

Interview Note Sheet

Applicant Information	
Name: <u>Heather Callahan</u>	Interviewer: <u>Steven G.</u>
Date: <u>7/19/15</u>	Rate of Pay: \$
Position (s) Applied for: <u>Cook / Server</u>	Referred by:

Test Scores					
Server	/35	<u>66</u> %	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	<u>50</u> %	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/14	%

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

Heather - has plenty of Food/Beverage experience.

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:

Heather Callahan

Independence, MO 64052
hcallahan0407@gmail.com
8169150521

Authorized to work in the US for any employer

Work Experience

Shift Leader

McDonald's - Independence, MO
March 2018 to July 2018

Run a clean shift, count down drawers before and after each shift.

Cook

Cafe Racer - Minneapolis, MN
August 2017 to September 2017

Job description: Cook orders as they come in, finish orders before they go out, prep food and sides for current day and following day(s).

Supervisor: Luis Patino

Catering Assistant

Wolfgang Puck Catering - Minneapolis, MN
August 2016 to August 2017

Job description: Prepare and set up catering orders on site.

Supervisor: Nicole Evens

Front End Associate

Potbelly - Eden Prairie, MN
November 2015 to June 2016

Job description: Make sandwiches per customer request, along with soups, ect., set up catering orders for delivery, run cash register

Supervisor: Michelle Daniels

Shipping Lead

Arrowhead - Circle Pines, MN
November 2013 to October 2015

Job description: Oversee large shipping orders coming in, manage workers in picking and packing process, order trucks, print labels, pack trucks

Supervisor: Chris Nelson

Valet driver

Towne Park - Minneapolis, MN
April 2011 to October 2013

Job description: Park and retrieve guests cars on request, make deposits and bill overnight cars to correct rooms (overnights)

Supervisor: James Rodriguez

Sales associate- Produce

Walmart - Minneapolis, MN

April 2009 to February 2011

Job description: Rotate and stock merchandise, help customers, and keep area clean.

Supervisor: Kelly Anderson

Clerk

Speedway - Oconomowoc, WI

August 2008 to November 2008

Job description: Run cash register, help customers, keep items stocked as needed, and keep area clean.

Sales associate- deli

Fridley, MN

September 2006 to March 2008

Job description: Slice meats and cheeses for guests, run cash register, prep and prepare food, keep area clean and sanitary, and suggest different items.

Supervisor: Nicolle K.

Education

North Community High School - Minneapolis

2000 to 2004

Skills

Fast Food, Grill, Food Service

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 Heather Marie Callahan Date: 7/11/18
 Home Telephone (816) 915-0521 Other Telephone () _____
 Present Address 1310 Wabash Ave, KC MO
 Permanent Address, if different from present address: _____
 Email Address hcallahan0407@gmail.com

EMPLOYMENT DESIRED

Position applying for: Server or cook/Prep Salary desired: Negotiable

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 _____ 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>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>
PM	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: none

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?
North High School	Minneapolis, MN	12	Yes
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: Kitchen/Prep experience, some server experience, run cash registers, counted/balanced safe & registers,			

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

Name and Address of Employer McDonald's 11115 23rd, Independence, MO

Type of Business Fast Food Telephone No. () _____ Supervisor's Name Eddie

Your Position and Duties Shift Supervisor. Make sure shift runs smoothly, count drawers and safe before & after each shift, handle breaks, cover where necessary

Dates of Employment: From 3/2018 To 6/2018

Reason for Leaving: had to leave for family emergency. If I went, I was either fired or I quit.

Name and Address of Employer Cafe Racer - Minneapolis, MN

Type of Business Restaurant Telephone No. () _____ Supervisor's Name Luis Patino

Your Position and Duties Cook. Cook orders as they come in, finish them as they go out, prep food and sides for current day and following day.

Dates of Employment: From 8/2017 To 9/2017

Reason for Leaving: Moved out of state from MN to MO.

Name and Address of Employer Wolfgang Puck Catering - Minneapolis, MN

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Your Hospitality Staffing Professionals

Type of Business Catering Telephone No. () Supervisor's Name Nicole Evens
Your Position and Duties Catering assistant. Help with the setup and take down of events, Prep food for different events

Dates of Employment: From 8/2014 To 8/2017

Reason for Leaving: Wanted to pursue more cook experience.

Name and Address of Employer Potbelly Sandwich Shop, Eden Prairie, MN

Type of Business fast food Telephone No. () Supervisor's Name Michelle Daniels
Your Position and Duties front end. Make sandwiches per customer request, set up catering orders for delivery, run cash register

Dates of Employment: From 11/2015 To 6/2016

Reason for Leaving: I went on ~~maternity~~ maternity leave and GM ~~did~~ would not hold my ~~position~~ position

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: Christine Patino Telephone No. (651) 235-3450

Address _____

Occupation: (Cafe Racer) Business owner Relationship: former Boss Number of Years Acquainted: 1 year

Name: Crystal Telephone No. (816) 874-5093

Address _____

Occupation: Manager (McDonald's) Relationship: former co-worker Number of Years Acquainted: < 1 year

Name: Sarah Wiherski Telephone No. (763) 203-0062

Address _____

Occupation: Retail mgr. Relationship: former co-worker Number of Years Acquainted: 6 years

Please Read Carefully, Initial Each Paragraph and Sign Below

HC 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.

HC 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.

HC 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.

HC 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.

HC 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 Heather Callahan **Date** 7/16/18

Grill Cooks Test

Score 18 / 40

Multiple Choice Test (1 point each)

50%

- 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
- 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
- C 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

d 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

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 coved, 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

C 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)

a roux is a mix of either flour or cornstarch with water, and it is used for thickening sauces

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)

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

City of Independence, Missouri

FOOD HANDLER

Issued: 05/02/18 Expires: 05/02/21

CALLAHAN, HEATHER, M

DOB: 03/19/86 Paid: \$25.00

CARD NO. 425105

Original

renew @ www.independencemo.org/foodsafety



Case Verification Number: 2018199142413EC

Report prepared: 07/18/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Client Company ID: 139349

Client Company Name: Acrobat Outsourcing

Employee Information

Name: Heather Callahan

Date of Birth: 03/19/1986

U.S. Social Security Number: ***-**-6094

Employee's First Day of Employment: 07/18/2018

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