

# Interview Note Sheet

## Applicant Information

Name: Lee A. Moore	Interviewer: Steven Gonzalez
Date: 06/28/18	Rate of Pay: \$ 9.25 and up
Position(s) Applied for: Prep Cook, Server	Referred by: Acrobat Employee - Kirk Chausse.

## Test Scores

Server	25/35	71 %	Bartender	/35	%
Prep Cook	15/20	75 %	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

Lee Has a Food Handlers Permit.

Currently works for Labor Max.

Has Prep & Serving exp.

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:

# LEE A. MOORE

9324 Old Santa Fe Road, #16 • Kansas City, MO 64138 • (816) 299-1509 • [leeamoore@yahoo.com](mailto:leeamoore@yahoo.com)

## SUMMARY OF QUALIFICATIONS

- Manage diverse business relationships
- Microsoft Office/Excel/PowerPoint/Outlook/Adobe
- Typing speed of 62 wpm
- 10-key by sight
- Customer service/clerical/soft skills
- Shipping/receiving
- Assembly line skills
- Logistics & fulfillment
- Grant & proposal writing
- Fundraising
- Contract compliance monitoring
- Multi-line phone systems
- Posting and balancing AP/AR
- Residential & business marketing
- Personal care & home health services
- Stadium cleanup services
- Organization of reimbursement and payment processes
- Administrative assisting
- Warehousing
- Distribution
- Inventory control
- Supervisory skills

## EDUCATION

Georgetown University, Washington, DC

Bachelor of Science-International Economics, Aug 1986

## WORK EXPERIENCE

**LaborMAX Staffing**, Kansas City, KS

*Construction Cleanup, Unloading Trucks*

February 2018 – Present

**One Source Temporary Service**, Kansas City, KS

*Warehouse, Restoration/Demolition, Stadium Cleanup Worker, Construction Cleanup*

Sept 2016 – February 2018

- Perform shipping/receiving, assembly line, logistics, fulfillment, and cleanup duties for Agency's client
- Complete restoration and cleaning duties for Agency's microchip production and banking clients
- Perform demolition services for Agency's apartment/condominium/hotel client
- Provide cleanup services for Agency's stadium client

**FieldWorks, L.L.C.**, Kansas City, MO

*Team Leader*

Feb 2016 – May 2016

- Collect petition signatures from citizens throughout Missouri regarding pre-school and early childhood education
- Train current and new canvassers, perform mid-shift check-ins, troubleshoot field calls

**Contract Home Health Care Provider**

- **Access Home Health Services**, Raytown, MO  
*Personal Care Attendant*
- **Angel's Care Home Health Services**, Kansas City, MO  
*Home Health Aide*
- **The Whole Person**, Kansas City, MO  
*Personal Care Attendant*
  - Duties for each of the aforementioned (3) healthcare positions include:
  - Day-to-day care including cleaning, cooking, errands, laundry, medications, and hygiene
  - Consulting with families ensuring goals are met and concerns are addressed proactively

**H&R Block**, Kansas City, MO

*Customer Service Professional*

Nov 2009 – Mar 2010

- Handle customer inquiries and schedule tax professional meetings
- Office opening/closing and balancing AP/AR

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665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Lee Moore  
Email: jeeanmoore@yahoo.com  
Phone number: 816-299-1509

### Working Experience:

Company Name: Labor Max Staffing

Dates of Employment: Feb '18 - Present

Job Responsibility:

- cook
- construction cleanup
- stadium cleanup
- loading/unloading

Company Name: One Source Temporary Svc.

