



Name: Arturo Federico

Taborca ID: 51638

Date of Hire: 04/15/19

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
- 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 (notify payroll) 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

11-8:30pm

## Interview Note Sheet

## Applicant Information

Name: MT FedericoInterviewer: Christyann MaulupeDate: 04.15.2019

Rate of Pay:

Position (s) Applied for:

FOH (coordinate)

Referred by:

## Test Scores

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

## Seeking:

Full-Time

Part-Time

## Relevant Experience &amp; Summary of Strengths

Salad bar and soup - sanitation  
 set up operations  
 safety (gloves) - sanitation  
 replenishes food, etc  
 vegetarian / vegans.  
 diet restrictions / gluten free  
 greet customers by first name  
 familiar with chopping dishes setup  
 thoughtful and

Total of \_\_\_\_\_ in Food Service/Hospitality

Team player - several years in different capacities

- older picking
- team helper / kit building
- will offer a hand when needed
- assistance with catering setup
- instrumental in setting up and managing salad bar items and
- allergens: Preferences as well

extra mile with letting customers know from first glance

extra: pre-printed → labels for customers to help them out of own pocket

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

MOUNTAIN VIEW

## 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:

ART FEDERICO

(650) 386-1043

avfster@gmail.com

Mountain View, CA.

## Catering Operations Specialist / Guest Services Professional

Detail oriented service, support and business professional with strong command of day to day operations while always focused on quality, safety and superior customer satisfaction.

Excellent cross functional communications, teamwork player, leadership and creative problem solver with the intuition of identifying problems early and providing solutions to ensure operational consistency.

Exceptional ability to maintain accuracy, quickly learn environments and methodologies, strong ability to train, coach and supervise team members.

Experienced with Guest Services, Customer Relations, Product and Technical Support, Marketing Demos, Technical Training and Supervision,

### ADDITIONAL KEY AREAS OF EXPERTISE

Effective Multi-Tasking  
Best Principles/Practices  
Bilingual (English / Spanish)

Efficient Time Management  
Vendor and Partner Relations  
Client Relationship Development

Technical Writing  
Windows / Android  
Microsoft Office Suite

### Experience

**Catering Operations Specialist (COS) - Chewse Silicon Valley** (Menlo Park, CA., March 2019 to Present)

- Meal pickup, delivery and setup specialist with growth path to become certified trainer. (Part time status)

**Catering Onsite Specialist (OSS) - ZeroCater** (at GoDaddy, Sunnyvale, CA., June 2016 to March 2019)

- Reconnaissance and logistics Meal Host specialist responsible for receiving/accounting food deliveries and setup from partner restaurants, maintaining an organized and sanitized environment, replenishment of food.

**Guest Services Rep. - 49ers Stadium Mgmt. Co.** (at Levi's Stadium, Santa Clara, CA., June 2014 to present)

- Lead duties securing seating/sections, stadium directions and covering team member breaks.

**Hybrid Sabbatical (Volunteer, Business Advisor) - GSJHCC** - (San Jose, CA., Feb. 2009 to March 2014)

- Volunteer chamber of commerce business advisor, researching and assisting startups.

**Supervisor - South Bay Expressway** (San Diego, CA., Sept. 2007 to Feb. 2009)

- Responsible for Cash handling operation, accounting supervision and coaching toll booth attendants on shift.

**Lead Sales Consultant - A.T. & T.** (San Diego, CA. - consulting for U.S.M. & P., Mar. 2007 to Sept. 2007)

- Sales, coordinated guerilla marketing events, promotions consultant for AT&T products and services.

**Supervisor / Trainer - Northwest Airlines** (San Diego, CA. - consulting for Airport Terminal Svcs, Oct. 2006 to Mar. 2007)

- Worked as supervisor for approx. ten agents on shift following certification. Performed as certified Trainer.

**Customer Support Representative - Verizon Wireless** (Sacramento, CA., March 2006 to Aug. 2006)

- Front line resource in handling customer issues related to billing and sales.

**Customer Care Representative - Caremark Corp.** (Sacramento, CA., Nov. 2005 to March 2006)

- Validated benefits by pharmacists and insurance carriers on behalf of patients/customers.

**Technical Training Manager - XACCT Technologies** (Santa Clara, CA., June 1999 to March 2001)

- Established, coordinated & managed the worldwide training and demo services departments.

**Customer Support Supervisor / Technical Trainer - Compuware Corporation** (May 1995 to June 1999)

- Established and managed the customer support & training departments for the EcoScope software product.

**Technical Instructor / Pre-Sales Support - Centura Software / Compuware Corp.** (June 1990 to May 1995)

- Trained customers and coworkers on XPEDITER software tools with product installations and configurations.

### Education

- Condie College of Technology and Business - Computer Science Certification in five business level computer programming languages, business accounting.



- Institute for Career Development - Certified in Microsoft Excel and Microsoft Access. Additional credit as Teacher's Assistant.



