

Interview Note Sheet

Applicant Information	
Name: <u>Michael Willet</u>	Date: <u>8-2-19</u>
Position (s) Applied for: <u>Cook / chef / Prep / Grnk</u>	Referred by:
Rate of Pay:	Interviewer: <u>Anthony U.</u>

Test Scores				
Server	/35	%	Bartender	/35
Prep Cook	/15	%	Barista	/15
Grill Cook	57. /40	%	Cashier	/15
Dishwasher	/10	%	Housekeeping	/16

Seeking:	Full-Time	Part-Time
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20 years - High Volume

2 years - Staying power

- lost in May

Change in upper

Total of _____ in Food Service/Hospitality

Relevant Experience & Summary of Strengths

P.O.S. Experience: Y / N details:	
Transportation	
<u>Car</u>	Public Transit
Regions Available to work:	
Kansas City, KS	Overland Park, Kansas
Kansas City, MO	Independence, MO
Certifications (if any)	
TIPS	Serv-Safe
LEAD	Other <u>FFH</u>
Availability	
Open	AM only
Weekdays only	PM only
Weekends only	
Uniforms Owned:	
Bistro	Black Bistro
Black Tuxedo	1/2 Tuxedo
Black Vest	Black Vest
Long Black Tie	
Other: _____	
Would you recommend this applicant for Acrobat Academy?	
Convention Candidate?	Other Languages Spoken:

Will Submit

Acrobat

outsourcing

Your Hospitality Staffing Professionals

665 Third St., Suite 435 • San Francisco, CA 94107

First and Last Name: MICHAEL WILLIAMS
 Email: CHIEF.MICHAELW@GMAIL.COM
 Phone number: (814) 260-1856

Working Experience:

Company Name: SLAY FARM GOLF CLUB
 Dates of Employment: 04-17 to 5-19
 Job Responsibility: Executive chef
Full responsibility of kitchen

Company Name: VALLEY LODGE & LEAS VILLAGES
 Dates of Employment: 6-09 - 1-17
 Job Responsibility: G.M. of small convention center

Company Name: WALSH BROS
 Dates of Employment: _____
 Job Responsibility: Both Manager & Floor Manager

Skills

MANAGEMENT of People, Kitchen skills, P&L, Budgeting
 Menu development, Processing of invoices, supplying,
 GRADING, HIRING, Employed & worked up front

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 WILLIAM Date: 8-2-19
Home Telephone (813) 260-1050 Other Telephone ()
Present Address 4808 GARDENWAY DRIVE K.C. MO 64129
Permanent Address, if different from present address:
Email Address CHAFMUTUALW45@guarant.com

EMPLOYMENT DESIRED

Position applying for: _____ Salary desired: _____
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? _____

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							
PM							
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:							

OPEN AVAILABLE
8/3/19

PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes ☐ No ☒ If yes, when? _____
Do you have friends or relatives working for Acrobat Outsourcing? Yes ☐ No ☒ If yes, please state name and relationship _____

If hired, would you have a reliable means of transportation to and from work? Yes ☒ No ☐

If hired, can you present evidence of your legal right to live and work in this country? Yes ☒ 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 ☒ 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	DID YOU GRADUATE?
Row Valley C.C.	R.C. MD	AA	YES
Do you have any special licenses, certificates or special training? If so please list under "Special".	YES	NO	
Are you computer literate? If so, list software knowledge under "Special."	YES	NO	
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."	YES	NO	
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."	YES	NO	
Special: Mrs. Ross off office			

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 Slaley Farms Golf Club
Type of Business Country Club Telephone No. (816) 734-3839 Supervisor's Name Slaley, Claudia-R
Your Position and Duties Exec. Chef

Dates of Employment: From 4-17-15 To 3-19-17

Reason for Leaving: Terminated by Employer

Name and Address of Employer UNITY WINGWIDE HEADQUARTERS
1030 N. Olive St. #125
CHICAGO, IL 60610

Type of Business CHURCH Telephone No. (916) 524-3550 Supervisor's Name Kelly Hake
Your Position and Duties G.M. Food Service
1901 N. V. Blue Pkwy
1,000,000 Annual Sales

Dates of Employment: From 6-09-17 To 1-17-19

Reason for Leaving: Terminated by Employer

Name and Address of Employer Interstate Brands Corporation
(Hostess)
Type of Business Good's Telephone No. () N/A Supervisor's Name N/A
Your Position and Duties Route Sales Representative

Dates of Employment: From 1-07-09 To 5-09-10

Reason for Leaving: Company went bankrupt

Name and Address of Employer JACK SLACK BARBECUE

Type of Business Restaurant Telephone No. (816) 474-2427 Supervisor's Name BRUCE GLENN

Your Position and Duties: FAH & BOH Manager

Dates of Employment: From 6-05 To 9-06
Reason for Leaving: FAH

Have you ever been fired from any previous place of employment? If so, please explain: Yes
Never fired

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: TIM CLARK Telephone No. (814) 260-5280

Address: _____
Occupation: Chief Relationship: colleague Number of Years Acquainted: 10

Name: KYLE ADAMS Telephone No. (306) 379-2020

Address: _____
Occupation: FAB Director Relationship: colleague Number of Years Acquainted: 3

Name: Shaney Clabfeller Telephone No. (620) 340-5012

Address: _____
Occupation: G.M. Relationship: colleague Number of Years Acquainted: 3

Please Read Carefully, Initial Each Paragraph and Sign Below

X 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.

X 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.

X 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.

X 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.

