



Name: Nevada Dodd

Taborca ID: 51727

Date of Hire: 5/2/19

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

Buffet Service Test

7/10

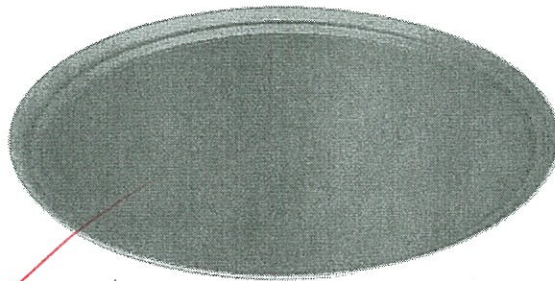
Multiple Choice:

1. The first thing a client is going to notice about you is:
A. How much you went through to get there
B. How far you had to park
C. What you look like when you report for duty
D. How Punctual you are
E. A&B only
F. C&D only
G. All of the above
2. BEO stands for:
A. Banquet Efficiency Order
B. Better Events Organization
C. Banquet Event Order
D. Best Ever Odor
E. None of the above
3. Once your chaffing dish is set up, the next step is to add what to the pan:
A. The food
B. Hot Water
C. Cold Water
D. Jelly from the Sterno can
E. None of the above
4. Which is an acceptable way to lite a sterno can?
A. With matches
B. With a regular cigarrate lighter
C. With a long-neck lighter
D. All of the above
E. None of the above

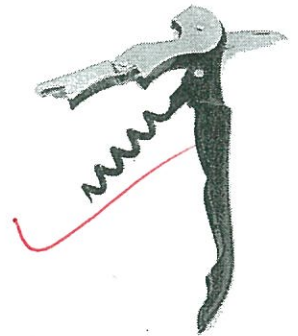
Name that item:



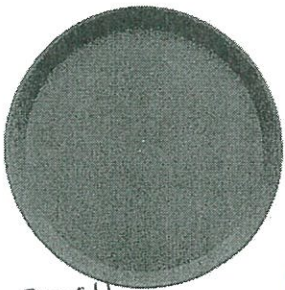
Heat-Under pan



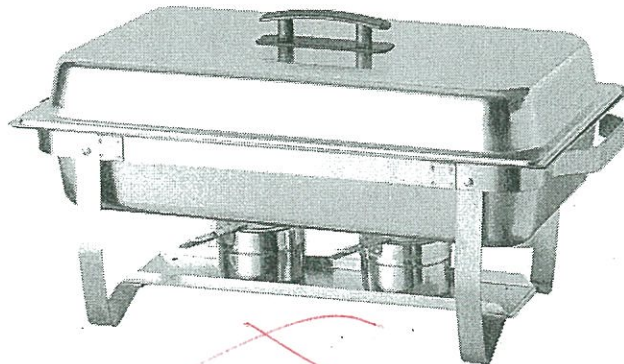
Large server
Table tray



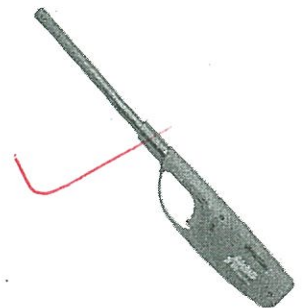
Long skew



Small
Server tray



Banquet pan's for food



lighter