



4/2023

Name: Tawanda Jackson

Taborce ID: 47467

Date of Hire: 7/17/2018

Date of Re-Act: / /

Employee Set up

- E-Verify #: 20181981600016C
- Attended New Hire Orientation: / /
- Hire Right Sections 1 & 2
- Background Check (Asurint)
- Added to Orientation Time Sheet
- Direct Deposit (Scan to Payroll) or Global Cash Card
- New Hire List
- Check Taborce Profile (All fields)
- Upload Resume
- Food Handler's Card Status

Interview Note Sheet

Applicant Information		Interviewer: Jo Paik	
Name: <u>Tawanda Jackson</u>	Date: <u>7/17/2018</u>	Rate of Pay: <u>\$13</u>	Referred by: <u>Deanna Brown</u>
Position(s) Applied for: <u>Server, Barista, Housekeeper, Prep Cook</u>		Working: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	
Last 5 years:		Total of <u>_____</u> in Food Service	
Server	/35	% Bartender	/30 %
Prep Cook	/15	% Barista	/10 %
Grill Cook	/40	% Cashier	/10 %
Dishwasher	/10	% Housekeeping	/16 %
Relevant Experience & Summary of Strengths			
<p><u>Hospitality Staffing</u> <u>server</u> <u>Oct 2017 - current</u></p> <p><u>Branch Brook Manor - Belleville</u> <u>server - kitchen prep cook</u> <u>catering facility</u> <u>May 2004 - 2021 2016</u></p> <p><u>Tredi 13 - East Rutherford</u> <u>server</u> - location closed <u>Prep Cook</u> - location closed <u>May 2006</u></p> <p style="text-align: right;">* max travel up to 1 hour khaki pants/ black polo</p>			
P.O.S. Experience: Y / N details:			
Transportation:		Carpool (Rider / Driver)	
<input checked="" type="checkbox"/> Car <input type="checkbox"/> Public Transit		<input type="checkbox"/> North NJ <input type="checkbox"/> South NJ <input checked="" type="checkbox"/> Central NJ <input type="checkbox"/> Irvington <input type="checkbox"/> Jersey Shore	
Certifications/Honors:		LEAD Other <u>Sanitary Food Handling Will Submit</u>	
<input type="checkbox"/> TIPS <input type="checkbox"/> Serv-Safe		<input type="checkbox"/> AM only <input type="checkbox"/> PM only <input type="checkbox"/> Weekdays only <input type="checkbox"/> Weekends only	
Availability:		Open <u>except Sun</u>	
Details:		Other Languages Spoken:	
Uniforms/Outfit:		Bistro Black Bistro Tuxedo 1/2 Tuxedo Black Vest Long Black Tie	
<input type="checkbox"/> Chef Coat <input type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input type="checkbox"/> Black Pants <input type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie <input type="checkbox"/> Other:		<input type="checkbox"/> Convention Candidate?	
Would you recommend this applicant for Alchetar Academy?			

Servers Test

Multiple Choice

D 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

D 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

A 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

A 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

d 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 dining 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

29 / 35

82%

Match the Correct Vocabulary

e Scullery

D Queen Mary

A Chaffing Dish

B French Passing

G Russian Service

F Corkscrew

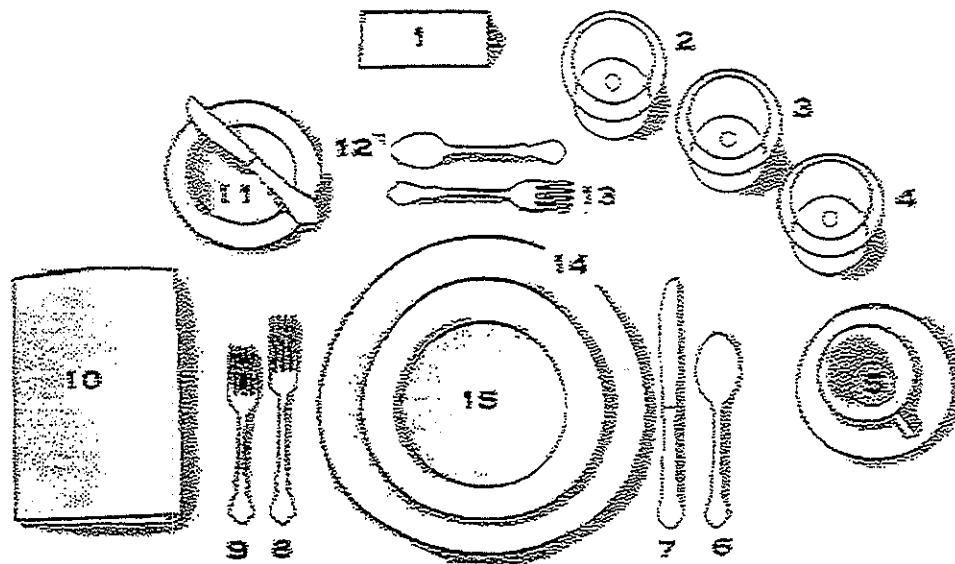
C Tray Jack

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 _____

Servers Test

Score / 35



Match the Number to the Correct Vocabulary

<u>10</u>	Napkin
<u>11</u>	Bread Plate and Knife
<u>1</u>	Name Place Card
<u>12</u>	Teaspoon
<u>13</u>	Dessert Fork
<u>10</u>	Soup Spoon
<u>15</u>	Salad Plate
<u>14</u>	Water Glass

<u>8</u>	Dinner Fork
<u>5</u>	Tea or Coffee Cup and Saucer
<u>7</u>	Dinner Knife
<u>9</u>	Wine Glass (Red)
<u>14</u>	Salad Fork
<u>1</u>	Service Plate
<u>6</u>	Wine Glass (White)

Fill in the Blank

- The utensils are placed 2 1/2 inches from table inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? napkins - sugar, and cream
- Synchronized service is when: _____
- What is generally indicated on the name placard other than the name? Number on table
- The Protein on a plate is typically served at what hour on the clock? depend around dinner time 8:00 9:00
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
go to the kitchen let chef know you need a special type of dinner as soon as possible but let the guest know first what you have for vegetarian and gluten-free

C X

1) After brewing a pot or kettle of coffee how long is the coffee good for until you need to re-brew?

- a) 20 minutes
- b) 30 minutes
- c) 60 minutes

4/15

b

2) What are the basic ingredients of a Latte?

- a) Milk, Espresso, Whipped Cream
- b) Espresso, Steamed Milk
- c) Water, Espresso, and Foam

26%

A

3) When making cup of tea for a customer, how long should you tell the customer to let the tea bags steep?

- a) 2 minutes
- b) 4 minutes
- c) 5 minutes

C X

4) When steaming milk for a beverage, what temperature should you steam the milk to?

- a) 150-160 degrees
- b) 190-200 degrees
- c) 120-130 degrees

A X

5) Once an Espresso Shot has been pulled from an Espresso machine, how long do you have to mix the shot with other liquid before the shot goes bad?

- a) 8 seconds
- b) 20 seconds
- c) 10 seconds

C

6) What do you do if a customer says their latte does not taste like there is espresso in it?

- a) Tell them you made the drink according to the recipe so it should be fine
- b) Apologize to the customer, then add another shot of espresso to their drink and encourage the customer to return
- c) Apologize to the customer and remake their drink according to standards
- d) Walk away and have another barista remake their drink

D X

7) You can re-steam milk _____?

- a) Only Once
- b) Never
- c) Sometimes
- d) Always

B X

8) What is the proper ratio of coffee grounds to water?

- a) 2 Tablespoons coffee to 6oz water
- b) 2 Tablespoons coffee to 8oz water
- c) 1 Tablespoon coffee to 6oz water
- d) 2 Teaspoons coffee to 8oz water

C

9) A customer requests a non-dairy coffee beverage and you are out of soy, what actions do you take?

- a) Make their drink with regular milk and hope they do not notice
- b) Apologize and ask the customer to come back tomorrow
- c) Apologize and inform the customer we are out of soy, and offer a beverage alternative
- d) Inform your manager we are out of soy

a X 10) Decaffeinated coffee is 100% caffeine free?

- a) True
- b) False

b X 11) What are the basic ingredients in a cappuccino?

- a) Coffee, Milk, Foam
- b) Espresso, Foam
- c) Espresso, Steamed Milk, Foam
- d) Espresso, Cream, Foam

a X 12) What is a café au lait?

- a) Coffee, Steamed Milk
- b) Coffee, Cold Milk
- c) Coffee, Cream, Sugar
- d) Espresso, Cold Milk

a X 13) What does "half caf" mean?

- a) Half cream and half regular milk
- b) Half as much coffee as normal
- c) Half regular and half decaf coffee

a X 14) What does it mean when a customer requests their cappuccino "dry"?

- a) Less milk and more foam
- b) No milk and lots of foam
- c) Extra foam
- d) No foam and no milk

a X 15) What is an Americano?

- a) Regular drip coffee
- b) Espresso with water
- c) Coffee with cream
- d) Iced coffee



New Hire Acknowledgement Form

For Employees

- Employee Information Sheet
- Application
- I-9
- W-4
- Offer Letter
- Background Authorization Release
- Sexual Harassment Prevention Policy
- Global Cash Card / Direct Deposit Form
- Designation of Personal Physician/Emergency Contact Form
- Confidentiality & Non-Disclosure Agreement

For Employees

- New Hire Orientation Manual
- Workers' Compensation Pamphlet
- Sexual Harassment Pamphlet
- Unemployment (for Your Benefit) Pamphlet
- Safety & Sanitation Guidelines

Inform

- State & Federal Poster
- Washington State Poster
- Wage Order Poster

All of these items have been explained to me.

