



Name: Tashira Coolay  
Taborca ID: 51722  
Date of Hire: 5/1/19  
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

Name: Tashia Cooley

Score /14

Housekeeping Test

~~10~~ 9/14

- ✓ 1. During which of the following situation(s) should you wear gloves?
  - a) When handling disinfectant solutions
  - b) When cleaning guest rooms
  - c) When handling soiled linen
  - d) When handling or disposing of waste
  - ✓ e) All of the above
- ✓ 2. Which of the following should be cleaned daily?
  - a) Chairs, lamps, and tables
  - b) Tabletops, bed, and handrails
  - c) Grab bars, light, tops of doors and counters
  - d) Floors, sinks, toilets, and latrines
  - ✓ e) All of the above
- ✗ 3. ~~True or False:~~ You do not need to use a separate cloth for cleaning bathrooms. Yes
- ✗ 4. ~~True or False:~~ Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture.
5. Should the following be cleaned daily or weekly? Circle one.

|                           |                         |
|---------------------------|-------------------------|
| a) Floors                 | <u>Daily</u> / Weekly ✓ |
| b) Toilets and latrines   | <u>Daily</u> / Weekly ✓ |
| c) Carpets in guest rooms | <u>Daily</u> / Weekly ✗ |
| d) Carpets in offices     | <u>Daily</u> / Weekly ✗ |
| e) Soiled linen           | <u>Daily</u> / Weekly ✓ |
- ✗ 6. The best way to clean the floors:
  - a) Scrubbing
  - b) Dry sweeping and dusting
  - ✓ c) Sweeping, mopping and dusting
  - d) Wet mopping
- ✗ 7. What should 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 up immediately
  - d) Not sure
- ✗ 8. The proper procedure for cleaning spills of blood and other body fluids is:
  - ✗ a) Wearing gloves, clean with cloth soaked in chlorine solution and follow up with disinfectant solution
  - b) Find the janitor on- duty and ask him to clean it up
  - ✓ c) Grab whatever is closest and wipe up immediately, then mark "Biohazard"
  - d) Nothing
- ✓ 9. What do you do if you encounter with bed bugs in a guest room?

~~Report~~ only manager first then clean the room  
with disinfectant and the Bedding Supplies
- ✗ 10. What do you do if you find Lost and Found items in a guest rooms?

Return back to the guest or Place in lost and found
- ✗ 11. Describe the difference between a disinfectant and a cleaning solution?

A disinfectant is something you spray in a room to sanitize it  
A cleaning solution clean floors and rooms.

Tasha Cooley

## Prep Cooks Test

Multiple Choice (1 point each)

12/20

- 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 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
- B 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
- 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 8) Food should be left out no more than  
a. 2 hours  
b. 3 hours  
c. 4 hours  
d. 5 hours

- D 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

## Prep Cooks Test

A

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

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

D

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

A

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

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

C

16) Which of the following means to cook in a small amount of fat?

- a. Season
- b. Sauté
- c. Broil
- d. Boil
- e. Fry

C

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

C

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)

## Prep Cooks Test

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19) <sup>Salt</sup> ~~Seasoning~~ & <sup>Pepper</sup> ~~Spices~~ are the basic seasoning ingredients for all savory recipes.

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

Chop