

# ACROBAT OUTSOURCING TSC GROUP

Joel Makakoa

Taborca ID: 53304

Date of Hire: 9/3/2019

Date of Re-Act:      /      /     

- ☒ E-verify
- ☒ Hire Right EE
- ☒ Hire Right Internal (upload any list A docs)
- ☒ Notice to Employee Completed
- ☒ Added to Orientation Time Sheet
- ☒ Background Check

- ☒ New Hire List (All fields)
- ☒ Check Taborca Profile (All fields)
- ☒ Upload Resume and Skills Tests (one doc)
- ☐ Upload Food Handler's Card
  - ☐ Presented
  - ☐ Emailed

## Re Act employee set up (See Re Act Process for more detail)

- ☐ File and I9 pulled (new one created/done in Hire Right if old ones are gone)
- ☐ Re-Act onboarding
- ☐ Check for skills tests, app, FHC, and resume (get new app, new resume if hired more than 1 year ago)
- ☐ Complete Notice to Employee with updated pay if necessary
- ☐ Verify pay option
- ☐ Run new BGC if more than 1 year since last shift worked
- ☐ New orientation/place on time sheet if it's been over a year since last shift
- ☐ New Hire List it's been over a year since last shift
- ☐ Delete employee from the INA/TER spreadsheet if they are on it



# Interview Note Sheet

Name: <b>Joel Makakoa</b>		Interviewer: <b>Ngec #10</b>
Date: <b>9/3/2019</b>		Rate of Pay: <b>\$17/hr dishwash</b>
Position (s) Applied for: <b>Dishwasher</b>		Referred by: <b>CL</b>

Server	/35	%	Bartender	/35	%
Prep Cook	<b>13</b> /20	<b>65</b> %	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	<b>10</b> /10	<b>100</b> %	Housekeeping	/14	%

<input checked="" type="radio"/> Full-Time <input type="radio"/> Part-Time
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Relevant Experience & Summary of Interests

Total of 19 in Food Service/Hospitality

- not working currently
- prefers Sundays off b/c of church but can work evenings
- open to all hours
- 9 yrs dishwasher for restaurants & assisted living
- open to doing prep cook work
- prefer dishwasher work b/c less stressful

P.O.S. Experience: Y ☒ N Details: \_\_\_\_\_

☒ Car      Public Transit      Carpool ( Rider / Driver )

LA      OC      **South Bay**

TIPS      Serv-Safe      LEAD      ☒ Other **FHE**      ☒ Will Submit

Available: ☒ Open      AM only      PM only      Weekdays only      Weekends only

Attire: ☒ Black Pants      ☒ Non-Slip Shoes      ☐ Bow Tie      Other: \_\_\_\_\_

Would you recommend this applicant for Acrobat Academy?      Convention Candidate?      Other Languages Spoken:



First Name	Joel
Last Name	Makakoa
E-mail Address	<u>masked_enigma@hotmail.com</u>
Phone	408-367-9260
Address	444 Stratford Park Court
Unit or Number	NA
City, State	San Jose, CA.
Zip Code	95136
What region(s) are you applying to work within?	San Jose
Which position(s) are you applying for?	Dishwasher
Are you applying for:	Full-Time
When can you start?	09-02-2019
Can you work overtime?	Yes
How did you hear about us?	Craigslist
What days/times can you work? Select all that apply:	Monday AM Monday PM Tuesday AM Tuesday PM Wednesday AM Wednesday PM Thursday AM Thursday PM Friday AM Friday PM Saturday AM Saturday PM Sunday PM
Have you ever applied to or worked for Acrobat before?	No
If hired, would you have reliable means of transportation to and from work?	Yes
If hired, can you present evidence of your legal right to live and work in this country?	Yes
Are you able to perform the essential functions of the job for which you are applying?	Yes
Name of School	California Culinary Academy
City & State	San Francisco, CA.
Grade/Degree	Associate of Occupational Studies Degree
Graduated?	Yes
Do you have any special licenses? (If so, label under "Special")	No