Dates of Employment: 9/16- 2/18

Job Responsibility:

- shipping/receiving
- assembly line
- restoration/demolition
- construction cleanup

Company Name: Field Works

Dates of Employment: 2/16 - 5/16

Job Responsibility:

- petition signatures throughout Missouri
- Train current & new canvassers
- troubleshoot field calls
- 

### Skills

- customer service
- prep cook
- warehouse
- construction cleanup

## 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 Lee Andrew Moore Date: 6/27/18  
 Home Telephone (816) 299-1509 Other Telephone ( )  
 Present Address 9324 Old Santa Fe Rd, #16, Kansas City 64138  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address leemmoore@yahoo.com

### EMPLOYMENT DESIRED

Position applying for: Temp &/or perm Salary desired: \$10+/hr  
 Are you currently registered with any staffing and/or employment agencies? If so, please list

Labor Max

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 Kirk Chausee 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		✓	✓	✓	✓	✓	✓
PM	✓	✓	✓	✓	✓	✓	✓

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:

No

### 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

Kirk Chausee - friend

If hired, would you have a reliable means of transportation to and from work? Yes  No  - bus

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.) n/a

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?
Georgetown University	Washington, D.C.	Bachelor's	Yes
Barstow School			
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." <u>MS Office</u>		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: <u>Strong attention to detail</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  No  If so, may we contact your current employer? Yes  No

Name and Address of Employer LaborMax Staffing - 825 S. 7th St., KCK 66105

Type of Business Temp Telephone No. (816) 362-3000 Supervisor's Name Al, June, Jasmine

Your Position and Duties Construction cleanup, warehousing, cook, prep cook, dishwashers, -

Dates of Employment: From 2/18 To Present

Reason for Leaving: Currently working with Agency

Name and Address of Employer One Source Temporary Agency - KCK

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

Your Position and Duties Shipping/receiving, assembly line, fulfillment, construction cleanup, restoration/demolition, stadium cleanup

Dates of Employment: From 9/16 To 2/18

Reason for Leaving: Dispute with another employee while traveling  
had to leave

Name and Address of Employer Fieldworks

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www.theworknumbers.com  
Employer Code 16034

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

Your Position and Duties Collect petition signatures from citizens throughout MO, train current & new canvassers

Dates of Employment: From 2/16 To 5/16

Reason for Leaving: Political canvassing project ended.

Name and Address of Employer Contact Home Health Care Provider for Access Home Health, Angel's Care Home Health & The White Person

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

Your Position and Duties Day-to-day cleaning, cooking, errands, laundry, medications & hygiene for home health clients

Dates of Employment: From 12/10 To 1/16

Reason for Leaving: Pursued Employment with fieldwork

Have you ever been fired from any previous place of employment? If so, please explain: while riding on the work van back to KC MO on a trip for one source, I had a dispute w/another employee who was drunk on the bus.

## 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: Amber Fellows-Hopkins Telephone No. (816) 226-2390

Address 8141 Campbell, #206, KC MO

Occupation: home health Relationship: client & friend Number of Years Acquainted: 13 yrs

Name: Doris Hoskins Telephone No. (816) 606-3347

Address Independence, MO

Occupation: home health Relationship: client & friend Number of Years Acquainted: 8 yrs

Name: Montel Jones Telephone No. (816) 868-7226

Address KC MO

Occupation: Television, mktg & promotions Relationship: friend & client Number of Years Acquainted: 30 yrs

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

Ym 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.

Ym 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.

Ym 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.

Ym 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.

Ym 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 Lee Moore Date 6/27/18

## Prep Cooks Test

Score / 20

Multiple Choice (1 point each)

d 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

c 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 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

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**

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C 9) Which is the improper way to thaw frozen food?

- In the fridge
- In a sink with cold water
- On the counter
- In the microwave

C 10) Which of the following can you use to put out a grease fire?

- Baking Soda
- Baking Powder
- Flour
- Water

C 11) What is the temperature range of the danger zone?

- 25-135
- 40-140
- 50-160
- 30-130

b 12) Which of the following is listed from smallest to largest?

- Dice, chop, mince
- Mince, chop, dice
- Chop, dice. Mince
- Mince, dice, chop

C 13) Which direction should pan handles be turned while cooking on the stove?

