

ROBIN LUCAS

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PROFESSIONAL PROFILE

Personal home health care employee and housekeeping for 12+ years seeking a part/full time position.

EDUCATION

Cal Prep School - Encino, CA
1979 High School Diploma

EXPERIENCE

Adult Care Provider <i>Missy's Answering Service</i> Reseda, CA	2006 - 2018
<ul style="list-style-type: none">Participated in all aspects of assisted care including dispensing medicine, bathing, and dressing.Maintained all living quarters. Cleaning, cooking, errands and maintenanceHelped with transport to appointments	
Housekeeping <i>JC Pennys</i> Milwaukee, WI	2014 - 2016
<ul style="list-style-type: none">Cleaned multiple departments where needed.Maintained cleanliness of back rooms.Aided in different areas where help was needed.Assisted supervisor upon request	
Manager <i>McDonalds</i> Encino, CA	2013 - 2014
<ul style="list-style-type: none">Performed a variety of tasks to maintain proper operations.Supervised and assisted employees.Made sure all tasks were done in proper and timely manner.	

KEY STRENGTHS AND SKILLS

Assessment - Develop rapport with patients and family
Planning - Identifies patient needs and astutely determines priority of patient care
Implementation - Performs based on scientific nursing care and evidence based practice
Evaluation - Documents logically, succinctly and clearly demonstrating superior accuracy

Excellent computer skills including the full Microsoft Office Suite and various types of healthcare

databases

COMMUNITY INVOLVEMENT

American Red Cross - Frequent Blood and Platelet Donor
Valley Shelter - Helped process of caring for animals

Multiple Choice

- 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**
- 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
- 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
- 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
- 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**
- 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 dinning 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

Match the Correct Vocabulary

D Scullery

A. Metal buffet device used to keep food warm by heating it over warmed water

E 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)

A Chaffing Dish

C. Used to hold a large tray on the dining floor

B French Passing

D. Area for dirty dishware and glasses

G Russian Service

E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored

F Corkscrew

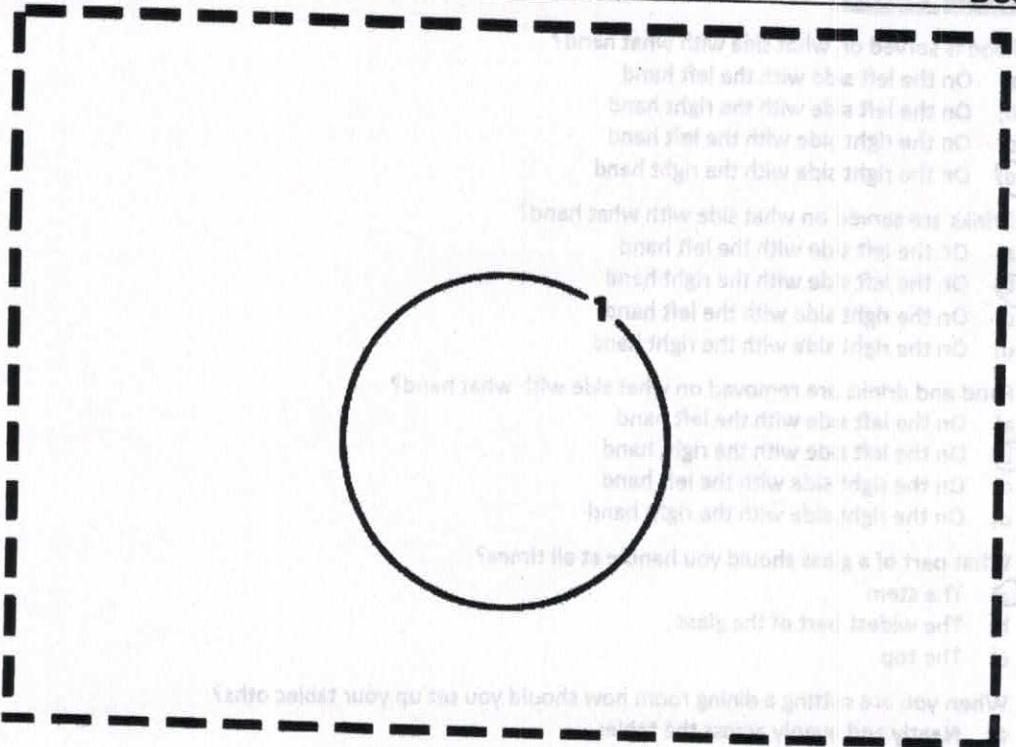
F. Used to open bottles of wine

C Tray Jack

G. Style of dining in which the courses come out one at a time

Servers Test

Score / 35

**Draw a formal place setting containing all of the following:**

1. Service Plate	7. Teaspoon	13. Water Glass
2. Salad Plate	8. Soup Spoon	14. Red Wine Glass
3. Bread Plate & Knife	9. Salad Fork	15. White Wine Glass
4. Napkin	10. Dinner Fork	
5. Name Place Card	11. Dessert Fork	
6. Tea/Coffee Cup & Saucer	12. Dinner Knife	

Fill in the Blank

1. The utensils are placed _____ inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? _____
3. Synchronized service is when: _____
4. What is generally indicated on the name placard other than the name? _____
5. The Protein on a plate is typically served at what hour on the clock? _____
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? _____