

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

4/2023

Name: Tawonda Jackson

Taborca ID: 47467

Date of Hire: 7/17/2018

Date of Re-Act:     /    /    

## Employee Set up

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

# Interview Note Sheet

|  |                                  |                             |
|--|----------------------------------|-----------------------------|
| <b>Applicant Information</b>   |                                  | Interviewer: <u>Jo Paik</u> |
| Name: <u>Tawanda Jackson</u>   | Rate of Pay: <u>\$13</u>         |                             |
| Date: <u>7/17/2018</u>   | Referred by: <u>Deanna Brown</u> |                             |
| Position (s) Applied for: <u>Server, Barista, Housekeeper, Prep Cook</u> |                                  |                             |

| Test Scores |     |                |     |   |  |
|-------------|-----|----------------|-----|---|--|
| Server      | /35 | % Bartender    | /30 | % |  |
| Prep Cook   | /15 | % Barista      | /10 | % |  |
| Grill Cook  | /40 | % Cashier      | /10 | % |  |
| Dishwasher  | /10 | % Housekeeping | /16 | % |  |

|                  |
|------------------|
| <b>Seeking</b>   |
| Full-Time        |
| <u>Part-Time</u> |

## Relevant Experience & Summary of Strengths

Hospitality Staffing  
 server  
 Oct 2017 - current  
 Branch Brook Manor - Belleville  
 server - kitchen prep cook  
 catering facility  
 May 2004 - ~~2005~~ 2016  
 Tredi 13 - East Rutherford  
 server  
 Prep cook - location closed  
 May 2006

Total of \_\_\_\_\_ in Food Service

\* max travel up to 1 hour  
 khaki pants/ black polo

P.O.S. Experience: Y / N details: \_\_\_\_\_

|                       |            |                |                            |
|-----------------------|------------|----------------|----------------------------|
| <b>Transportation</b> | <u>Car</u> | Public Transit | Carpool ( Rider / Driver ) |
|-----------------------|------------|----------------|----------------------------|

|                                   |          |                   |                               |
|-----------------------------------|----------|-------------------|-------------------------------|
| <b>Regions Available to work:</b> |          |                   |                               |
| North NJ                          | South NJ | <u>Central NJ</u> | <u>Irvington</u> Jersey Shore |

|                                |           |      |   |
|--------------------------------|-----------|------|---|
| <b>Certifications (if any)</b> |           |      |   |
| TIPS                           | Serv-Safe | LEAD | Other <u>Sanitary Food Handling</u> Will Submit |

|                            |         |         |               |               |
|----------------------------|---------|---------|---------------|---------------|
| <b>Availability</b>        |         |         |               |               |
| <u>Open</u>                | AM only | PM only | Weekdays only | Weekends only |
| Details: <u>except Sun</u> |         |         |               |               |

|                        |                     |               |                    |                       |                             |
|------------------------|---------------------|---------------|--------------------|-----------------------|-----------------------------|
| <b>Uniforms Owned:</b> |                     |               |                    |                       |                             |
| <u>Bistro</u>          | <u>Black Bistro</u> | <u>Tuxedo</u> | <u>1/2 Tuxedo</u>  | <u>Black Vest</u>     | <u>Long Black Tie</u>       |
| <u>Chef Coat</u>       | <u>Chef Pants</u>   | <u>Knives</u> | <u>Black Pants</u> | <u>Non-Slip Shoes</u> | <u>Bow Tie</u> Other: _____ |

|   |                       |                         |
|---|-----------------------|-------------------------|
| Would you recommend this applicant for Aprobet Academy? | Convention Candidate? | Other Languages Spoken: |
|---|-----------------------|-------------------------|

Name Tawanda Jackson

**Servers Test**

Score / 35

**Multiple Choice**

- B 1) Food is served on what side with what hand? 29/35
- On the left side with the left hand
  - On the left side with the right hand
  - On the right side with the left hand
  - On the right side with the right hand
- D 2) Drinks are served on what side with what hand? 82%
- On the left side with the left hand
  - On the left side with the right hand
  - On the right side with the left hand
  - On the right side with the right hand
- D 3) Food and drinks are removed on what side with what hand?
- On the left side with the left hand
  - On the left side with the right hand
  - On the right side with the left hand
  - On the right side with the right hand
- A 4) What part of a glass should you handle at all times?
- The stem
  - The widest part of the glass
  - The top
- d 5) When you are setting a dining room how should you set up your tablecloths?
- Neatly and evenly across the tables
  - The creases should all be going in the same directions
  - The chairs should be centered and gently touching the table cloth
  - All of the above
- d 6) If you bring the wrong entrée to a guest what should you do?
- Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
  - Inform the guests that you will bring the correct entrée once everyone else in the dining room is served
  - Try to convince the guests to eat what you brought them
  - Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

