

Acrobat

outsourcing

Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Kurtaira Johnson
Email: kahlovekura@gmail.com
Phone number: 708 319 4125

Working Experience:

Company Name: Bayad HHA
Dates of Employment: 2015
Job Responsibility:

- Clean
- Take Care Patient
- make up Bed

Company Name: Comfort Suites
Dates of Employment: 2018
Job Responsibility:

- Housekeeping
- Front Desk
- Dishes

Company Name: Grace Of God Church
Dates of Employment: 2019
Job Responsibility:

- Serving
- Cleaning
- Dishes
- Set Tables

Skills

- Dishes
- Servers
- Housekeeping

Interview Note Sheet

Name: Kwateira Johnson

Interviewer: Jo Poik

Date: 8/5/19

Rate of Pay: \$11.50, \$12, \$13

Position (s) Applied for: Housekeeper / Dish / Server

Referred by: Elsie Hobbs

Score		%	Bar tender	/30	%
Server	/35	%	Barista	/10	%
Prep Cook	/15	%	Cashier	/10	%
Grill Cook	/40	%	Housekeeping	/15	%
Dishwasher	/10	%			

Full-Time
Part-Time

Total of _____ in Food Service

Boyan HHA

- assisted living
- certified home help aide
- patient care
- clean
- make beds

Comfort Suites

- front desk
- housekeeping
- dishes / line serve

Grace of God Church
- event serving
- cleaning

* max travel up to 1 hour

P.O.S. Experience: Y / N details: _____

Car

Public Transit

Carpool (Rider / Driver)

North NJ

Peterborough
South NJ

Central NJ

Jersey Shore

TIPS

Serv-Safe

LEAD

Other _____

Will Submit

Open

AM only

PM only

Weekdays only

Weekends only

Details: Just needs to know schedule beforehand

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: Black polo

Would you recommend this applicant for Aerobics Academy?

Conversion Candidates

Other Languages Spoken:

Multiple Choice

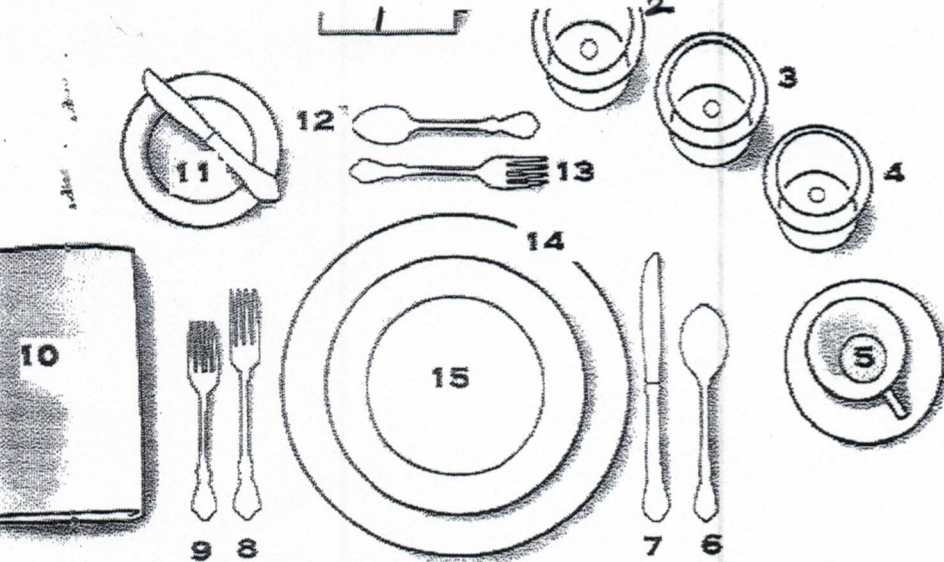
- b 1) Food is served on what side with what hand?
 a) On the left side with the left hand
b b) On the left side with the right hand
 c) On the right side with the left hand
 d) On the right side with the right hand
- d 2) Drinks are served on what side with what hand?
 a) On the left side with the left hand
 b) On the left side with the right hand
 c) On the right side with the left hand
d d) On the right side with the right hand
- d 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 d) On the right side with the right hand
- a 4) What part of a glass should you handle at all times?
a a) The stem
 b) The widest part of the glass
 c) The top
- d 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 d) All of the above
- d 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 d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

23/35

65%

Match the Correct Vocabulary

- | | |
|--------------------------|--|
| <u>d</u> Scullery | A. Metal buffet device used to keep food warm by heating it over warmed water |
| <u>e</u> Queen Mary | B. 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>a</u> Chaffing Dish | C. Used to hold a large tray on the dining floor |
| <u>b</u> French Passing | D. Area for dirty dishware and glasses |
| <u>g</u> Russian Service | E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>f</u> Corkscrew | F. Used to open bottles of wine |
| <u>c</u> Tray Jack | G. Style of dining in which the courses come out one at a time |



Score / 35

Match the Number to the Correct Vocabulary

- 8 Dinner Fork
 5 Tea or Coffee Cup and Saucer
 7 Dinner Knife
 2 ~~8~~ Wine Glass (Red)
 9 Salad Fork
 14 Service Plate
 3 ~~5~~ Wine Glass (White)

- 10 Napkin
 11 Bread Plate and Knife
 1 ~~11~~ Name Place Card
 12 Teaspoon
 13 Dessert Fork
 6 Soup Spoon
 15 Salad Plate
 4 Water Glass

Fill in the Blank

1. The utensils are placed 8 inch inch (es) from the edge of the table.
 2. Coffee and Tea service should be accompanied by what extras? cream & sugar
 3. Synchronized service is when: all plates served at the same time by all servers
 4. What is generally indicated on the name placard other than the name? food menu
 5. The Protein on a plate is typically served at what hour on the clock? 6
 6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
tell the chef / kitchen

Name: Kwateira Johnson

Score /14

Housekeeping Test

12/14
85%

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	<input checked="" type="radio"/> Daily <input type="radio"/> Weekly
b) Toilets and latrines	<input checked="" type="radio"/> Daily <input type="radio"/> Weekly
<input checked="" type="checkbox"/> c) Carpets in guest rooms	<input checked="" type="radio"/> Daily <input type="radio"/> Weekly
<input checked="" type="checkbox"/> d) Carpets in offices	<input checked="" type="radio"/> Daily <input type="radio"/> Weekly
e) Soiled linen	<input checked="" type="radio"/> Daily <input type="radio"/> Weekly
- X 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?

Tell your boss immediately and ~~close~~ put out of order sign.
10. What do you do if you find Lost and Found items in a guest rooms?

Report to your boss and fill out a lost and found slip.
11. Describe the difference between a disinfectant and a cleaning solution?

Disinfectant is to kill germs and cleaning solution is to clean.

- C 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
- C 2) While washing dishes by hand, which item should you wear?
- a) Cutting glove
 - b) Oven Mitt
 - c) Rubber glove
 - d) Nothing
- d 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
- a 4) If you need to move a heavy load, you should PULL and not PUSH the object.
- ☒ a) True
 - b) False
- e 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) Harsh chemicals
 - ☒ e) All of the above
- a 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
- ☒ a) True
 - b) False
- C 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) Flag the spill and clean it immediately
 - d) Not sure
- C 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
- a 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?
- a) Rinsing
 - b) Scraping
 - c) Washing
 - d) Sanitizing
- C 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

2/10
90%