

Arthur Sanchez

Van Nuys, CA 91406

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SUMMARY OF SKILLS

- Work experience includes Landscaper, Maintenance, and Clerk
- Bilingual in English and Spanish. Speaks fluently
- Experienced in basic plumbing work, able to utilize hand and power tools.
- Knowledgeable in basic auto mechanics; dry cleaning services
- Eager to work, flexible, and demonstrated ability to work well in various environments.
- Takes initiative in the workplace and able to work in a team setting.
- Knowledgeable in safety practices including use of hand tools and solutions.

EMPLOYMENT HISTORY

Landscaping and Maintenance

Jamestown, Jamestown, CA

2014-2019

- Maintained planters, lawns, and irrigation systems up to working condition.
- Handled routine maintenance on irrigation system.
- Participated in providing clean, litter free environment.
- Used shovels, rakes, lawn movers, and pruners. Utilized weed whackers.
- Cleaned and organized outside areas.

Clerk

Jamestown, Jamestown, CA

2009-2014

- Handled shipping and receiving: logged in merchandise, kept inventory up to date, and provided support for receiving and release.
- Assisted main supervisor with the operation of shipping and receiving.
- Trained staff members in responsibilities relating to department.
- Assisted in the maintenance of inventory.

EDUCATION and CERTIFICATIONS

Job Preparation Certificate

Chrysalis nonprofit organization, Pacoima, CA

04/2019

Dry Cleaning

San Luis Obispo School, San Luis Obispo, CA

1982

Auto Mechanics

Corona School, Corona, CA

GED

Tracy Community School, Tracy, CA

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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) Nothing

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) Grease from boiling pots
- b) Hot liquids (coffee, soup, tea)
- c) Hot equipment (ovens, pots, chaffing dishes)
- d) March 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) Mop the spill and clean it immediately
- d) Nothing

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) Drying
- 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