

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

Name: Daniel Gutierrez

Taborca ID: 48146

Date of Hire: 08/28/18

Date of Re-Act:     /    /    

## New employee set up

- E-verify
- Hire Right EE
- Hire Right Internal (upload any list A docs)
- Direct Deposit (Scan to Payroll) and/or Global Cash Card – complete the form & have EE sign
- Notice to Employee Completed
- Added to Orientation Time Sheet
- Attended New Hire Orientation
- Background Check (Asurint)
- New Hire List (All fields)
- Check Taborca Profile (All fields)
- Upload Resume and Skills Tests (one doc)
- Upload Food Handler's Card

## Re Act employee set up (See Re Act Process for more detail)

- File and I9 pulled (new one created/done in Hire Right if old ones are gone)
- Re Act onboarding if initially hired before 1/1/16
- Check W4
- Check all demographic info and availability
- Check for skills tests, app, FHC, and resume (get new app, new resume if hired more than 1 year ago)
- Complete Notice to Employee with updated pay if necessary
- Verify pay option and take steps to Re Act any old pay options still current
- Run new BGC if more than 1 year since last shift worked
- New orientation/place on time sheet if it's been over a year since last shift
- New Hire List (all fields)
- Delete employee from the INA/TER spreadsheet if they are on it



## **Daniel Sanchez Gutierrez**

dg4081993@gmail.com

408-726-9944

### **Work Experience**

Cashier

**Mc Donald's**

November 2011 - May 2012

I would count the register at the end of the night. I also was the cook for a while I did a little of everything in the store.

Prep cook, cashier

**Dish n' Dash**

September 2012 - May 2013

At the beginning of the shift I'd start off by cutting 6 bags of pita bread, after I was done with that I'd move on to cutting 4 cases of tomatoes, eggplant, onions, and cucumber. When I was done with that I would get on the grill and most of the meat was marinated already so it was ready for me to grill. I'd grill chicken, beef, and lamb. When the meat would be done I'd put it on top of a rice bowl or in a wrap or pita bread. I'd switch of from the grill to prepping every other hour so I stayed busy most of the time.

Security

**Cal-Pro Security**

May 2013 - February 2014

I would observe and report walk around and check in every hour with my dispatcher. At the end of the night I would have to turn in an hourly note sheet of my shift of the night.

Valet

**Corinthian International Parking Services**

March 2014 - April 2015

(Apple) we would direct them into the rows and they pretty much parked themselves and we just gave them their valet ticket. Once the parking lot calmed down we would start parking the cars into the spaces. (Oakridge) (Supervisor) customers would pull up to the curb and I would open the passenger's door and the driver's door then hand them their valet ticket. I would always make sure to ask for keys because I had to go park it in the garage where we kept the cars. When the customers were ready to pick

Landscaper

**Chaboya Ranch** (Pepper Tree Estates MH)

January 2017 - June 2017

At Pepper Tree I did all the landscaping from trimming bushes to cutting resident lawns. Whatever was needed I'd do. I would drive around in a mini golf cart and clean the park.

Material Handler

**Graebel Van Lines** (Intel, Symantec, Yahoo, Palantir)

February 2015 - September 2016

I was their handy man. I'd get stationed at one of these places and have to install keyboards and set up events from 20 people to 300 people. Everyday was different. I would have to load the trucks with chairs and conference tables take them to one building to another.

### **Education**

Yerba Buena high school

High school

August 2008 - May 2012



# Interview Note Sheet

Applicant Information	
Name: <u>Daniel Sanchez Gutierrez</u>	Interviewer: <u>Ileana Gomez</u>
Date: <u>8-28-2018</u>	Rate of Pay: <u>\$16.90</u>
Position (s) Applied for: <u>Cashier, Concessions, Prep cook</u>	Referred by: <u>Acrobat EE "no longer works here"</u>

Test Scores					
Server	20/35	57 %	Bartender	/30	%
Prep Cook	12/20	%	Barista	/10	%
Grill Cook	/40	%	Cashier	13/15	86 %
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:
<input checked="" type="radio"/> Full-Time
<input type="radio"/> Part-Time

## Relevant Experience & Summary of Strengths

### Knife Skills

Yes, cutting all veggies

Total of \_\_\_\_\_ In Food Service

Dish and Dash Restaurant  
(1 year) for prepping food.

