

Interview Note Sheet

Applicant Information	
Name: <u>Alan D. Gonzalez</u>	Interviewer: <u>Steven</u>
Date: <u>7/10/18</u>	Rate of Pay: \$ <u>10</u>
Position (s) Applied for: <u>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	
<p><u>Alan is a full-time cook. He is looking for a second sources of income</u></p>	
P.O.S. Experience: Y / N details: _____	

Transportation		
<u>Car</u>	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				
<u>Open</u>	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:			

Alan D. Gonzales

3700 W. 24th, Lawrence, KS 66047

785.218.4866

chefalang@yahoo.com

Summary of Skills

Specializing in Southwestern, Cajun, Creole, Authentic Mexican and Mexican-American cuisines, and traditional American foods

- Thirty years of professional cooking and kitchen management as well as over ten years of working with a professional cleaning service
- Promotes compliance with health code standards and ensures high health inspection ratings
- Consistently plans, coordinates, and prepares appropriate meals for special and traditional occasions for family and friends (100 plus guests)
- Promotes and exemplifies leadership qualities and professionalism

Areas of Expertise and Qualifications

- Kitchen Manager designation
- Sous-Chef experience with million-dollar, upscale establishments
- Trained by executive master chefs
- Kitchen safety trainer
- Successful catering and banquet experience (2,500 plus guests), menu planning and formulating recipes for banquets
- Maximizing kitchen productivity and staff performance
- Experienced at hiring, training, directing, and supervising kitchen staff
- Experienced at planning daily menus, special and elaborate dinners, assuring quality control, and minimizing waste

Work History

Chef	Kappa Sigma Fraternity, Baldwin City, KS	01/2015-Present
Arena Exhibition Specialist/Cook	Lawrence Memorial Hospital-Unidine	10/2013- 12/2014
Custodian	ISS Facility Services Topeka Ks	7/2003 - Present
Kitchen Manager	Milton's, Downtown Lawrence, Ks	2/2011 – 10/2013
Chef	Sigma Phi Epsilon Fraternity House, University of Kansas, Lawrence, KS	6/2006 – 2/2011
Food Production Manager	Chartwells' Rock Chalk Café at Naismith Hall, Lawrence, KS	7/2003 – 6/2006
Sous Chef	Ramada Downtown Tower & Atrium Convention Center, Topeka, KS	2/1994 – 7/2003

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 Alan Daryl Gonzales Date: 7/10/18
 Home Telephone () _____ Other Telephone (785) 218-4866
 Present Address 2500 W 6th apt 109 Lawrence KS 66049
 Permanent Address, if different from present address: _____
 Email Address chefalang@yahoo.com

EMPLOYMENT DESIRED

Position applying for: Cook/chef Salary desired: Neg.
 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: July To: Aug 15
 How did you find out about our open position? (Please check fill in proper name of source):
 Referral ☐ Name of Referral _____ 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? 7/11/18

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>All</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>
PM							
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <u>no</u>							

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 ☐

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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.) _____

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?
Topeka High	Topeka KS	12	Yes
Do you have any special licenses, certificates or special training? If so please list under "Special."		YES	<input checked="" type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		<input checked="" type="radio"/> YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<input checked="" type="radio"/> 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: Basic computer skills / over 30 yrs cooking Over 12 yrs cleaning			

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 Kappa Sigma, Baldwin City
 Type of Business Frat Telephone No. (316) 765-3754 Supervisor's Name Thomas Graham
 Your Position and Duties Chef, Menu Planning, Ordering, special functions

Dates of Employment: From 2015 To Present
 Reason for Leaving: Looking for full-time with Benefits/no lay-off
 Name and Address of Employer Lawrence Memorial Hospital, Lawrence
 Type of Business Hospital Telephone No. (785) 505-6481 Supervisor's Name Andy There off
 Your Position and Duties Action station cook

Dates of Employment: From 2013 To 2014
 Reason for Leaving: Chance to run own Kitchen
 Name and Address of Employer JSS Facility Services, Topeka

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Your Hospitality Staffing Professionals

Type of Business Janitor Telephone No. (785) 354-7676 Supervisor's Name Gary Beerbauer
Your Position and Duties Janitor, General office clean

Dates of Employment: From 2003 To Present

Reason for Leaving: Still employed

Name and Address of Employer Miltons Coffee

Type of Business Restaurant Telephone No. (785) 832-2330 Supervisor's Name Dave Lewis

Your Position and Duties Kitchen Manager, menu planning, ordering/Inventory, Hire/Train/Supervise

Dates of Employment: From 2011 To 2013

Reason for Leaving: will explain

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: Shirani Perera Telephone No. (785) 218-4709

Address 3700 W 24th Lawrence

Occupation: HR KU Relationship: Friend Number of Years Acquainted: 12

Name: Kaush Van Rikun Telephone No. (785) 550-7555

Address _____

Occupation: Sales Relationship: Friend/work mate Number of Years Acquainted: 10

Name: Gary Beerbauer Telephone No. (785) 925-2339

Address Topeka

Occupation: ISS supervisor Relationship: Supervisor Number of Years Acquainted: 14

Please Read Carefully, Initial Each Paragraph and Sign Below

 AS 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.

 AS 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.

 AS 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.

 AS 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.

 AS 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 *Alan Goyette* **Date** 7/10/18

Multiple Choice Test (1 point each)

- b 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
- C 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
- C 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
- d 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

e 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

C 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

d 12) A gallon is equal to _____ ounces

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

b 13) How many cups are in a quart?

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

a 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

a 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

C 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

C 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

C 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

C 20) What temperature should chicken be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

C 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)

equal parts fat to flour
to ~~thick~~ thicken

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

to separate solids from fat

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

1. Tomato
2. Brown
3. Bechamel
4. Veloute
5. Hollandaise

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

rub oil on grates so food won't stick

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

yolks and Clarified Butter, lemon, salt



Case Verification Number: 2018191164548JK

Report prepared: 07/10/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Client Company ID: 139349

Client Company Name: Acrobat Outsourcing

Employee Information

Name: Alan Gonzales

Date of Birth: 07/01/1965

U.S. Social Security Number: ***-**-5117

Employee's First Day of Employment: 07/10/2018

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: 07/01/2019

State: Kansas

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