



# BERNICE DAVIS

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## Summary

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I am seeking a position as a Custodian Attendant, where I can utilize my talent & experience professionally and successfully excel in an environment where I can become an eligible employee and accept advancement opportunities.

## Skills

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- Proficient in Patient Care
- Customer Service
- MS Window Proficient
- Medical Terminology
- Medical coding skills ICD-9
- Interpersonal skills
- Great organizational skills
- Team oriented
- Able to work well unsupervised
- Able to meet deadlines
- Reliable and prompt
- Household Management

## Experience

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Alpha & Omega | Los Angeles, CA  
**Custodian**  
10/2018 - Current

- Perform all activities that are custodial in nature and deemed appropriate by Head Custodian or Administration.
- Keep buildings and grounds neat and clean at all times.
- Clean and maintain all assigned workspaces and equipment.
- Assisting fans, and restocking the stadiums back to their normal state.
- Understand and follow safety procedures
- Perform other duties as assigned.

UCLA School of Dentistry | Los Angeles, CA  
**Hospital Assistant II**  
04/2004 - 09/2017

- Provide customer service to 300 plus students, doctors, & faculty daily, assisting with state boards exam yearly
- Distribution, decontamination, assembly, peel packages, & sterilization of various dental supplies, cassettes.
- Daily use of steam sterilizer, ultrasonic cleaner & instrument washer
- Preparing for different courses/ classes by gathering & organizing materials needed
- Supervision of all volunteers/students workers daily
- All other duties assigned

Manchester Manor Convalescent Home | Los Angeles, CA  
**Certified Nursing Assistant**  
**EXTERNSHIP**  
08/2014 - 09/2014

- Performed 160 hours of in home service to residence
- Change clothing, perform variety of duties such as obtaining supplies, checking vitals, going over nutrition
- Massage & prepare patients for treatment, and provide help with moving from place to place
- Maintaining all patient record in regards to patient care, progress & problems for discussion with supervisor
- All other duties as assigned

## Education and Training

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Evans Community Adult School | Los Angeles, CA  
Building & Ground worker  
2019

Los Angeles Technology Center | Los Angeles, CA  
Certified Nursing Assistant, Home Health Aide  
2014

Los Angeles Trade Technical College | Los Angeles, CA  
**Associate of Arts**  
2000

Bernie Davis

## Dishwasher Test

-2 80%

1) After washing your hands, which item should be used to dry them?

- a) Clean apron
- b) Sanitized wiping cloth
- c) Single use paper towel
- d) Common used cloth

2) While washing dishes by hand, which item should you wear?

- a) Cutting glove
- b) Oven Mitt
- c) Rubber glove
- d) Hoisting

3) When should you wash your hands?

- a) Before you start work
- b) After handling non-food items (garbage, money, cleaning chemicals)
- c) After using the restroom
- d) All of the above

4) If you need to move a heavy load, you should PULL and not PUSH the object.

- a) True
- b) False

5) Which of the following could you be at risk for getting burned from?

- a) Steam from boiling pots
- b) Hot liquids (coffee, soup, tea)
- c) Hot equipment (ovens, pots, chaffing dishes)
- d) Irons, steamers
- e) All of the above

6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.

- a) True
- b) False

7) What should you 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) Wipe it up and clean it immediately
- d) Put it in

8) When handling hot items you should:

- a) Wear rubber gloves
- b) No need to wear anything
- c) Use an oven mitt or dry cloth towel
- d) Nothing

9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?

- a) Rinsing
- b) Scrubbing
- c) Washing
- d) Sanitizing

10) What is the proper method for cleaning and sanitizing stationary equipment?

- a) Spray with a strong cleaning solution and wipe with a sanitized cloth
- b) Spray with a sanitizing solution, then rinse with clean water and dry
- c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
- d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution

Name Bernice Davis

## Servers Test

Score B / 35

### Multiple Choice

1) Food is served on what side with what hand?

- a) On the left side with the left hand
- b) On the left side with the right hand
- c) On the right side with the left hand
- d) On the right side with the right hand

2) Drinks are served on what side with what hand?

- a) On the left side with the left hand
- b) On the left side with the right hand
- c) On the right side with the left hand
- d) On the right side with the right hand

3) Food and drinks are removed on what side with what hand?

- a) On the left side with the left hand
- b) On the left side with the right hand
- c) On the right side with the left hand
- d) On the right side with the right hand

4) What part of a glass should you handle at all times?

- a) The stem
- b) The widest part of the glass
- c) The top

5) When you are setting a dining room how should you set up your tablecloths?

- a) Neatly and evenly across the tables
- b) The creases should all be going in the same directions
- c) The chairs should be centered and gently touching the table cloth
- d) All of the above

6) If you bring the wrong entrée to a guest what should you do?

- a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
- b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served
- c) Try to convince the guests to eat what you brought them
- d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

### Match the Correct Vocabulary

- |                          |  |
|--------------------------|--|
| <u>A</u> Scullery        | <u>A.</u> Metal buffet device used to keep food warm by heating it over warmed water   |
| <u>D</u> Queen Mary      | <u>B.</u> Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron) |
| <u>C</u> Chaffing Dish   | <u>C.</u> Used to hold a large tray on the dining floor  |
| <u>G</u> French Passing  | <u>D.</u> Area for dirty dishware and glasses  |
| <u>B</u> Russian Service | <u>E.</u> Large metal shelving unit for prepared food to be held or for dirty trays to be stored   |
| <u>F</u> Corkscrew       | <u>F.</u> Used to open bottles of wine   |
| <u>C</u> Tray Jack       | <u>G.</u> Style of dining in which the courses come out one at a time  |

Bernice Davis

Student  
Prep Cooks Test

**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
- 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