

Interview Note Sheet

Applicant Information

Name: Rebecca Crave Date: 3-12-2019

Position (s) Applied for: Cook & Cashier

Interviewer: Kelana Gomez Referred by: _____

Rate of Pay: _____

Test Scores

Server	%	/35
Prep Cook	%	/15
Grill Cook	%	/40
Dishwasher	%	/10
Bartender	%	/35
Barista	%	/15
Cashier	%	/15
Housekeeping	%	/16

Seeking:

☒ Full-Time

☐ Part-Time

the Fine Dining @ Restaurant

-supervisor

experience with knives

Total of 20 yrs. in Food Service/Hospitality

P.O.S. Experience: ☒ Y / ☐ N details: _____

Transportation

Regions Available to work: Car Public Transit Carpool (Rider / Driver)

Kansas City, KS Overland Park, Kansas Kansas City, MO Independence, MO

Certifications (if any)

TIPS Serv-Safe LEAD Other

Availability Open

Details: AM only PM only Weekdays only Weekends only

Uniforms Owned:

Bistro Chef Coat Chef Pants Black Bistro Tuxedo Black Pants 1/2 Tuxedo Black Vest Long Black Tie Bow Tie Other:

Would you recommend this applicant for Acrobat Academy?

Convention Candidates? Non-Slip Shoes Other Languages Spoken:

Rebecca Oravec
3401 Campbell St.~ Kansas City, MO 64109
816-883-5029
Email: rebeccaoravec@yahoo.com

Summary:

Fifteen years of experience cooking and catering, and 3 years of kitchen management experience. Demonstrated leadership abilities in team environment settings. Developed knowledge in a business environment. Food handling and safety skills. Proficient with modern kitchen equipment. Experience with contact suppliers and other managerial duties. Developed organizational skills and customer service aptitude in all types of settings.

Education

University of Missouri- Kansas City
Bachelor of Arts- Psychology and English- Creative Writing
May 2016
Ozarks Technical Community College
Associate of Arts Liberal Arts Transfer
2011-12
GPA 3.8

Experience:

08/18 - Current	CHARTWELLS AT ROCKHURST UNIVERSITY 1100 Rockhurst Rd. Kansas City, MO SUPERVISOR
01/17 - 02/18	ELITE CUISINE 4500 Main St. Kansas City, MO KITCHEN SUPERVISOR/CHEF
11/2015 - 08/2016	WAL-MART Kansas City, MO DELI SALES ASSOCIATE Duties: Catering, cooking for and stocking hot food case, temps, dates, times, and other compliance issues.
10/2105 - 10/2016	ARAMARK Kansas City, MO CATERING CHEF Duties: Preparing food for banquets, large parties, and conventions.
01/2015 - 09/2015	UMKC SCHOOL OF EDUCATION(Work Study Job) Kansas City, MO AUDIO VISUAL TECH
02/ 2013-01/2015	UMKC MILLER NICHOLS LIBRARY(Work Study Job) Kansas City, MO STUDENT ASSISTANT
10/09 - 12/2010	KMART CORPORATION(Change of State of Residence) Brooklyn, OH BAKERY/DELI CLERK Duties: Receiving, stocking, shelving, customer service, and catering.
	APPLBEE'S(Laid Off) Solon, OH

LINE COOK
 Duties: Preparing orders, prep work, customer service.
 02/2008 – 10/2008
 SANDRIDGE FOOD CORPORATION(Workman's Comp.)
 Medina, OH
 SANITATION
 Duties: Production, sanitation working with chemicals and equipment, supervising staff.
 04/2007 - 01/2008
 HMSHOST
 Broadview Hts., OH
 FOOD SERVICE SUPERVISOR
 11/2005 – 03/2007
 Duties: Equipment maintenance, food preparation, cashier, training and supervising staff, receiving.
 FULLTON BAR AND GRILL(Change of Ownership Lay Off)
 Cleveland, OH
 KITCHEN MANAGER/CHEF
 Duties: Preparing food to order, supervising staff, cleaning, creating daily/weekly specials, public relations, receiving and managing catering events.
 BRUNO'S RISTORANTE AND CATERING
 Cleveland, OH
 KITCHEN MANAGER/ SOUS CHEF
 06/2004-06/2005
 Duties: Preparing food to order, prepping, ordering from suppliers, creating monthly/weekly specials/new menu items, supervising staff, public relations, receiving, catering management.
 OTHER WORK EXPERIENCE: Lou and Eddie's Italian Cuisine (Kitchen Manager), Hecks Café(Lead Cook) TGI Fridays, Bob Evans, Denny's, Longhorn Steakhouse, Chili's, Shells Seafood Restaurant, Mustard Seed Market Café.

