

Interview Note Sheet

Applicant Information

Name: <u>Micette Mitchell</u>	Interviewer: <u>Steven G.</u>
Date: <u>5/3/18</u>	Rate of Pay: \$ <u>10</u>
Position (s) Applied for: <u>prep cook/Housekeeper</u>	Referred by:

Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	<u>11</u> /20	<u>55</u> %	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	<u>11</u> /14	<u>78</u> %

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

Micette is experience in Housekeeping and prep cook. She is currently working part-time and wants a second job.

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:

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Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Millette Mitchell
Email: mmitchell4545@gmail.com
Phone number: 409-571-8833

Working Experience:

Company Name: All Team
Dates of Employment: 1-18 Still working
Job Responsibility:

- Prep cooking
- House keeping
- cleaning
- making beds, dust.

Company Name: Oak Tree Inn
Dates of Employment: 5-16 - 4-17
Job Responsibility:

- dusting
- cleaning
- bed making
-

Company Name: Econo Lodge Hotel
Dates of Employment: 5-16 - 5-17
Job Responsibility:

- cleaning
- dusting
- vacuum
-

Skills

- PCA
- Licence med. 1 assist.
- House Keeping certificate
-

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 Micette Mitchell Date: 5-1-18
 Home Telephone () _____ Other Telephone (909) 571-8833 (cell)
 Present Address 9307 Balboa Ave. KC mo. 64132 #302
 Permanent Address, if different from present address: _____
 Email Address mmitchell4545@gmail.com

EMPLOYMENT DESIRED

Position applying for: OPEN Salary desired: \$9.00 - \$10.00 etc.
 Are you currently registered with any staffing and/or employment agencies? If so, please list
All Team

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 Heard By ear 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? ASAP

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>X</u>	<u>7am - 3:30pm</u>	<u>Same</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>X</u>
PM	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</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 Bus Route

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.) Nothing heavy

to pick up Back problems

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
<u>Duke College</u>	<u>DES MOINES IA.</u>		<u>GED</u>
Do you have any special licenses, certificates or special training? If so please list under "Special".		<u>YES</u>	<u>NO</u>
Are you computer literate? If so, list software knowledge under "Special."		<u>YES</u>	<u>NO</u>
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		<u>YES</u>	<u>NO</u>
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."		<u>YES</u>	<u>NO</u>
Special: <u>Licence / med. Ass. PCA</u> <u>House Keeping Certificate</u>			

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 X No If so, may we contact your current employer? Yes X No

Name and Address of Employer All-Team Staffing

Type of Business Temp Telephone No. (816) 756-3233 Supervisor's Name

Your Position and Duties prep cook, little dish washing, scrub up lunch sacks

Dates of Employment: From 1-18 To still employed Weekly Pay: Starting 9.00 Ending 10.00

Reason for Leaving: pc dispute

Name and Address of Employer Oak Tree Inn

Type of Business Hotel Telephone No. 913-677-3060 Supervisor's Name Harold

Your Position and Duties cleaning, dusting, bed making, etc.

Dates of Employment: From 5-16 To 4-17 Weekly Pay: Starting 8.00 Ending 9.00

Reason for Leaving: lost contract and money was shorted in unpaid

Name and Address of Employer Eagles Hotel

Type of Business Hotel Telephone No. (816) 421-6000 Supervisor's Name Abuold

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Your Hospitality Staffing Professionals

Your Position and Duties dusting, making beds, vacuum etc.

Dates of Employment: From 5-16 To 5-17 Weekly Pay: Starting 8.00 Ending 8.00

Reason for Leaving: looking for better employment

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 X
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: was without limits Telephone No. (816) 886-1262

Address 117 W. 73rd INCL MO. (Doris Smith)

Occupation: PCA Relationship: Employer Number of Years Acquainted: 10 or more

Name: Ballen's Printing Corp. Telephone No. (816) 268-5780

Address 1447 Gentry St. N. KC. MO. 64116 (Megan)

Occupation: stocking & boxing Relationship: Employer Number of Years Acquainted: 1 yr

Name: Crystal Hair Care Telephone No. (816) 474-1814

Address 4001 Blue Parkway #101, KC-MO. 64130

Occupation: PCA Relationship: Employer Number of Years Acquainted: 1 yr

Please Read Carefully, Initial Each Paragraph and Sign Below

MM 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.