- Over the fire at all times
- Turned towards you for better control
- Turned towards the right or left at all times
- Over the countertop at all times

C 14) When you poach something, you cook it with what?

- Noodles
- Vegetables
- Liquid
- Oil

b 15) Which spoon is used to remove fat from soups and stews

- Basting Spoon
- Ladle
- Slotted Spoon
- Portion Spoon

b 16) Which of the following means to cook in a small amount of fat?

- Season
- Sauté
- Broil
- Boil
- Fry

## Prep Cooks Test

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A 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

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

**Servers Test**

**Multiple Choice**

a. 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

c. 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

d. 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

b. 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

a. 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 dinning 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**

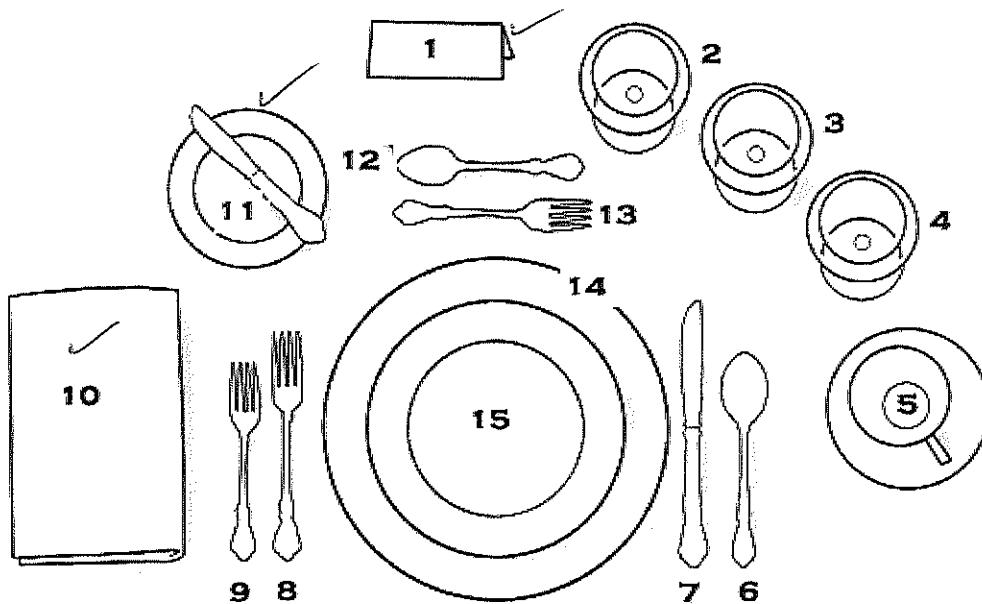
D Scullery  
C Queen Mary  
A Chaffing Dish  
B French Passing  
G Russian Service  
F Corkscrew  
E Tray Jack

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

Name Lee A. moore

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>3</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>2</u>	Wine Glass (White)
<u>4</u>	Water Glass		

**Fill in the Blank**

1. The utensils are placed 5 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? cream + sugar.
3. Synchronized service is when: everyone is served simultaneously.
4. What is generally indicated on the name placard other than the name? Organization.
5. The Protein on a plate is typically served at what hour on the clock? 5 pm.
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?

Complete the servings on the current tray & go into kitchen to get specialty dinner plate.



Issue Date    Expiration Date  
5/16/2018        5/10/2021



Public Health



**Case Verification Number: 2018179154619GL**

Report prepared: 06/28/2018

### **Company Information**

**Company ID:** 139349

**Company Name:** Acrobat Outsourcing

**Client Company ID:** 139349

**Client Company Name:** Acrobat Outsourcing

### **Employee Information**

**Name:** Lee Moore

**Date of Birth:** 05/20/1964

**U.S. Social Security Number:** \*\*\*-\*\*-0240

**Employee's First Day of Employment:** 06/28/2018

**Citizenship Status:** U.S. Citizen

### **Document Information**

**List B Document:** ID card issued by a U.S. federal, state or local government agency

**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