References:

Carol Sargent	Former supervisor	sargentc@umkc.edu	816-235-5484
Julie Richards	Former classmate and coworker	Richardsjulianmw@gmail.com	315-725-1051
Amanda Toomey	Former coworker	a c Toomey@yahoo.com	816-716-4904

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 Rebecca Orvill Date: 3/12/19
Home Telephone (814) 883 5029 Other Telephone ()
Present Address 3401 Campbell St.
Permanent Address, if different from present address:
Email Address rebeccaorvill@yahoo.com

EMPLOYMENT DESIRED

Position applying for: Any
Are you currently registered with any staffing and/or employment agencies? If so, please list HSC
Salary desired: negotiable

Are you applying for:
Full-time work? Yes ☒ No ☐ Part-time work? Yes ☒ No ☐
Temporary work, e.g., summer or holiday work? Yes ☒ No ☐
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 ☒ No ☐ If hired, on what date could you start working? 3/15/19

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	4/11						
PM							
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: no							

PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes ☒ No ☐ If yes, when? _____
Do you have friends or relatives working for Acrobat Outsourcing? Yes ☒ No ☐ If yes, please state name and relationship _____

If hired, would you have a reliable means of transportation to and from work? Yes ☒ No ☐
If hired, can you present evidence of your legal right to live and work in this country? Yes ☒ 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 ☒ No ☐

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 any and all Fair Chance Ordinances, 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?
Ozark Technical Community College	Springfield, MO	Liberal Arts	yes
Do you have any special licenses, certificates or special training? If so, please list under "Special."			
YES			not yet
Are you computer literate? If so, list software knowledge under "Special."			
YES			
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."			
YES			
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."			
YES			
Special:			
Food Handler - 20 yrs of cooking / often food service			

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: Charterwell - Rockhurst University
 Type of Business: Food
 Telephone No. () : Supervisory suite cook
 Your Position and Duties: chef Steven

Dates of Employment: From 08/18 To 3/8/19
 Reason for Leaving: personal

Name and Address of Employer: potbelly sandwich shop
 Type of Business: Food
 Telephone No. () : cook
 Your Position and Duties: cook

Dates of Employment: From _____ To _____
 Reason for Leaving: _____

Name and Address of Employer: _____

Type of Business _____ Telephone No. () _____ Supervisor's Name _____

Dates of Employment: From _____ To _____ Reason for Leaving: _____

Name and Address of Employer _____
Type of Business _____ Telephone No. () _____ Supervisor's Name _____
Your Position and Duties _____

Dates of Employment: From _____ To _____ 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: _____

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Alicia from Rockhurst Address: Independence, MO Occupation: retail supervisor Relationship: former coworker Number of Years Acquainted: 1

Name: Amanda Boerny Address: Leas Summit, MO Occupation: IT class teacher Relationship: former coworker Number of Years Acquainted: 4

Name: Alicia from Rockhurst Address: Kansas City, MO Occupation: Food service Relationship: former coworker Number of Years Acquainted: 1

JOB RELATED REFERENCES

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Name: _____ Address: _____ Telephone No. () _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Name: _____ Address: _____ Telephone No. () _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Name: _____ Address: _____ Telephone No. () _____

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

[Handwritten Signature]

Date

3/12/19

Multiple Choice (1 point each)

1) A gallon is equal to _____ ounces

a. 56

b. 145

c. 32

d. 128

2) Mesclun are what type of vegetable?

a. Roots

b. Beans

c. Salad Greens

d. Spices

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

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

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

6) Which of the following ingredients would you pack before measuring?

a. Olive Oil

b. Salt

c. Brown Sugar

d. White Sugar

7) What is Al Dente?

a. Firm but not hard

b. Soft to the touch

c. Very hard

d. Very soft

8) Food should be left out no more than

a. 2 hours

b. 3 hours

c. 4 hours

d. 5 hours

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Prep Cooks Test

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

10) Which of the following can you use to put out a grease fire?

- a. Baking Soda
- b. Baking Powder
- c. Flour
- d. Water

11) What is the temperature range of the danger zone?

- a. 25-135
- b. 40-140
- c. 50-160
- d. 30-130

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

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

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

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

15) Which spoon is used to remove fat from soups and stews?

