

Terrance Jordan

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SUMMARY:

Seeking an entry-level position in a company, that will allow me to utilize my expertise and skills.

QUALIFICATIONS/SKILLS:

- General Labor
- Computer Skills/IC3 Digital Literacy Certified
- California Class C driver's license
- Certified in Industrial Safety and Health
- Knowledge of chemical coding
- Dishwashing/Houseman experience
- Works well with or without supervision
- Typing 35 wpm
- Janitorial and maintenance experience
- Certified in Workplace Safety
- Knowledge of landscaping power tools
- Experience in a laundry facility

WORK EXPERIENCE:

Company: Northern CA Construction Training - Los Angeles, CA 01/2018 to 05/2018

Position: Highway Maintenance Worker

- Utilizing hand and power tools to maintain highway landscaping; additionally, cleaning and storing hand and power tools (loppers, trimmers, weed whackers, handsaws, and pole saws/pole pruners) in a safe and efficient manner.
- Assist in the repair of potholes performing roadway crack sealing, and running of traffic flagging operations.
- Safely remove trash, excess shrubbery, hazardous materials, homeless encampments from Los Angeles County freeways and travel routes.

Company: California Rehabilitation Center - Norco, CA

01/2017 to 09/2017

Position: Porter

- Perform janitorial duties
- Mop, sweep, vacuum, wash windows and wipe down auction podiums
- Go on errands to store to buy cleaning equipment and chemicals, fill up gasoline truck, and perform bank drops of money
- Move and drive cars from different lots to main lot or from main lot to other lots for storage

Company: California Men's Colony - San Luis Obispo, CA

11/2013 to 06/2014

Position: Kitchen Worker

- Make sure trays were clean and ready to use
- Serve food to inmates
- Sweep and mop dining hall
- Empty trash and cardboard
- Wash pots, pans, and utensils that were used for cooking and handling food

EDUCATION:

School: Central Coast Adult School

Program: GED

Year: 2013

Dishwasher Test

- C 1) After washing your hands, which item should be used to dry them?
- a) Clean apron
 - b) Sanitized wiping cloth
 - c) Single use paper towel
 - d) Common used cloth
- D 2) While washing dishes by hand, which item should you wear?
- a) Cutting glove
 - b) Oven Mitt
 - c) Rubber glove
 - d) Nothing
- D 3) When should you wash your hands?
- a) Before you start work
 - b) After handling non-food items (garbage, money, cleaning chemicals)
 - c) After using the restroom
 - d) All of the above
- B 4) If you need to move a heavy load, you should PULL and not PUSH the object.
- a) True
 - b) False
- E 5) Which of the following could you be at risk for getting burned from?
- a) Steam from boiling pots
 - b) Hot liquids (coffee, soup, tea)
 - c) Hot equipment (ovens, pots, chaffing dishes)
 - d) Harsh chemicals
 - e) All of the above
- A 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
- a) True
 - b) False
- C 7) What should you do if you spill liquids or see a liquid spill?
- a) Leave it for someone else to clean-up
 - b) Wait until the end of your shift to clean it
 - c) Flag the spill and clean it immediately
 - d) Not sure
- C 8) When handling hot items you should?
- a) Wear rubber gloves
 - b) No need to wear anything
 - c) Use an oven mitt or dry cloth towel
 - d) Nothing
- A 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?
- a) Rinsing
 - b) Scraping
 - c) Washing
 - d) Sanitizing
- B 10) What is the proper method for cleaning and sanitizing stationary equipment?
- a) Spray with a strong cleaning solution and wipe with a sanitized cloth
 - b) Spray with a sanitizing solution, then rinse with clean water and dry
 - c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
 - d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution