



Name: Nevada Deodet

Taborca ID: 51727

Date of Hire: 5/21/19

Date of Re-Act: / /

New employee set up

- o E-verify
- o Hire Right EE
- o Hire Right Internal (upload any list A docs)
- o Direct Deposit (Scan to Payroll) and/or Global Cash Card – complete the form & have EE sign
- o Notice to Employee Completed
- o Added to Orientation Time Sheet
- o Attended New Hire Orientation
- o Background Check
- o New Hire List (All fields)
- o Check Taborca Profile (All fields)
- o Upload Resume and Skills Tests (one doc)
- o Upload Food Handler's Card

Re Act employee set up (See Re Act Process for more detail)

- o File and I9 pulled (new one created/done in Hire Right if old ones are gone)
- o Re Act onboarding if initially hired before 1/1/16
- o Check W4
- o Check all demographic info and availability
- o Check for skills tests, app, FHC, and resume (get new app, new resume if hired more than 1 year ago)
- o Complete Notice to Employee with updated pay if necessary
- o Verify pay option (notify payroll) and take steps to Re Act any old pay options still current
- o Run new BGC if more than 1 year since last shift worked
- o New orientation/place on time sheet if it's been over a year since last shift
- o New Hire List (all fields)
- o 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 chafing 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 cigarette lighter
 - C. With a long-neck lighter
 - D. All of the above
 - E. None of the above

Name that item:

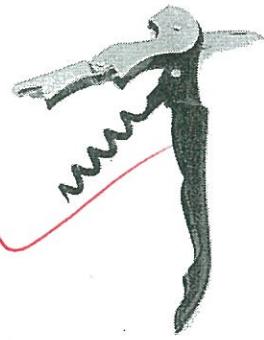


Heat-Winter pan

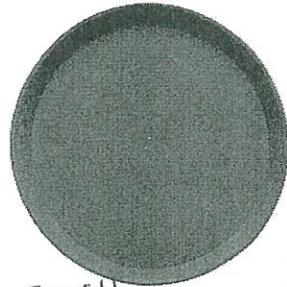


Larger server

Table tray

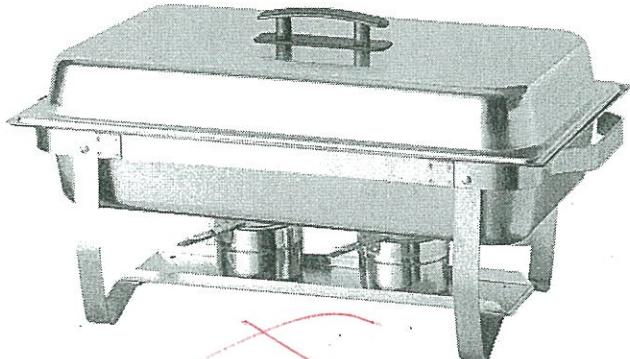


Cong. skew

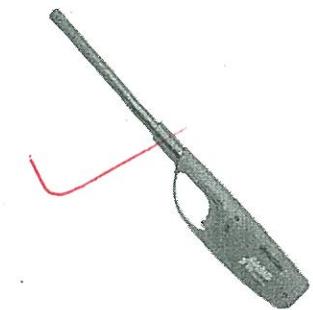


Small

Server tray



Banquet pan's for food



Lighter