

INTERVIEW Note Sheet

Date:	3/7/19	Interviewer:	Jennifer Tucker	
Name:	Richard Heyward	Rate of Pay:	\$15.00- Lead/Sous 18+	
Date:	3/7/19	Received by:	Rosemarie Joines-Heyward \$13.00	
Position(s) Applied for:	Cook / Dish			
Job Skills				
Server	/35	% Bartender	/30	%
Prep Cook	/15	% Barista	/10	%
Grill Cook	/40	% Cashier	/10	%
Dishwasher	/10	% Housekeeping	/5	%
Experience				
Availability - Open availability <u>AM</u> Total of _____ in Food Service				
Travel - up to 1hr commute				

Experience - Compass Group - Lead Cook
 Forest Hill Field - Cook - breakfast / lunch
 North Jersey Country

P.O.S. Experience: Y / N detailist

Car	Public Transit	Carpool (Rider / Driver)		
North NJ	South NJ	Central NJ	Jersey Shore	
TIPS	Serv-Safe	LEAD	Other	Will Submit
Open	AM only	PM only	Weekdays only	Weekends only
Details:				

Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie
Chef Coat	Chef Pants	Kaives	Black Pants	Non-Slip Shoes	Bow Tie
Would you recommend this school for Academy?	Community College				
	Other Languages Spoken				

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

D X

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 blanche 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

C

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 X

8) Food should be left out no more than

- a. 2 hours
- b. 3 hours
- c. 4 hours
- d. 5 hours

89%

Prep Cooks Test

C

D X

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

C Y

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

C

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

C

14) When you poach something, you cook it with what?

- a. Noodles
- b. Vegetables
- c. Liquid
- d. Oil

B

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

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) Brutchetto to cut into very small pieces when uniformity of size and shape is not important.

RICHARD K. HEYWARD

166 Belmont avenue

Apartment 5

Belleville, N.J. 07109

Richardheyward23@yahoo.com Cell: (201) 396-3505

To My Future Employer,

I thank you for your time in reviewing my resume and qualifications. I have added a brief synopsis of my qualifications, and what I hope to bring to your operation.

My goal is to be the industry leader in providing the highest quality dining service to your clients and customers while striving to provide maximum career opportunities for our team members. My success lies in my ability not merely to adapt but to revitalize and transform my abilities continually. My extremely diverse career portfolio affords great opportunities for exceeding the needs and expectations of not only my employers, but the clients and customers I serve.

I believe I am a team player with a perfect blend of culinary and professional expertise.

Key Goals:

- Maintain the highest standards of food quality, presentation, sanitation, and safety.
- Develop and maintain outstanding client relations.

Key Attributes:

- Culinary degree from Star Academy
- 20+ years of experience in the food industry, from fine dining to food service
- Possess strong leadership, communication, and organizational skills
- Strong customer service skills
- Detail oriented
- Knowledgeable of current food trends
- Possess the ability to prepare dishes from a wide variety of cultures

Again, thank you for your time and consideration. I look forward to further discussing with you what I can bring to your team. If you have any questions regarding myself or my abilities, please contact me at (201) 396-3505 or via e-mail at: richardheyward23@yahoo.com.

Sincerely,

Richard K. Heyward

RICHARD K. HEYWARD
166 Belmont Avenue
Apartment 5
BELLEVILLE, N.J. 07109
Richardheyward23@yahoo.com Cell: (201) 396-3505

Qualification Profile

Highly dependable culinary professional with a passion for food and a desire to further my abilities.