Tawanda Jacobs
Print Name

Signature

7-17-18
Date

Form 78



Certification # 10694
July 22, 2010

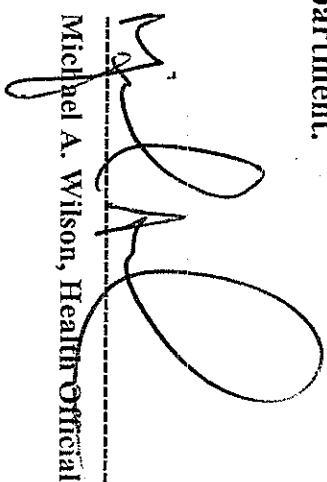
DIVISION OF ENVIRONMENTAL HEALTH

NEWARK, NJ

Certificate in Sanitary Food Handling

Tawanda Jackson

Satisfactory completed the Public Health Course in sanitary preparation and handling of food and the proper maintenance of equipment and premises as prescribed by this Department.



Michael A. Wilson, Health Official

M Michael A. Wilson
Health Official

Has satisfactorily completed the Public Health Course in sanitary
preparation and handling of food and the proper maintenance of
equipment and premises as prescribed by this Department.

Tuwendt Deegan

CERTIFICATE IN SANITARY FOOD HANDLING

NEWARK, N.J.
DIVISION OF ENVIRONMENTAL HEALTH

Certificate No. *10694* *

Date *1-33-70*

(PHOTOGRAPH)

Submission Date 07-13-2018 15:41:15

First Name

tawanda

Last Name

jackson

E-mail Address

tawandajackson68@yahoo.com

Phone

2013411177

Address

1084 sanford ave

Unit or Number

b

City, State

irvington nj

Zip Code

07111

What region(s) are you applying to work within?

- New Jersey

Which position(s) are you applying for?

- Server
- Housekeeper
- Barista

Are you applying for:

- Full-Time

When can you start?

Monday, July 23, 2018

Can you work overtime?

Yes

How did you hear about us?

- Referral
- Social Media

If you were referred, please tell us by whom:

deanna brown

What days/times can you work? Select all that apply:

- Monday AM

Vehicle
Hospitality staffing
10 AM
7/17/18

- Monday PM
- Tuesday AM
- Tuesday PM
- Wednesday AM
- Thursday AM
- Thursday PM
- Friday AM
- Friday PM
- Saturday AM

Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank)

no

Have you ever applied to or worked for Acrobat before?

No

Do you have any friends or relatives working for Acrobat? If so, please let us know who:

no

If hired, would you have reliable means of transportation to and from work?

Yes

If hired, can you present evidence of your legal right to live and work in this country?

Yes

State age if under 18. If you are under 18, hire is subject to verification that you are of minimum age to work.

38

Are you able to perform the essential functions of the job for which you are applying?

Yes

Name of School

eastorange high school

City & State

east orange nj

Grade/Degree

12

Graduated?

No

Do you have any special licenses? (If so, label under "Special")

Yes

Are you computer literate? (If so, label which programs under "Special")

No

Are you proficient with Point of Sale systems? (If so, label which under "Special")

No

Do you have any experience, training, qualifications or special skills? (If so, label under "Special")

No

Special:

food handle cerficate

Are you currently employed?

Yes

Can we contact your current employer?

Yes

Name and Address of Employer

Hospitality staffing

Type of Business

temp

Phone Number

6467804586

Your Position & Duties

server

Date of Employment (from/to):

october11,2017

Reason for Leaving

still there

Still Employed:

Yes

Name and Address of Employer

branch brook manor 13washington

Type of Business

catering

Phone Number

9737599744

Your Position & Duties

kitchen prep and server

Date of Employment (from/to):

may 5 2004-2012 then again dec 2 2012-2016

Reason for Leaving

close down would have still been here

Still Employed:

No

Name and Address of Employer

Tredi13 catering east Rutherford

Your Position & Duties

server/dishwasher/ prep

Date of Employment (from/to):

may 2006

Reason for Leaving

closed down

Still Employed:

No

Have you ever been fired from a previous place of employment? If yes, please explain:

no

Have you obtained any special skills or abilities as the result of service in the military? If yes, please explain:

no

First Name

maurice

Last Name

leverett

E-mail Address

mauricejackson_4@live.com

Phone

9732777455

Relationship:

husband

Years Acquainted:

18

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.

- (Checked box indicates acknowledgement)

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.

- (Checked box indicates acknowledgement)

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.

- (Checked box indicates acknowledgement)

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.

- (Checked box indicates acknowledgement)

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.

- (Checked box indicates acknowledgement)

I hereby acknowledge that I have read and understand the above statements.

- (Checked box indicates acknowledgement)

Applicant Digital Signature (Type Name):

tawandajackson

Date:

Friday, July 13, 2018



Case Verification Number: 2018198160001GC

Report prepared: 07/17/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Client Company ID: 139349

Client Company Name: Acrobat Outsourcing

Employee Information

Name: Tawanda Jackson

Date of Birth: 06/11/1980

U.S. Social Security Number: ***-**-3872

Employee's First Day of Employment: 07/17/2018

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: 01/31/2021

State: New Jersey

List C Document: Social Security Card

Case Information

Current Case Result: Closed

Case Submitted By: Josephine Paik

Case Status: Employment Authorized

Reason for Closure: Employment Authorized Auto Close