- a. Basting Spoon
- b. Ladle
- c. Slotted Spoon
- d. Portion Spoon

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

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

- 1) How much time should you take to wash your hands with soap? b
 - a) 1 minute
 - b) 20 seconds
 - c) Time does not matter, water temperature does
 - d) 5 minutes
- 2) The recommended temperature for your refrigerator is... c
 - a) 45°F
 - b) 50°F
 - c) 40°F
 - d) 20°F
- 3) Food handlers must always wash their hands d
 - a) Before starting work
 - b) Switching between handling raw and ready-to-eat food
 - c) After going to the restrooms
 - d) All of the above
- 4) The most important reason for having food handlers wear hair restraints is to d
 - a) Prevent food from getting into food handlers' hair
 - b) Prevent food handlers from contaminating their hands by touching their hair
 - c) Keep the food handlers' hair in place
 - d) None of the above
- 5) Which of these conditions requires immediate corrective action? c
 - a) Packaged food items are stored at least 6 inches above the floor
 - b) Ice is being used to cool beef stew in a shallow pan
 - c) Raw meats are stored on a shelf above ready-to-eat egg salad in the walk-in cooler
 - d) Raw fish is stored above raw chicken in the walk-in freezer
- 6) Bacteria grow best in the temperature "danger zone" which includes temperatures between? c
 - a) 0°F and 100°F
 - b) 32°F and 220°F
 - c) 41°F and 135°F
 - d) 39°F and 178°F
- 7) After cutting raw chicken, what should be done before the cutting board is used for slicing onions for salad? d
 - a) Clean the cutting board with a wet wiping cloth
 - b) Turn the board over and use the other side
 - c) Rinse the board with running water
 - d) Wash, rinse, and sanitize the board prior to slicing the onions
- 8) Which of the following is NOT an approved method to thaw potentially hazardous foods? d
 - a) In a microwave oven
 - b) During the cooking process
 - c) Under cool running water
 - d) On a clean counter, at room temperature
- 9) Wiping cloths stored submerged in a bucket of sanitizing solution are for: c
 - a) Wiping spills only
 - b) Washing hands if the hand sinks are too far away
 - c) Sanitizing the blade of utensils such as knives
 - d) Maintaining moisture on the wiping cloth

Grill Cooks Test

- 10) Food-handling gloves must be changed frequently and also:
- a) After handling garbage
 - b) After every break
 - c) After picking things up off the floor
 - d) Between handling raw and cooked foods
 - e) All of the above
- 11) A julienne is:
- a) to cut food into 1 inch X 1 inch cubes
 - b) A cooking method using high heat
 - c) To cut food into 1/8 X 1/8 slices
 - d) A rough cutting method producing oblong shapes
- 12) A gallon is equal to _____ ounces
- a) 56
 - b) 145
 - c) 32
 - d) 128
- 13) How many cups are in a quart?
- a) 2
 - b) 4
 - c) 6
 - d) 8
- 14) A chiffonade is:
- a) To slice an herb or leafy vegetable into thin ribbons
 - b) To de bone a fish
 - c) Another name for parchment paper
 - d) To cook food in liquid, or at just below the boiling point
- 15) Potentially hazardous hot foods must be maintained at an internal temperature of _____ or higher to be safe
- a) 145° F
 - b) 135° F
 - c) 160° F
 - d) 180° F
- 16) Which of the following explains the process of poaching?
- a) Poke poultry on the thickest part in order to make sure it's tender
 - b) To cook food in an oven that has reached 350° F
 - c) Cook gently in water that is hot but not boiling (160°-180°)
 - d) Submerge protein in boiling liquid to speed cooking time
- 17) If a recipe calls for 16oz of mirepoix, how many ounces of onion, celery, and carrots do you need?
- a) 8 oz of celery, 4 oz of onion, 4 oz of carrot
 - b) 4 oz of celery, 8 oz of carrot, 4 oz of onion
 - c) 4 oz of celery, 8 oz of onion, 4 oz of carrot
 - d) 2 oz of celery, 10 oz of carrot, 2 oz of onion
- 18) Which of the following best describes braising?
- a) To cook quickly in a pan on top of the stove until food is browned
 - b) Process through which natural sugars in food become browned and flavorful while cooking
 - c) Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
 - d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

Grill Cooks Test

- 19) Which of the following best describes the process of Caramelization?
- To cook quickly in a pan on top of the stove until food is browned
 - Process through which natural sugars in food become browned and flavorful while cooking
 - Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
 - To plunge food into boiling water briefly, then into cold water to stop the cooking process

20) What temperature should chicken be cooked to?

- 145°F
- 155°F
- 165°F
- 175°F

21) What temperature should ALL ground meat be cooked to?

- 145°F
- 155°F
- 165°F
- 175°F

22) What temperature should fish be cooked to?

- 145°F
- 155°F
- 165°F
- 175°F

23) What is a roux and what is it used for? (2 points)

butter & flour - to thicken sauces

24) What is the process of making clarified butter, and why is clarified butter used? (3 points)

boil the butter, cool it in a fridge until it is solid - draw off the milk & water. Instruct high smoke point & salt free

25) What are the 5 mother sauces? (5 points)

1. hollandaise
2. tomato
3. bechamel
4. espagnole
5. veloute

26) What does it mean to season a grill and why is this process important? (3 points)

oil, it so that the heat will evenly distribute & things will not stick on it - prevents rust

27) What are the ingredients in Hollandaise sauce? (5 points)

egg yolk, butter, lemon juice, salt