- Experience in customer relations
- Cooperative and determined team leader
- Motivated Self Starter

EXPERIENCE

1/17-10/2018 Lead Cook

Celgene for Compass Group

- Preparation and set up for lunch service
- Maintained quality customer service directly
- Properly maintained an orderly station and service
- Practice proper sanitation and customer service skills

Summit, New Jersey

3/15-12/2016 Line Cook

Forest Hill Field Club

Bloomfield, New Jersey

- Preparation and set up for breakfast, lunch, and dinner service
- Maintained quality customer service directly
- Formal service at banquets, galas, and other events held at Field Club
- Properly maintained an orderly station and service
- Practice proper sanitation and customer service skills

9/14 – 1/15 Line Cook/Externship

Nico's Kitchen & Bar

Newark, New Jersey

- Preparation and set up for lunch and dinner service
- Formal service at banquets, galas, and other events held at NJPAC
- Practice proper sanitation and customer service skills
- Properly maintained an orderly station and service
- Maintained quality customer service directly
- Completed externship for culinary school under Adam Fiscus

10/13 – 2/14 Lead Cook

Macy's Regional Warehouse

Secaucus, New Jersey

- Preparation and set up for Breakfast and Lunch service
- Practice proper sanitation and customer service skills
- Properly maintained an orderly station and service
- Maintained quality customer service directly

6/13 – 9/13 Line Cook

North Jersey Country Club

Wayne, New Jersey

- Preparation and set up proteins for service
- Experienced in using the Grill, Deep Fat Fryer, and Sautee Station
- Responsible for all Mise en Place for the protein station
- Demonstrated proper plating

11/09 – 2/11 Lead Grill Cook.

Business Cafe

East Rutherford, NJ

- Preparation of food items in station, set up for Breakfast and Lunch service

- Demonstrated proper sanitation and customer service skills
- Accurately maintained an orderly station and service
- Maintained Proper quality customer service directly

4/09-6/09 Chef/A.M. Supervisor

Bridgewater Manor @ U.S. Customs and Border Protection

Elizabeth, NJ

- Preparation and set up for Breakfast and Lunch service
- Practice proper sanitation and customer service skills
- Properly maintained an orderly station and service
- Maintained quality customer service directly

9/07 – 1/09 Cook

Harvest Table

Newark, NJ

- Preparation of Breakfast and Lunch service
- Maintained proper sanitation and customer skills
- Experienced in using the Grill
- Ensured quality customer service

7/06 – 8/07 Head Cook /Co-owner

D & S House

Newark, NJ

- Preparation and set up for Breakfast and Lunch service
- Experienced in using the Grill
- Practiced proper sanitation and customer service skills

6/03 – 6/04 Kitchen Helper

Columbus Hospital

Newark, NJ

- Prep cook
- Porter
- Dishwasher
- Food distributor on floors

5/02 – 3/03 Assistant to Chef

Ramada Inn

Fairfield, NJ

- Prep cook
- Banquet server

9/00 – 9/01 Head Cook

J.C. DELI

Newark, NJ

- Lead short order breakfast cook
- Lead sandwich preparer in deli during lunch

4/95 – 8/00 Lead Cook

T.J. PARKER'S GOURMET DELI

Newark, NJ

- Preparation of sandwiches
- Operator of the flat grill
- Trained and supervised all newly hired employees in various stations of the establishment
- Responsible for the preparation, wrapping, and delivery of all catering events

1/94 – 10/94 Butcher's Assistant

PATHMARK SUPERMARKET

Newark, NJ

- Packaging of meat in select choices
- Stocking meat shelves
- Assisting customers in receiving best choice of meat
- Displaying sale items to catch the shopper's attention

EDUCATION.

11/13	STAR CAREER ACADEMY	Newark, NJ
	• ServSafe Manager Certified (Expires 11/12/2018)	
1/95	COUNCIL FOR AIRPORT OPPORTUNITY	Newark, NJ
	• Certified Customer Service Representative	
6/90	BARRINGER HIGH SCHOOL	Newark, NJ
	• High School Diploma	

