

# Interview Note Sheet

## Applicant Information

Name: <u>Andrea Pickens</u>	Interviewer: <u>Anthony W.</u>
Date: <u>6/17/19</u>	Rate of Pay:
Position (s) Applied for: <u>HSKP</u>	Referred by:

## Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/15	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	<u>12</u> /16	%

## Seeking:

Full-Time

Part-Time

## Relevant Experience & Summary of Strengths

Subway - Asst. Manager  
Open & closing

Total of \_\_\_\_\_ in Food Service/Hospitality

Server - Bart / Busser / Run

Marriott - 14.

23 Rooms - Air

40 - ?

510 - ?

P.O.S. Experience: Y / N details: \_\_\_\_\_

## Transportation

Car

Public Transit

Carpool ( Rider / Driver )

## Regions Available to work:

Kansas City, KS

Overland Park, Kansas

Kansas City, MO

Independence, MO

## Certifications (if any)

TIPS

Serv-Safe

LEAD

Other \_\_\_\_\_

Will Submit

## Availability

Open

AM only

PM only

Weekdays only

Weekends only

Details:

## Uniforms Owned:

Bistro

Black Bistro

Tuxedo

1/2 Tuxedo

Black Vest

Long Black Tie

Chef Coat

Chef Pants

Knives

Black Pants

Non-Slip Shoes

Bow Tie

Other: \_\_\_\_\_

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:



## Anthony Williams

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**From:** Andrea Pickens <8415651f7e3233119488f37941506994@reply.craigslist.org>  
**Sent:** Friday, June 14, 2019 10:45 AM  
**To:** 8415651f7e3233119488f37941506994@job.craigslist.org  
**Subject:** Open Interviews- Cooks, Servers, Housekeeping

- CURRENTLY RELOCATED IN KC ☺
- Hello my name is Andrea pickens I'm currently seeking an part time job I have amazing customer counter service skills I work at subway currently so I have to deal with guests all day wit a smile and politeness I have reliable transportation and just feel like this would be a great fit for us both I can be reached by email or my phone number is [3145658662](tel:3145658662) I hope to hear from you thanks
- 
- Andrea Pickens
- 
- [A.g.pickensAP@gmail.com](mailto:A.g.pickensAP@gmail.com)
- 
- [314-565-8662](tel:314-565-8662)
- Objective: I am seeking employment that can provide me with the opportunity to utilize and strengthen my skills and abilities. I have a strong solid work ethic and the ability to perform and excel under pressure and fast paced environments. I am a team player and an incredible people person. I enjoy meeting new people and learning skills to further assist me in maintaining a career. Also I am currently working at subway building sandwiches for guests and prepping food I also clean tables bathrooms have no problem working hard I've been a server a busser a hostess and I really think I'd be perfect as a bus girl/ help out since I have that experience
- Strengths:
  - : Fast worker, quick learning, willing to learn
  - : Team player, people person
  - : Willing to perform various tasks
- Work Experience: Subway: (2017- currently)st.louis mo: sandwich artist
- Duties: opening and closing store performing opening procedures counting down and ironing register and POS for the day
- Prepping necessary ingredients and food for the day baking bread and cookies maintaining a clean lobby bathroom and entrance
- Making sandwiches to guests order and likings while maintaining a drive thru service as well
- Completing guests order with follow up transaction providing pleasant and timely customer service while performing cashier duties
- Bait Seafood Grill: ((2017-2018) : Central Westend: server assistant:
- Duties: cleaning and maintaining front and back of restaurant helping assist servers food runner polishing silverware stocking bathrooms and performing closing cleaning duties
- 
- [STARBUCKS](#):(2012-present) : Washington University Saint Louis University:duties; opening cafe,greeting serving and preparing orders for guests, keeping cafe cleaned and stocked .