### Cuisines

1  
2  
3

### Stations:

1  
2  
3

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

### Transportation

☒ Car

☐ Public Transit

☐ Carpool ( Rider / Driver )

### Regions Available to work:

☐ SF City

☐ SF North

☐ SF Peninsula

☐ East Bay

☐ Outer East Bay

☒ San Jose

☒ South San Jose

☐ SJ Peninsula

### 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:



## 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 Daniel Sanchez Gutierrez Date: 08/27/18  
Home Telephone (408) 620-2960 Other Telephone ( ) ""  
Present Address 2580 Senter Rd spc # 479  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address dg4081993@gmail.com

### EMPLOYMENT DESIRED

Position applying for: \_\_\_\_\_ Salary desired: \_\_\_\_\_

Are you currently registered with any staffing and/or employment agencies? If so, please list \_\_\_\_\_

Are you applying for: Full-time work? Yes l No \_\_\_\_\_ Part-time work? Yes l No \_\_\_\_\_

Temporary work, e.g., summer or holiday work? Yes l No l 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 l No \_\_\_\_\_ If hired, on what date could you start working? 08/27/18

*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>open</u>	<u>open</u>	<u>open</u>	<u>open</u>	<u>open</u>	<u>open</u>	<u>open</u>
PM	<u>open</u>	<u>open</u>	<u>open</u>	<u>open</u>	<u>open</u>	<u>open</u>	<u>open</u>

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

### PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes \_\_\_\_\_ No l If yes, when? \_\_\_\_\_

Do you have friends or relatives working for Acrobat Outsourcing? Yes \_\_\_\_\_ No l If yes, please state name and relationship \_\_\_\_\_

If hired, would you have a reliable means of transportation to and from work? Yes l No \_\_\_\_\_

If hired, can you present evidence of your legal right to live and work in this country? Yes l 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 l 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.) \_\_\_\_\_

Pursuant to the San Francisco Fair Chance Ordinance, 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?
Yerba Buena HS	San Jose	12	Yes
De Anza	Cupertino	2	no
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." Word		<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: Bilingual, knife skills, & great customer service skills.			

## 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 Sudduth Relocation  
 Type of Business Moving Telephone No. 408 390 4525 Supervisor's Name Price  
 Your Position and Duties mover, installer.

Dates of Employment: From 01/18 To 06/18 Weekly Pay: Starting \$16.00 Ending \$16.00

Reason for Leaving: The work was too heavy for me and I didn't want to get hurt

Name and Address of Employer 2020 S. 10th street

Type of Business A2B movers Telephone No. 408 831 3682 Supervisor's Name Vlad  
 Your Position and Duties moving and installing, loading trucks and unloading.

Dates of Employment: From 04/17 To 12/17 Weekly Pay: Starting 13.50 Ending 15.00

Reason for Leaving: Better opportunities

Name and Address of Employer Cal Pro Security 1754 technology dr.



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outsourcing

Your Hospitality Staffing Professionals

Type of Business Security

Telephone No. ( )

Supervisor's Name George

Your Position and Duties Observe and Report

Dates of Employment: From 2 To 2 Weekly Pay: Starting \$11.00 Ending \$13.00

Reason for Leaving: better opportunities

Name and Address of Employer Cat-Pro Security 1754 Technology Dr.

Type of Business \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_ Supervisor's Name Sam Jock

Your Position and Duties \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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: \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_

Address \_\_\_\_\_

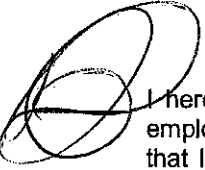
Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

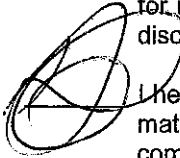
Name: \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_

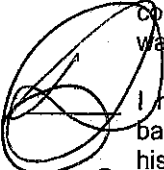
Address \_\_\_\_\_


Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_


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

 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.

 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.

 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.

 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.

 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**

**Date**

08/28/18

# NOTICE TO EMPLOYEE

Labor Code section 2810.5

## EMPLOYEE

Employee Name:

Daniel Sanchez Gutierrez

Start Date:

08/28/18

## EMPLOYER

Legal Name of Hiring Employer: S.E Scher

Is hiring employer a staffing agency/business (e.g., Temporary Services Agency; Employee Leasing Company; or Professional Employer Organization [PEO])? ☐ Yes ☐ No

Other Names Hiring Employer is "doing business as" (if applicable):

Acrobat Outsourcing

Physical Address of Hiring Employer's Main Office:

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

Hiring Employer's Mailing Address (if different than above):

Hiring Employer's Telephone Number: 415-431-8826

If the hiring employer is a staffing agency/business (above box checked "Yes"), the following is the other entity for whom this employee will perform work:

Name: \_\_\_\_\_

Physical Address of Main Office: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

## WAGE INFORMATION

Rate(s) of Pay:

\$16.90

Overtime Rate(s) of Pay:

\$25.35

Rate by (check box):

☒ Hour

☐ Shift

☐ Day

☐ Week

☐ Salary

☐ Piece rate

☐ Commission

☐ Other (provide specifics): \_\_\_\_\_

Does a written agreement exist providing the rate(s) of pay? (check box) ☒ Yes ☐ No

If yes, are all rate(s) of pay and bases thereof contained in that written agreement? ☒ Yes ☐ No

Allowances, if any, claimed as part of minimum wage (including meal or lodging allowances):

(If the employee has signed the acknowledgment of receipt below, it does not constitute a "voluntary written agreement" as required under the law between the employer and employee in order to credit any meals or lodging against the minimum wage. Any such voluntary written agreement must be evidenced by a separate document.)

Regular Payday: FRIDAY

## WORKERS' COMPENSATION

Insurance Carrier's Name: Integro USA Inc. dba Integro Insurance Brokers

Address: 1 State Street Plaza, 9<sup>th</sup> floor, New York, NY. 10004

Telephone Number: 212-295-5440

Policy No.: LDC4042609 AOS

☐ Self-Insured (Labor Code 3700) and Certificate Number for Consent to Self-Insure: \_\_\_\_\_

## PAID SICK LEAVE

Unless exempt, the employee identified on this notice is entitled to minimum requirements for paid sick leave under state law which provides that an employee:

- a. May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- b. May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- c. Has the right to file a complaint against an employer who retaliates or discriminates against an employee for
  1. requesting or using accrued sick days;
  2. attempting to exercise the right to use accrued paid sick days;
  3. filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
  4. cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code.

The following applies to the employee identified on this notice: *(Check one box)*

- ☐ 1. Accrues paid sick leave only pursuant to the minimum requirements stated in Labor Code §245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave.
- ☒ 2. Accrues paid sick leave pursuant to the employer's policy which satisfies or exceeds the accrual, carryover, and use requirements of Labor Code §246.
- ☐ 3. Employer provides no less than 24 hours (or 3 days) of paid sick leave at the beginning of each 12-month period.
- ☐ 4. The employee is exempt from paid sick leave protection by Labor Code §245.5. (State exemption and specific subsection for exemption): \_\_\_\_\_

## ACKNOWLEDGEMENT OF RECEIPT

*(Optional)*

Deana Gomez  
(PRINT NAME of Employer Representative)

[Signature]  
(SIGNATURE of Employer Representative)

8-28-2018  
(Date)

Daniel Gutierrez  
(PRINT NAME of Employee)

[Signature]  
(SIGNATURE of Employee)

08-28-18  
(Date)

The employee's signature on this notice merely constitutes acknowledgement of receipt.

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes.

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

B 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 blanch 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

A 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

-8

66%

Prep Cooks Test

- B 9) Which is the improper way to thaw frozen food?
- a. In the fridge
  - b. In a sink with cold water
  - ☒ c. On the counter
  - d. In the microwave
- A 10) Which of the following can you use to put out a grease fire?
- a. Baking Soda
  - b. Baking Powder
  - c. Flour
  - d. Water
- B 11) What is the temperature range of the danger zone?
- a. 25-135
  - b. 40-140
  - c. 50-160
  - d. 30-130
- D 12) Which of the following is listed from smallest to largest?
- a. Dice, chop, mince
  - b. Mince, chop, dice
  - c. Chop, dice, Mince
  - d. Mince, dice, chop
- B 13) Which direction should pan handles be turned while cooking on the stove?
- a. Over the fire at all times
  - b. Turned towards you for better control
  - ☒ c. Turned towards the right or left at all times
  - d. Over the countertop at all times
- D 14) When you poach something, you cook it with what?
- a. Noodles
  - b. Vegetables
  - ☒ c. Liquid
  - d. Oil
- C 15) Which spoon is used to remove fat from soups and stews?
- a. Basting Spoon
  - ☒ b. Ladle
  - c. Slotted Spoon
  - d. Portion Spoon
- B 16) Which of the following means to cook in a small amount of fat?
- a. Season
  - b. Sauté
  - c. Broil
  - d. Boil
  - e. Fry

Prep Cooks Test

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

B 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.