REFERENCES

- **Reference #1:**
Name: Andrew Taylor
Occupation: Chef/Instructor @ Star Career Academy
E-mail Address: ATaylor@starcareer.edu
Phone Number: (201) 320-7859
- **Reference #2:**
Name: Joe Imbrenda
Occupation: Chef/Instructor @ Star Career Academy
E-mail Address: JImbrenda@starcareer.edu
Phone Number: (732) 762-7115
- **Reference #3:**
Name: Anthony Dent
Relationship: Friend
Occupation: Chef
Address: 8076 Aspen Crest Court
Orlando, F.L. 32835
Phone Number (407) 765-0146
- **Reference #4:**
Name: Anthony Martinez
Relationship: Friend
Occupation: Amtrack Engineer
Address: 280 Belmont Avenue
Belleville, N.J. 07109
Phone Number: (973) 202-4371
- **Reference #5:**
Name: Sidney Johnson
Relationship: Friend
Occupation: Chef
Address: 437 Highland Avenue
Orange, N.J. 07050
Phone Number: (973) 666-8724



Debbie McKee <debbie@acrobotoutsourcing.com>

Re: Employment Application New Jersey

JotForm <noreply@jotform.com>
 Reply-To: richardheyward23@yahoo.com
 To: debbie@acrobotoutsourcing.com, josephine@acrobotoutsourcing.com

Thu, Mar 7, 2019 at 11:41 AM

Employment Application New Jersey

First Name	Richard
Last Name	Heyward
E-mail Address	richardheyward23@yahoo.com
Phone	(201)396-3504
Address	166 Belmont Ave
Unit or Number	5
City, State	Belleville
Zip Code	07109
What region(s) are you applying to work within?	New Jersey
Which position(s) are you applying for?	Cook
Are you applying for:	Full-Time
When can you start?	03-11-2019
Can you work overtime?	Yes
How did you hear about us?	Referral
If you were referred, please tell us by whom:	Rosemarie Joiner
What days/times can you work? Select all that apply:	Monday AM Tuesday AM Wednesday AM Thursday AM Friday AM Saturday AM Sunday AM
Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank)	
Have you ever applied to or worked for Acrobat before?	Yes
Do you have any friends or relatives working for	my wife

Acrobat? If so, please let us know who:

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.

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

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.)

Name of School Barringer High School

City & State Newark, N.J.

Grade/Degree 12th

Graduated? Yes

Do you have any special licenses? (If so, label under "Special") No

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") Yes

Special: Customer service training, Culinary certification from Star Academy.

Are you currently employed? No

Can we contact your current employer? Yes

Name and Address of Employer Compass Group/Celgene 86 Morris ave Summit N.J.

Type of Business Pharmaceutical company.

Phone Number (267)353-2885

Your Position & Duties Lead Cook, I worked every station in the serving

area but primarily worked the action station.

Date of Employment (from/to): 01/17-10/18

Reason for Leaving Transfer to a closer location.

Still Employed: No

Name and Address of Employer

Type of Business

Phone Number

Your Position & Duties

Date of Employment (from/to):

Reason for Leaving

Still Employed:

Name and Address of Employer

Type of Business

Phone Number

Your Position & Duties

Date of Employment (from/to):

Reason for Leaving

Still Employed:

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

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

First Name Anthony.

Last Name Martinez

E-mail Address madmart280@verison.net

Phone (973)202-4371

Relationship: Friend

Years Acquainted: 30

First Name

Last Name

E-mail Address

Phone

Relationship:

Years Acquainted:

First Name

Last Name

E-mail Address

Phone

Relationship:

Years Acquainted:

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

(Checked box indicates acknowledgement)

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.

(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):

Richard K Heyward

Date:

03-07-2019

Please Attach Resume
Below

You can edit this submission and view all your submissions easily.



Case Verification Number: 2019066183513FC

Report prepared: 03/07/2019

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Client Company ID: 139349

Client Company Name: Acrobat Outsourcing

Employee Information

Name: Richard Heyward

Date of Birth: 11/22/1971

U.S. Social Security Number: ***-**-6461

Employee's First Day of Employment: 03/07/2019

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

Document Subtype: State Issued ID Card

Document Number: *****1712

Expiration Date: 02/29/2020

State: New Jersey

List C Document: Social Security Card

Case Information

Current Case Result: Closed

Case Submitted By: Jennifer Tucker

Case Status: Employment Authorized

Reason for Closure: Employment Authorized Auto Close