X 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 [Signature] Date 8.2.19

Grill Cooks Test

Score 37 / 40

Multiple Choice Test (1 point each)

- 1) A How much time should you take to wash your hands with soap?
 - a) 1 minute
 - b) 20 seconds
 - c) Time does not matter, water temperature does
 - d) 5 minutes
- 2) C The recommended temperature for your refrigerator is...
 - a) 45°F
 - b) 50°F
 - c) 40°F
 - d) 20°F
- 3) D Food handlers must always wash their hands
 - a) Before starting work
 - b) Switching between handling raw and ready-to-eat food
 - c) After going to the restrooms
 - d) All of the above
- 4) B The most important reason for having food handlers wear hair restraints is to
 - a) Prevent food from getting into food handlers' hair
 - b) Prevent food handlers from contaminating their hands by touching their hair
 - c) Keep the food handlers' hair in place
 - d) None of the above
- 5) C Which of these conditions requires immediate corrective action?
 - a) Packaged food items are stored at least 6 inches above the floor
 - b) Ice is being used to cool beef stew in a shallow pan
 - c) Raw meats are stored on a shelf above ready-to-eat egg salad in the walk-in cooler
 - d) Raw fish is stored above raw chicken in the walk-in freezer
- 6) C Bacteria grow best in the temperature "danger zone" which includes temperatures between?
 - a) 0°F and 100°F
 - b) 32°F and 220°F
 - c) 41°F and 135°F
 - d) 39°F and 178°F
- 7) D After cutting raw chicken, what should be done before the cutting board is used for slicing onions for salad?
 - a) Clean the cutting board with a wet wiping cloth
 - b) Turn the board over and use the other side
 - c) Rinse the board with running water
 - d) Wash, rinse, and sanitize the board prior to slicing the onions
- 8) D Which of the following is NOT an approved method to thaw potentially hazardous foods?
 - a) In a microwave oven
 - b) During the cooking process
 - c) Under cool running water
 - d) On a clean counter, at room temperature
- 9) A Wiping cloths stored submerged in a bucket of sanitizing solution are for:
 - a) Wiping spills only
 - b) Washing hands if the hand sinks are too far away
 - c) Sanitizing the blade of utensils such as knives
 - d) Maintaining moisture on the wiping cloth

Grill Cooks Test

- 10) Food-handling gloves must be changed frequently and also:
- a) After handling garbage
 - b) After every break
 - c) After picking things up off the floor
 - d) Between handling raw and cooked foods
 - e) All of the above
- 11) A julienne is:
- a) to cut food into 1 inch X 1 inch cubes
 - b) A cooking method using high heat
 - c) To cut food into 1/8 X 1/8 slices
 - d) A rough cutting method producing oblong shapes
- 12) A gallon is equal to _____ ounces
- a) 56
 - b) 145
 - c) 32
 - d) 128
- 13) How many cups are in a quart?
- a) 2
 - b) 4
 - c) 6
 - d) 8
- 14) A chiffonade is:
- a) To slice an herb or leafy vegetable into thin ribbons
 - b) To de bone a fish
 - c) Another name for parchment paper
 - d) To cook food in liquid, or at just below the boiling point
- 15) Potentially hazardous hot foods must be maintained at an internal temperature of _____ or higher to be safe
- a) 145° F
 - b) 135° F
 - c) 160° F
 - d) 180° F
- 16) Which of the following explains the process of poaching?
- a) Poke poultry on the thickest part in order to make sure it's tender
 - b) To cook food in an oven that has reached 350° F
 - c) Cook gently in water that is hot but not boiling (160°-180°)
 - d) Submerge protein in boiling liquid to speed cooking time
- 17) If a recipe calls for 16oz of mirepoix, how many ounces of onion, celery, and carrots do you need?
- a) 8 oz of celery, 4 oz of onion, 4 oz of carrot
 - b) 4 oz of celery, 8 oz of carrot, 4 oz of onion
 - c) 4 oz of celery, 8 oz of onion, 4 oz of carrot
 - d) 2 oz of celery, 10 oz of carrot, 2 oz of onion
- 18) Which of the following best describes braising?
- a) To cook quickly in a pan on top of the stove until food is browned
 - b) Process through which natural sugars in food become browned and flavorful while cooking
 - c) Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
 - d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

Grill Cooks Test

- 19) Which of the following best describes the process of Caramelization?
- To cook quickly in a pan on top of the stove until food is browned
 - Process through which natural sugars in food become browned and flavorful while cooking
 - Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
 - To plunge food into boiling water briefly, then into cold water to stop the cooking process
- 20) What temperature should chicken be cooked to?
- 145°F
 - 155°F
 - 165°F
 - 175°F
- 21) What temperature should All ground meat be cooked to?
- 145°F
 - 155°F
 - 165°F
 - 175°F
- 22) What temperature should fish be cooked to?
- 145°F
 - 155°F
 - 165°F
 - 175°F

- 23) What is a roux and what is it used for? (2 points)
- Flour + Butter combined.
used to thicken sauces

- 24) What is the process of making clarified butter, and why is clarified butter used? (3 points)
- Butter until butter solids fall to bottom of pan. strain
and cook. This way butter flavor without low burning point
of butter solids
- 25) What are the 5 mother sauces? (5 points)
1. stock
 2. vegetable
 3. fruit
 4. Béchamel
 5. Emulsion

- 26) What does it mean to season a grill and why is this process important? (3 points)
- oil to grill so your food doesn't stick
Apply a light coat of
- 27) What are the ingredients in Hollandaise sauce? (5 points)
- Egg yolks, butter, cayenne pepper