Name Daniel G  
Servers Test Score 20/35

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
- A 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
- A 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
- 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

-15 (57%)

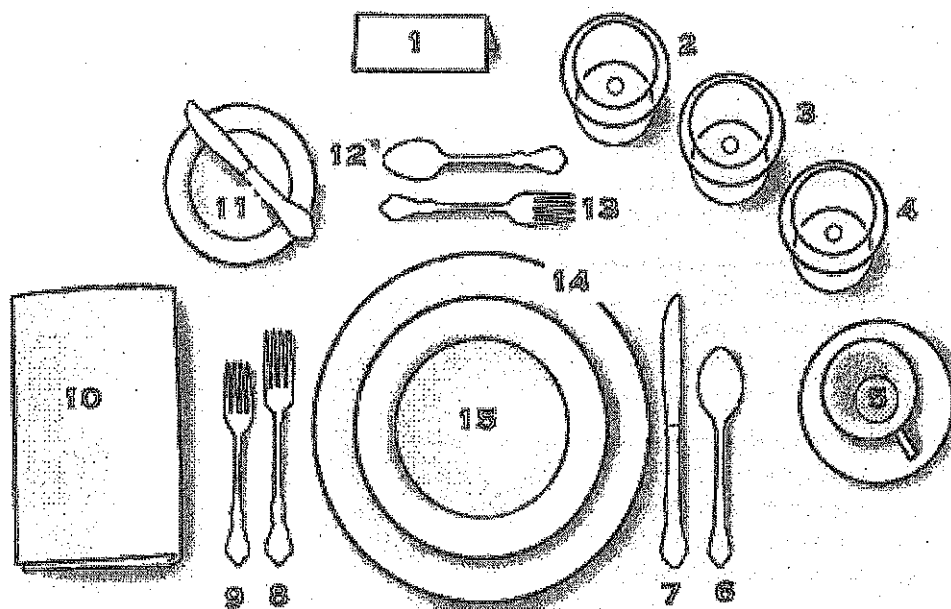
Match the Correct Vocabulary

- |                          |   |
|--------------------------|---|
| <u>D</u> Scullery        | <del>X</del> Metal buffet device used to keep food warm by heating it over warmed water   |
| <u>E</u> Queen Mary      | <del>X</del> 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  | <del>X</del> 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 Daniel

**Servers Test**

Score / 35



**Match the Number to the Correct Vocabulary**

- |    |                       |    |                              |
|----|-----------------------|----|------------------------------|
| 10 | Napkin                | 4  | Dinner Fork                  |
| 11 | Bread Plate and Knife | 5  | Tea or Coffee Cup and Saucer |
| 1  | Name Place Card       | 7  | Dinner Knife                 |
| 12 | Teaspoon              | 2  | Wine Glass (Red)             |
| 13 | Dessert Fork          | 9  | Salad Fork                   |
| 6  | Soup Spoon            | 14 | Service Plate                |
| 15 | Salad Plate           | 3  | Wine Glass (White)           |
| 4  | Water Glass           |    |                              |

**Fill in the Blank**

- The utensils are placed 2 inches inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Small plate & spoon
- Synchronized service is when: When its needed
- What is generally indicated on the name placard other than the name? name of person / Event
- The Protein on a plate is typically served at what hour on the clock? 2 o'clock
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
let the chef know or let customer know the ingredients on some plates that they can eat

Cashier Test

Score 13/15

B

1) A roll of quarters is worth?

- a) \$5.00
- ☒ b) \$10.00
- c) \$15.00
- d) \$20.00

A

2) A roll of dimes is worth?

- ☒ a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

D

3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- ☒ d) \$2.00

C

4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- ☒ c) \$0.50
- d) \$0.25

B

5) What does POS stand for?

- a) Patience over standards
- ☒ b) Percentage of sales
- c) Point of sales
- d) People over service

9.25

6) What is the current sales tax rate in your city? 9.25%

C

7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?

- a) \$4.06
- b) \$2.06
- c) \$7.06
- d) \$5.06

~~10.00 - 1.25 - 0.90 - 0.79 = 7.06~~

B

8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?

- a) \$19.50
- b) \$14.50
- c) \$9.50
- d) \$4.50

D

9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?

- a) \$6.00
- b) \$8.00
- c) \$10.00
- d) \$12.00

A

10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?

- a) \$78.50
- b) \$58.50
- c) \$38.50
- d) \$28.50

86%

A

11) Counterfeit pens should be used on which three denominations?

- a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

A

12) How many times should you count change when giving it to the customer?

- a) one
- b) two
- c) three
- d) no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases?

21

14) What are the acceptable forms of ID for alcohol purchases?

I.D

15) How many \$20 bills are in a bank band?

\$2,000.00