## 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 ARTURO FEDERICO Date: 4-15-19  
Home Telephone (650) 386-1043 Other Telephone (408) 376-1118 (MOBILE)  
Present Address 1800 CALIFORNIA ST #10, MOUNTAIN VIEW, CA. 94041  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address AVESTER@GMAIL.COM

### EMPLOYMENT DESIRED

Position applying for: FRONT OF HOUSE PROFESSIONAL Salary desired: \$21 +

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

NO

Are you applying for: Full-time work? Yes ☒ No ☐ Part-time work? Yes ☐ No ☐

Temporary work, e.g., summer or holiday work? Yes ☐ No ☒ 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 ☒ No ☐ If hired, on what date could you start working? OPEN FOR NEGOTIATION

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		(9AM to 10 PM)					
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 ☐

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Your Hospitality Staffing Professionals

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?
Do you have any special licenses, certificates or special training? If so please list under "Special".		<u>YES</u>	NO
Are you computer literate? If so, list software knowledge under "Special."		<u>YES</u>	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	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."		YES	NO
Special: <u>FOOD HANDLERS CERTIFICATION, MICROSOFT OFFICE &amp; MANY OTHER SOFTWARE APPS, SUPERVISORY &amp; MANAGER POSITIONS, TECHNICAL TRAINING</u>			

## 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 X No \_\_\_\_\_ If so, may we contact your current employer? Yes \_\_\_\_\_ No X

Name and Address of Employer 101 JEFFERSON DRIVE, MENLO PARK, CA. 94025  
 Type of Business CATERING OPERATIONS Telephone No. ( ) Supervisor's Name BELEN BARCISO  
 Your Position and Duties CATERING OPERATIONS SPECIALIST. PICKING UP FOOD FROM RESTAURANT VENDOR & DELIVERING FOR SETUP AT CLIENT SITE. OPTIONALLY WILL STAY TO HOST.  
 Dates of Employment: From MARCH 18<sup>TH</sup> 2019 To PRESENT  
 Reason for Leaving: PART TIME and TOO MUCH DRIVING.

Name and Address of Employer ZERO CATER, 115 STILLMAN ST, SAN FRANCISCO, CA. 94107  
 Type of Business CATERING OPERATIONS Telephone No. (415) 748-6353 Supervisor's Name CAMERON GIBBONS  
 Your Position and Duties ONSITE SPECIALIST, FRONT OF HOUSE/MEAL HOST-RELATED DUTIES, RECEIVING MEAL DELIVERIES & ENSURING COMPLIANCE & QUALITY & CLEAN UP.  
 Dates of Employment: From MARCH 2016 To MARCH 2019  
 Reason for Leaving: FOUND OUT ABOUT BUDGET CUTS & BEGAN LOOKING FOR EXIT

Name and Address of Employer 49ERS STADIUM MGMT CO. 4949 MARIE DEBARTOLO WAY, SANTA CLARA, CA.  
 Type of Business STADIUM OPS Telephone No. (650) 296-6466 Supervisor's Name SAMEET SHANKAR  
 Your Position and Duties GUEST SERVICES, ROVER, LEAD, REP RELATED DUTIES  
 Dates of Employment: From JUNE 2014 To PRESENT



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Reason for Leaving: ~~STILL EMPLOYED~~ STILL EMPLOYED THERE

Name and Address of Employer SOUTH BAY EXPRESSWAY

Type of Business TOLL ROAD Telephone No. (619) 661-2070 Supervisor's Name GARY JOHNSON

Your Position and Duties SUPERVISOR OF TOLL ROAD AGENTS & ROADWAY OPERATIONS, PLUS ALL CASH HANDLING AND ACCOUNTING FOR SHIFT

Dates of Employment: From JUNE 2007 to MAY 2009

Reason for Leaving: LAID OFF DUE TO LACK OF WORK

Have you ever been fired from any previous place of employment? If so, please explain: YES, ZERO CATER TERMINATED MY EMPLOYMENT WHEN I DISCUSSED LEAVING BECAUSE OF BUDGET CUTS, I HAD DISCUSSED LEAVING TO AN EMPLOYEE OF GODADDY WHERE I WAS MEAL HOST

## 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: JEFF BROWN Telephone No. (858) 581-9015

Address SAN DIEGO, CA.

Occupation CEO, B+B TECHNOLOGIES Relationship FRIEND BUSINESS PARTNER Number of Years Acquainted: 13

Name: CARLOS FIGUEROA Telephone No. (408) 886-1145

Address \_\_\_\_\_

Occupation: CEO, GSJ HCC Relationship CEO BUSINESS PARTNER Number of Years Acquainted: 17

Name: CAMERON GIBBONS Telephone No. (415) 748-6353

Address PORTLAND, OREGON

Occupation: EX-SUPERVISOR Relationship: FRIEND, EX-SUPERVISOR Number of Years Acquainted: 3

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

  *JS*   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.

  *JS*   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.

  *JS*   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.

  *JS*   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.

  *JS*   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**

  *Arturo Federman*  

**Date**

  4-15-19

# NOTICE TO EMPLOYEE

Labor Code section 2810.5

## EMPLOYEE

Employee Name: Arturo Federico

Start Date: 04/25/2019

## 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: Acrobat Outsourcing San Jose

Physical Address of Main Office: 1585 The Alameda, San Jose, CA 95126

Mailing Address: " "

Telephone Number: 408-483-4271

## WAGE INFORMATION

Rate(s) of Pay: \$19.00

Overtime Rate(s) of Pay: \$28.50

Rate by (check box): ☐ Hour ☐ Shift ☐ Day ☐ Week ☐ Salary ☐ Piece rate ☐ Commission

☐ Other (provide specifics): For @ Google

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):

N/A

(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)*

Monira Cheung  
(PRINT NAME of Employer representative)

[Signature]  
(SIGNATURE of Employer Representative)

04/25/2019  
(Date)

ARTURO FEDERICO  
(PRINT NAME of Employee)

[Signature]  
(SIGNATURE of Employee)

4-25-19  
(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.