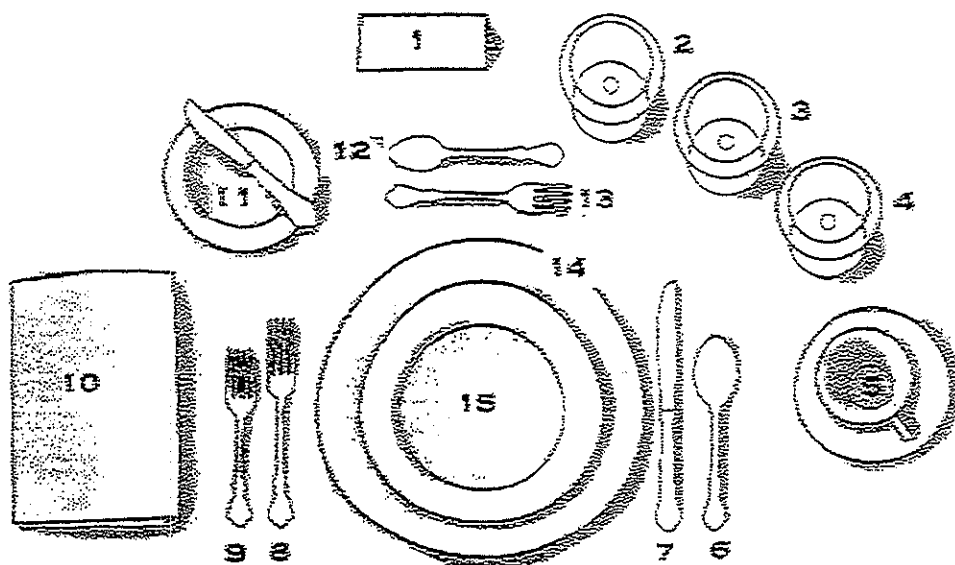
**Match the Correct Vocabulary**

- |                          |   |
|--------------------------|---|
| <u>e</u> Scullery        | A. Metal buffet device used to keep food warm by heating it over warmed water   |
| <u>D</u> Queen Mary      | 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) |
| <u>A</u> Chaffing Dish   | C. Used to hold a large tray on the dining floor  |
| <u>B</u> French Passing  | D. Area for dirty dishware and glasses  |
| <u>G</u> Russian Service | E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored   |
| <u>F</u> Corkscrew       | F. Used to open bottles of wine   |
| <u>C</u> Tray Jack       | 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>8</u>  | Dinner Fork                  |
| <u>11</u> | Bread Plate and Knife | <u>3</u>  | Tea or Coffee Cup and Saucer |
| <u>1</u>  | Name Place Card       | <u>7</u>  | Dinner Knife                 |
| <u>12</u> | Teaspoon              | <u>2</u>  | Wine Glass (Red)             |
| <u>13</u> | Dessert Fork          | <u>4</u>  | Salad Fork                   |
| <u>6</u>  | Soup Spoon            | <u>14</u> | Service Plate                |
| <u>13</u> | Salad Plate           | <u>5</u>  | Wine Glass (White)           |
| <u>4</u>  | Water Glass           |           |                              |

Fill in the Blank

1. The utensils are placed 2 1/2 eachs from table inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? napkins- suger, and cream
3. Synchronized service is when: \_\_\_\_\_
4. What is generally indicated on the name placard other than the name? number on table
5. The Protein on a plate is typically served at what hour on the clock? depend around dinner time 8:00 9:00 PM
6. 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 now you need a special type of dinner as soon as possible but let the guess know first what you have for vegerian and gluten-free

- C 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
- b 2) What are the basic ingredients of a Latte?  
a) Milk, Espresso, Whipped Cream  
b) Espresso, Steamed Milk  
c) Water, Espresso, and Foam
- 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 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 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 7) You can re-steam milk \_\_\_\_\_.?  
a) Only Once  
☒ b) Never  
c) Sometimes  
d) Always
- b 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

4/15  
26%

- 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
- d 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 Employer

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

### For Employee

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

### Inform

- ☐ State & Federal Poster
- ☐ Minimum Wage Poster
- ☐ Wage Order Poster

All of these items have been explained to me:

Tawanda Jackson Lawanda Jackson  
Print Name Signature

7-17-18  
Date





Certification # 10694  
July 22, 2010

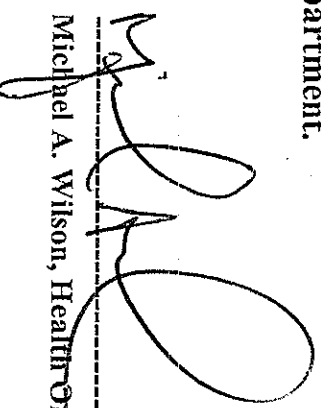
# DIVISION OF ENVIRONMENTAL HEALTH

## 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



(PHOTOGRAPH)

Certificate No.

#

10694

Date 4-22-10

DIVISION OF ENVIRONMENTAL HEALTH

NEWARK, N.J.

CERTIFICATE IN SANITARY FOOD HANDLING

*Lucinda Wilson*

*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.*

Michael A. Wilson  
Health Official

**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 certificate

**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