

Acrobat

outsourcing
Your Hospitality Staffing Professionals

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?
Roskline High	Kansas City	12 th	yes
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	<input type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		YES	<input type="radio"/> NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		<input checked="" type="radio"/> 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."		<input checked="" type="radio"/> 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 CBM Foodservice Jackson County Jail
 Type of Business County Jail Telephone No. (816) 518-5800 Supervisor's Name George
 Your Position and Duties Prep / cook Breakfast, Lunch

Dates of Employment: From 2017^{SEP} To 2017^{DEC} Weekly Pay: Starting 11.50 Ending 11.50

Reason for Leaving: Higher pay,

Name and Address of Employer Kansas Royals / Line Cook
 Type of Business _____ Telephone No. (____) _____ Supervisor's Name _____
 Your Position and Duties Greeting customers, Prep cook, Cashier

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 _____

Acrobat

outsourcing
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: 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: Mark Telephone No. (____) 499-9879

Address _____

Occupation: Warehouse Worker Relationship: _____ Number of Years Acquainted: 1

Name: Zack Todd Moore Telephone No. (816) 256-7136

Address _____

Occupation: Supervisor Relationship: _____ Number of Years Acquainted: 2

Name: Phillip Telephone No. (____) 209-9825

Address _____

Occupation: Forklift Driver Relationship: _____ Number of Years Acquainted: 2

Please Read Carefully, Initial Each Paragraph and Sign Below

fw

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.

fw

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.

fw

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.

fw

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.

fw

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

Robert Wilson

Date

4/6/2018

Multiple Choice (1 point each)

- _____ 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
- _____ 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
- _____ 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
- _____ 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
- _____ 7) What is Al Dente?
- ☒ a. Firm but not hard
 - b. Soft to the touch
 - c. Very hard
 - d. Very soft
- _____ 8) Food should be left out no more than
- ☒ a. 2 hours
 - b. 3 hours
 - c. 4 hours
 - d. 5 hours

Prep Cooks Test

- _____ 9) Which is the improper way to thaw frozen food?
- ☒ a. In the fridge
 - b. In a sink with cold water
 - c. On the counter
 - d. In the microwave
- _____ 10) Which of the following can you use to put out a grease fire?
- ☒ a. Baking Soda
 - b. Baking Powder
 - c. Flour
 - d. Water
- _____ 11) What is the temperature range of the danger zone?
- ☒ a. 25-135
 - b. 40-140
 - c. 50-160
 - d. 30-130
- _____ 12) Which of the following is listed from smallest to largest?
- a. Dice, chop, mince
 - b. Mince, chop, dice
 - c. Chop, dice, Mince
 - ☒ d. Mince, dice, chop
- _____ 13) Which direction should pan handles be turned while cooking on the stove?
- a. Over the fire at all times
 - b. Turned towards you for better control
 - ☒ c. Turned towards the right or left at all times
 - d. Over the countertop at all times
- _____ 14) When you poach something, you cook it with what?
- a. Noodles
 - b. Vegetables
 - ☒ c. Liquid
 - d. Oil
- _____ 15) Which spoon is used to remove fat from soups and stews
- a. Basting Spoon
 - b. Ladle
 - ☒ c. Slotted Spoon
 - d. Portion Spoon
- _____ 16) Which of the following means to cook in a small amount of fat?
- a. Season
 - ☒ b. Sauté
 - c. Broil
 - d. Boil
 - e. Fry

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
- 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) Seasonings & Herbs 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.

Multiple Choice

- 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
- 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
- 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
- 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
- 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
- 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

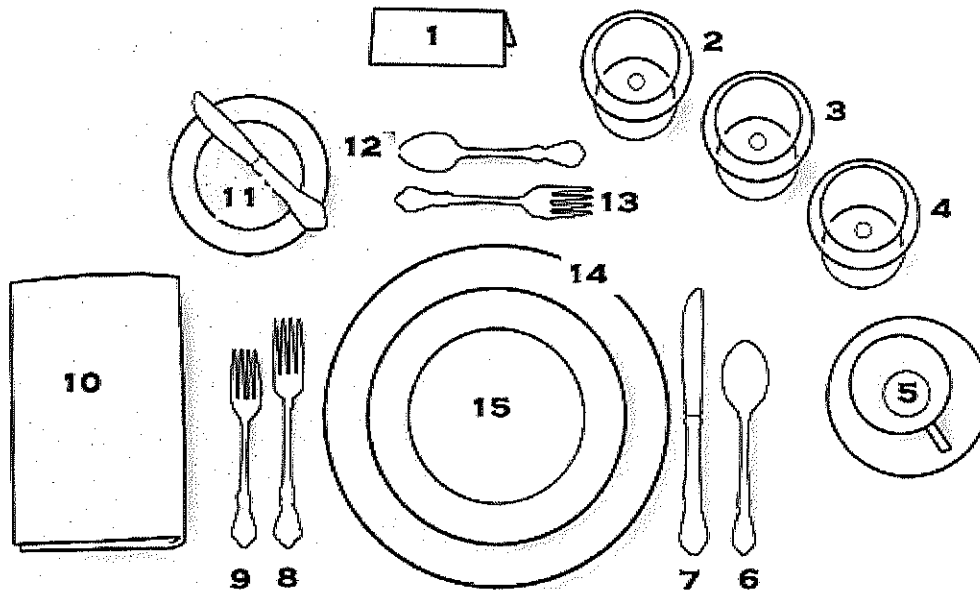
Match the Correct Vocabulary

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

Name _____
Score / 35

Servers Test



Match the Number to the Correct Vocabulary

- | | | | |
|-----------|-----------------------|-----------|------------------------------|
| <u>10</u> | Napkin | <u>8</u> | Dinner Fork |
| <u>11</u> | Bread Plate and Knife | <u>5</u> | Tea or Coffee Cup and Saucer |
| <u>1</u> | Name Place Card | <u>7</u> | Dinner Knife |
| <u>12</u> | Teaspoon | <u>4</u> | Wine Glass (Red) |
| <u>13</u> | Dessert Fork | <u>9</u> | Salad Fork |
| <u>6</u> | Soup Spoon | <u>14</u> | Service Plate |
| <u>15</u> | Salad Plate | <u>3</u> | Wine Glass (White) |
| <u>1</u> | Water Glass | | |

Fill in the Blank

- The utensils are placed _____ inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? sugar, cream
- Synchronized service is when: _____
- What is generally indicated on the name placard other than the name? Site Name
- The Protein on a plate is typically served at what hour on the clock? 12
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
excuse your self and get it



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2018100154446YD

Report Prepared: 04/10/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Iakeshia

First Name: wilson

Date of Birth: 09/05/1980

Social Security Number: *** ** 0532

Hire Date: 04/09/2018

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: ID card

Document State: Missouri

Driver's License or ID Card Number:

Document Expiration Date: 09/05/2021

TNC Information**SSA TNC**

Referred On: Not Referred

Referred By:

Case Status Information

Current Case Result: SSA Tentative Nonconfirmation (TNC)

Employer Case ID:

Case Submitted On: 04/10/2018

Case Submitted By: DZAM1545

SENSITIVE BUT UNCLASSIFIED