- [Panera Bread](#) Co:(2009-2012) : Lindbergh and [Halls ferry](#): duties; opening cage managing small drive thru crew,training new shift members,promoting and taking orders threw intercom drive thru speaker,preparing sandwiches salads and soups upon guests requests, serving prepping and making coffee, latte, smoothie beverages, and transferring of money at cash register window
- [Pasta House](#):(2007-2009) : West Florissant and Clocktower: duties; answering phones to take call in orders, and reserve reservations, cleaning and maintaining lobby area, and greeting and seating guests
- Education:
  - High School: Riverview Gardens High School st.louis mo Shepley dr 63136
  - Degree: HIGH SCHOOL DIPLOMA
  - Elaine Stevens Beauty College St. Louis mo 63136 w.florissant
  - Degree: COSMETOLOGY LICENSE
- Hobbies:
  - : READING
  - :SHOPPING
  - :WORKING
  - :SPENDING TIME WITH KIDS
  - :SINGING
  - :PLAYING WITH MY DOG
  - :DANCING
- References:
  - AVAILABLE UPON REQUEST

I am a great team player a great leader i know when it is important to follow them lead and lead them to follow I'm great at learning new things I'm fast I'm quick and I'm reliable I'm moving from St. Louis to KC and would love to start my work experience with you

<https://kansascity.craigslist.org/fbh/d/kansas-city-open-interviews-cooks/6899896556.html>

Sent from my iPhone

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Original craigslist post:

<https://kansascity.craigslist.org/fbh/6899896556.html>

About craigslist mail:

<https://craigslist.org/about/help/email-relay>

Please flag unwanted messages (spam, scam, other):

<https://craigslist.org/mf/c2b6dd6ae433dcc9ad9941baaf51164990b1c69b.1>

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ACROBAT OUTSOURCING  
TSC GROUP

## Employment Application

Acrobat Outsourcing is an equal opportunity employer dedicated to non-discrimination in all employment practices. Acrobat Outsourcing selects the best qualified individual for the job based on job-related qualifications regardless of race, age (40+), color, religion, gender, national origin, ancestry, marital status, sexual orientation, disability or any other status protected by applicable law.

### PLEASE PRINT

Full Name Andrea Pickens Date: 6-17-19  
Home Telephone ( 314 ) 565-8662 Other Telephone (     )      
Present Address 4117 Montgall Ave  
Permanent Address, if different from present address:      
Email Address a.g.pickensAPC@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Nurse Keeping Salary desired: 9-10 hr  
Are you currently registered with any staffing and/or employment agencies? If so, please list    

Are you applying for: Full-time work? Yes ☒ No ☐ Part-time work? Yes ☒ No ☐  
Temporary work, e.g., summer or holiday work? Yes ☐ No ☐ From:     To:      
How did you find out about our open position? (Please check fill in proper name of source):  
Referral ☐ Name of Referral     Newspaper ☐ Job Fair ☐ Agency ☐  
Company Website ☐ Other Web Posting ☒ Other Source ☐  
Could you work overtime, if necessary? Yes ☒ No ☐ If hired, on what date could you start working?  
6-17-19

Please keep in mind that schedules and shifts may vary depending on position and season. Additionally, the hours may vary from week to week, depending on the company needs. Please list only the times/days you're available to work below.

SPECIFY HOURS AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	open 8	open 8	open 8	open 8	open 2	open 8	open 8
PM	close	close	close	close	close	close	close
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <u>yes June 23-24 going out of town</u>							

**PERSONAL INFORMATION**

Have you ever applied to or worked for Acrobat Outsourcing before? Yes\_\_\_ No X If yes, when? \_\_\_\_\_

Do you have friends or relatives working for Acrobat Outsourcing? Yes\_\_\_ No X If yes, please state name and relationship \_\_\_\_\_

If hired, would you have a reliable means of transportation to and from work? Yes X No\_\_\_

If hired, can you present evidence of your legal right to live and work in this country? Yes X No\_\_\_  
State age if you are under 18 \_\_\_\_\_. If you are under 18, hire is subject to verification that you are of minimum legal age to work.