MM 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.

MM 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.

MM 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.

MM 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

Marcia Mitchell

Date

5/1/18

Name: Micette Mitchell

Score 11/14

Housekeeping Test

78%

1. During which of the following situation(s) should you wear gloves?
 - a) When handling disinfectant solutions
 - b) When cleaning guest rooms
 - c) When handling soiled linen
 - d) When handling or disposing of waste
 - ☒ e) All of the above
2. Which of the following should be cleaned daily?
 - a) Chairs, lamps, and tables
 - b) Tabletops, bed, and handrails
 - c) Grab bars, light, tops of doors and counters
 - d) Floors, sinks, toilets, and latrines
 - ☒ e) All of the above
3. True or False: You do not need to use a separate cloth for cleaning bathrooms. F
4. True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture. T
5. Should the following be cleaned daily or weekly? Circle one.
 - a) Floors Daily/Weekly
 - b) Toilets and latrines Daily/Weekly
 - c) Carpets in guest rooms Daily/Weekly
 - d) Carpets in offices Daily/Weekly
 - e) Soiled linen Daily/Weekly
6. The best way to clean the floors:
 - a) Scrubbing
 - b) Dry sweeping and dusting
 - ☒ c) Sweeping, mopping and dusting
 - d) Wet mopping
7. What should 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 up immediately
 - d) Not sure
8. The proper procedure for cleaning spills of blood and other body fluids is:
 - ☒ a) Wearing gloves, clean with cloth soaked in chlorine solution and follow up with disinfectant solution
 - b) Find the janitor on- duty and ask him to clean it up
 - c) Grab whatever is closest and wipe up immediately, then mark "Biohazard"
 - d) Nothing
9. What do you do if you encounter with bed bugs in a guest room? wash gloves and pull linen
10. What do you do if you find Lost and Found items in a guest rooms? Give it to the Front Desk or housekeeping man.
11. Describe the difference between a disinfectant and a cleaning solution?
disinfect is for killing germs

Cleaning solution is for bathrooms, etc.

Multiple Choice (1 point each)

55%

- C 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
- 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 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
- A 6) Which of the following ingredients would you pack before measuring?
- a. Olive Oil
 - b. Salt
 - c. Brown Sugar
 - d. White Sugar
- B 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

Prep Cooks Test

- D 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
- C 10) Which of the following can you use to put out a grease fire?
- a. Baking Soda
 - b. Baking Powder
 - c. Flour
 - d. Water
- B 11) What is the temperature range of the danger zone?
- a. 25-135
 - b. 40-140
 - c. 50-160
 - d. 30-130
- D 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
- C 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
- C 14) When you poach something, you cook it with what?
- a. Noodles
 - b. Vegetables
 - c. Liquid
 - d. Oil
- B 15) Which spoon is used to remove fat from soups and stews
- a. Basting Spoon
 - b. Ladle
 - c. Slotted Spoon
 - d. Portion Spoon
- B 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

- D 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

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



Case Verification Number: 2018124203245TE

Report prepared: 05/04/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Client Company ID: 139349

Client Company Name: Acrobat Outsourcing

Employee Information

Name: micette mitchell

Date of Birth: 09/19/1971

U.S. Social Security Number: ***-**-4417

Employee's First Day of Employment: 05/04/2018

Citizenship Status: U.S. Citizen

Document Information

List B Document: Driver's license or ID card issued by a U.S. state or outlying possession

Expiration Date: 09/19/2020

State: Missouri

List C Document: Social Security Card

Case Information

Current Case Result: Closed

Case Submitted By: Diana Zamora

Case Status: Employment Authorized

Reason for Closure: Employment Authorized Auto Close