

# Interview Note Sheet

## Applicant Information

Name: <u>Melvin Jordan</u>	Interviewer: <u>Diana Camola</u>
Date: <u>04/18/18</u>	Rate of Pay: \$ <u>10 - UP</u>
Position (s) Applied for: <u>Grill Cook</u>	Referred by: <u>Kevin Coleman</u>

## 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

Worked at Truman Medical Center as a Cook For  
Over 1 year.

Will like to work full time.

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:

# MELVIN C. JORDAN JR

7032 Paseo • Kansas City, Missouri • 64132 816-695-5837 • [melvinjordan69@yahoo.com](mailto:melvinjordan69@yahoo.com)

## QUALIFICATIONS SUMMARY

Ten years' progressively responsible experience in Manufacturing Support Operations.

- Warehouse/Production Worker
- Forklift/Heavy Equipment Operator
- Food Preparation Worker
- Quality Improvement & Control
- Machine/Assembly Operations
- Material/Packaging Handler
- Preventative Maintenance
- Environmental Services

## PROFESSIONAL EXPERIENCE

**Manpower** Kansas City, Missouri 2013 - Present  
*Production Worker*

- Loaded materials, items and products into package processing equipment.
- Cleaned materials, supplies, or work areas, using cleaning solutions and hand tools.
- Recorded product, packaging, and order information on specified forms and records.
- Examined and inspected materials/products to ensure packing specifications are met.
- Measured, weighed, and counted products and materials; marked and labeled containers, container tags, or products, using marking tools.

**Homestead Assisted Living** Kansas City, Kansas 2011 - 2013  
*Food Preparation Worker*

- Washed, and cut various foods, such as fruits and vegetables, to prepare for cooking or serving.
- Placed food trays over food warmers for immediate service, or stored them in refrigerated cabinets.
- Portioned and wrapped the food, or placed it directly on plates for service to patrons.
- Cleaned galley equipment, kitchen appliances, and work areas to ensure cleanliness/functional operation.
- Prepared a variety of foods, such as meats, vegetables, desserts, according to customers' orders or supervisors' instructions, following approved procedures.

**Jeffrey Brooks Lawn and Garden** Kansas City, Missouri 2009 - 2011  
*General Laborer*

- Refurbished houses.
- Installed drywall and Installed cabinets.
- Painted interiors and exteriors of houses.
- Performed landscaping.

**National Envelope** Lenexa, Kansas 2002 - 2009  
*Material Handler*

- Moved freight, stock, or other materials to and from storage or production areas, loading docks, delivery vehicles, ships, or containers, by hand or using trucks, tractors, or other equipment.
- Read work orders or received oral instructions to determine work assignments or equipment needs.
- Measured, weighed, and counted products and materials; loaded products into machines.
- Stacked cargo in locations such as transit sheds or in holds of ships as directed, using pallets boards.
- Assembled, lined, and padded cartons, crates, and containers, using hand tools or other equipment.

## EDUCATION

**Southeast High School, Kansas City, Missouri**  
*High School Equivalency Diploma*

## 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 Melvin curtis Jordan Jr. Date: 4-18-18  
 Home Telephone (816) 695-5837 Other Telephone (\_\_\_\_)  
 Present Address 7032 PASEO  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address melvinJordan29@yahoo.com

### EMPLOYMENT DESIRED

Position applying for: Cook Salary desired: 14.00

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

man power

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 KEVIN 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? THE NEXT day

*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>7AM</u>	<u>7AM</u>	<u>7AM</u>	<u>7AM</u>	<u>7AM</u>	<u>7AM</u>	
PM	<u>3pm</u>	<u>3pm</u>	<u>3pm</u>	<u>3pm</u>	<u>3pm</u>	<u>3pm</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

KEVIN Friend

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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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.)

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Pursuant to any and all Fair Chance Ordinances, we will consider for employment qualified applicants with arrest and conviction records.

## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
South East High	K. C. M.O.	11	G.E.D.
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 MAN POWER

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

Your Position and Duties Production worker

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: still working

Name and Address of Employer Truman medical centers

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

Your Position and Duties Cook

Dates of Employment: From 4-17 To 10-17

Reason for Leaving: would not take the flu shots

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

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Your Hospitality Staffing Professionals

Type of Business \_\_\_\_\_ Telephone No. (913) 708-5221 Supervisor's Name Johnny

Your Position and Duties COOK

Dates of Employment: From 2011 To 2013

Reason for Leaving: laid off

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

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

Your Position and Duties \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

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: Rommell Harris Telephone No. (816) 877-2989

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: Friend Number of Years Acquainted: 30 years

Name: STEVE Ford Telephone No. (816) 382-5652

Address \_\_\_\_\_

Occupation: production worker Relationship: Friend Number of Years Acquainted: 35 years

Name: JEFFREY Brooks Telephone No. (816) 803-3633

Address \_\_\_\_\_

Occupation: GENERAL LABORER Relationship: Friend Number of Years Acquainted: 20 years

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

mj 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 Melvin Gardner Date 4-18-18

**Grill Cooks Test**

**Score / 40**

**Multiple Choice Test (1 point each)**

A 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

d 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

b 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

b 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

### Grill Cooks Test

d 10) Food-handling gloves must be changed frequently and also:

- a) After handling garbage
- b) After every break
- c) After picking things up off the floor
- d) Between handling raw and cooked foods
- e) All of the above

       11) A Julienne is:

- a) to cut food into 1 inch X 1 inch cubes
- b) A cooking method using high heat
- c) To cut food into 1/8 X 1/8 slices
- d) A rough cutting method producing oblong shapes

C 12) A gallon is equal to \_\_\_\_\_ ounces

- a) 56
- b) 145
- c) 32
- d) 128

C 13) How many cups are in a quart?

- a) 2
- b) 4
- c) 6
- d) 8

       14) A Chiffonade is:

- a) To slice an herb or leafy vegetable into thin ribbons
- b) To de bone a fish
- c) Another name for parchment paper
- d) To cook food in liquid, or at just below the boiling point

b 15) Potentially hazardous hot foods must be maintained at an internal temperature of \_\_\_\_\_ or higher to be safe

- a) 145° F
- b) 135° F
- c) 160° F
- d) 180° F

       16) Which of the following explains the process of poaching?

- a) Poke poultry on the thickest part in order to make sure it's tender
- b) To cook food in an oven that has reached 350° F
- c) Cook gently in water that is hot but not boiling (160°-180°)
- d) Submerge protein in boiling liquid to speed cooking time

A 17) If a recipe calls for 16oz of mirepoix, how many ounces of onion, celery, and carrots do you need?

- a) 8 oz of celery, 4 oz of onion, 4 oz of carrot
- b) 4 oz of celery, 8 oz of carrot, 4 oz of onion
- c) 4 oz of celery, 8 oz of onion, 4 oz of carrot
- d) 2 oz of celery, 10 oz of carrot, 2 oz of onion

d 18) Which of the following best describes braising?

- 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

### 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

b 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)

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

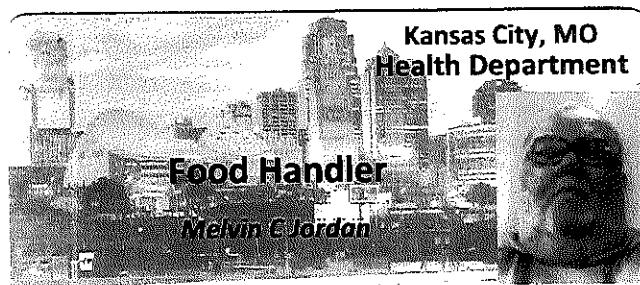
25) What are the 5 mother sauces? (5 points)

- 1.
- 2.
- 3.
- 4.
- 5.

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

To give the grill flavor

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



Issue Date      Expiration Date

4/11/2017      4/9/2020



Public Health



SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2018109160348UG**

Report Prepared: 04/19/2018

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Jordan

First Name: Melvin

Date of Birth: 01/28/1969

Social Security Number: \*\*\* \*\* 8604

Hire Date: 04/19/2018

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 List C Document: Social Security Card  
outlying possession

Document Name: Driver's license

Document State: Missouri

Driver's License or ID Card Number:

Document Expiration Date: 01/28/2020

**Case Status Information**

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 04/19/2018

Case Submitted By: DZAM1545

Closed On: 04/19/2018

Closed By: DZAM1545

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

SENSITIVE BUT UNCLASSIFIED