Are you able to perform the essential functions of the job for which you are applying? Yes X No\_\_\_

If no, describe the functions that cannot be performed. (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Pursuant to any and all Fair Chance Ordinances, we will consider for employment qualified applicants with arrest and conviction records.**

**EDUCATION & SKILLS**

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Riverview Gardens HS	ST. LOUIS, MO	12	yes
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	<u>NO</u>
Are you computer literate? If so, list software knowledge under "Special."		<u>YES</u>	<u>NO</u>
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<u>NO</u>
Do you have any other experience, training, qualifications or special skills, which you feel make you especially suited for work at Acrobat Outsourcing? If so, please list under "Special."		<u>YES</u>	NO
Special: POS word, word pdf, did housekeeping for Marriott Hotel ST. LOUIS, was promoted in 2 months to online I can really clean			



### EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for unemployment periods of three months or more.

Are you currently employed? Yes ☐ No ☒ If so, may we contact your current employer? Yes ☐ No ☐

Name and Address of Employer Subway

Type of Business food sales Telephone No. (314) Supervisor's Name Nicole Gatewood

Your Position and Duties opening restaurant for day, counting down cash drawers, prepping food for front and backline, maintaining a clean lobby, bathroom and back of house.

Dates of Employment: From 4-2017 To 6-2019

Reason for Leaving: moved to Kansas City

Name and Address of Employer Bart

Type of Business restaurant Telephone No. (314) 724-9473 Supervisor's Name Niesha

Your Position and Duties food runner, server assisting cleaning silverware, bathrooms, hushing tables, and maintaining a clean restaurant.

Dates of Employment: From 5-19 To 4-19

Reason for Leaving: moved to Kansas City

Name and Address of Employer Panera Bread

Type of Business food sales Telephone No. ( ) Supervisor's Name David

Your Position and Duties cashiering, opening store for work day, logging food waste, maintaining lobby and drive thru, stocking, prepping and providing outstanding customer service.

Dates of Employment: From 2/2009 To 4-2009  
2012

Reason for Leaving: Started cosmetology school and work schedule was interfering

Name and Address of Employer Starbucks

Type of Business Food/beer Telephone No. 314 585-7791 ext 131 Supervisor's Name Maragret Jones

Your Position and Duties opening cafe for work day, providing customer service while providing made to order drinks, cashiers, cleaning lobby, maintaining all essentials for coffee bar throughout day.  
Dates of Employment: From 10/12 To 3/17  
Reason for Leaving: started cosmetology school, could not work <sup>early</sup> hours anymore.  
Have you ever been fired from any previous place of employment? If so, please explain: no

#### MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes ☐ No ☒  
If so, describe: \_\_\_\_\_

#### JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Renita Semmens Telephone No. (314) 405-7070  
Address 1532 Corinth drive  
Occupation: concierge Relationship: church member Number of Years Acquainted: 7

Name: Michael Taylor Telephone No. (314) 203-2814  
Address N/A  
Occupation: beauty sales Relationship: landlord Number of Years Acquainted: 4

Name: Rachell Mullins Telephone No. <sup>810</sup>~~314~~ 382-9502  
Address N/A  
Occupation: cashier Relationship: went to school together Number of Years Acquainted: 4 to 4



**Please Read Carefully, Initial Each Paragraph and Sign Below**

AB

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material facts on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

AB

I hereby authorize Acrobat Outsourcing to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

AB

I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

AB

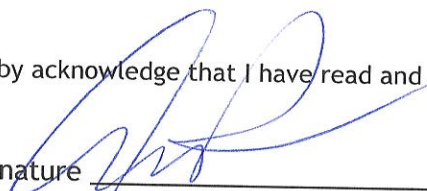
I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

AB

Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, with or without cause, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

I hereby acknowledge that I have read and understand the above statements.

Applicant's Signature



Date

6/12/19



Name: Andrea Pickens

Score 10 / 14

Housekeeping Test

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.
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 Daily/ Weekly
  - b) Toilets and latrines Daily/ Weekly
  - c) Carpets in guest rooms Daily/ Weekly d
  - d) Carpets in offices Daily/ Weekly -
  - e) Soiled linen Daily/ 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?  
let supervisor know of the problem
10. What do you do if you find Lost and Found items in a guest rooms?  
turn them into Front Desk or supervisor on duty.
11. Describe the difference between a disinfectant and a cleaning solution?  
cleaning is to clean the surface or whatever it is  
your cleaning, disinfectant, kills all the germs  
left behind after the clean process.