Are you computer literate? (If so, label which programs under "Special")	Yes
Are you proficient with Point of Sale systems? (If so, label which under "Special")	No
Do you have any experience, training, qualifications or special skills? (If so, label under "Special")	Yes
Special:	Went to culinary trade school and learned cooking and basic computer programs like word and
Are you currently employed?	No
Can we contact your current employer?	No
Name and Address of Employer	Belmont Village 500 South Winchester Blvd. San Jose, CA. 95128
Type of Business	Home for assisted living
Phone Number	408-984-4767
Your Position & Duties	Dishwasher Wash dishes using dishwashing machine and washing pots and pans by hand Mopping and cleaning kitchen
Date of Employment (from/to):	October 2015-August 2019
Reason for Leaving	Tired of being belittled and yelled at by the chef
Still Employed:	No
Name and Address of Employer	Eat Club 3535 De La Cruz Blvd. Santa Clara CA 95054
Type of Business	Catering to businesses
Your Position & Duties	Food prep cook Cutting vegetables and fruits
Date of Employment (from/to):	May 2013-September 2015
Reason for Leaving	Found another job
Still Employed:	No
Name and Address of Employer	Delaware North Corporation at Yosemite
Type of Business	Ran concessions and hotels for Yosemite Park
Phone Number	209-372-1234
Your Position & Duties	Line cook and purchasing agent Cook food and order food
Date of Employment (from/to):	July 2006- January 2013
Reason for Leaving	Fired for breaking employees housing rule
Have you ever been fired from a previous place of employment? If yes, please explain:	Yes fired for breaking housing rule.
First Name	Joel





Last Name	Swarts
E-mail Address	<u>envirogirly@yahoo.com</u>
Phone	813-393-0996
Relationship:	Former boss
Years Acquainted:	2006-2012
First Name	Thane
Last Name	Rockwood
E-mail Address	<u>t_thunderbolt@hotmail.com</u>
Phone	719-201-3757
Relationship:	Former coworker and former roommate
Years Acquainted:	2008- now
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.	(Checked box indicates acknowledgement)
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,	(Checked box indicates acknowledgement)



<p>partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.</p>		
<p>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.</p>	<p>(Checked box indicates acknowledgement)</p>	
<p>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.</p>	<p>(Checked box indicates acknowledgement)</p>	
<p>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</p>	<p>(Checked box indicates acknowledgement)</p>	



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.	(Checked box indicates acknowledgement)		
Applicant Digital Signature (Type Name):	Joel Makakoa		
Date:	09-02-2019		

You can [edit this submission](#) and [view all your submissions](#) easily.



# NOTICE TO EMPLOYEE

Labor Code section 2810.5

## EMPLOYEE

Employee Name: Joel Makakoa

Start Date: 9/3/2019

## EMPLOYER

Legal Name of Hiring Employer: S.E Scher

Is hiring employer a staffing agency/business (e.g., Temporary Services Agency; Employee Leasing Company; or Professional Employer Organization [PEO])? ☐ Yes ☐ No

Other Names Hiring Employer is "doing business as" (if applicable):

Acrobat Outsourcing

Physical Address of Hiring Employer's Main Office:

665 Third St. Suite 415, San Francisco, CA. 94107

Hiring Employer's Mailing Address (if different than above):

Hiring Employer's Telephone Number: 415-431-8826

If the hiring employer is a staffing agency/business (above box checked "Yes"), the following is the other entity for whom this employee will perform work:

Name: Acrobat Outsourcing

Physical Address of Main Office: 1871 The Alameda Ste 110 San Jose, CA

Mailing Address: "

Telephone Number: (408) 844-0772

## WAGE INFORMATION

Rate(s) of Pay: \$17/hr Overtime Rate(s) of Pay: \$25.5/hr

Rate by (check box): ☒ Hour ☐ Shift ☐ Day ☐ Week ☐ Salary ☐ Piece rate ☐ Commission

☐ Other (provide specifics): \_\_\_\_\_

Does a written agreement exist providing the rate(s) of pay? (check box) ☒ Yes ☐ No

If yes, are all rate(s) of pay and bases thereof contained in that written agreement? ☒ Yes ☐ No

Allowances, if any, claimed as part of minimum wage (including meal or lodging allowances):

(If the employee has signed the acknowledgment of receipt below, it does not constitute a "voluntary written agreement" as required under the law between the employer and employee in order to credit any meals or lodging against the minimum wage. Any such voluntary written agreement must be evidenced by a separate document.)

Regular Payday: FRIDAY

## WORKERS' COMPENSATION

Insurance Carrier's Name: Integro USA Inc. dba Integro Insurance Brokers

Address: 1 State Street Plaza, 9<sup>th</sup> floor, New York, NY. 10004

Telephone Number: 212-295-5440

Policy No.: LDC4042609 AOS

☐ Self-Insured (Labor Code 3700) and Certificate Number for Consent to Self-Insure: \_\_\_\_\_

## PAID SICK LEAVE

Unless exempt, the employee identified on this notice is entitled to minimum requirements for paid sick leave under state law which provides that an employee:

- a. May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- b. May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- c. Has the right to file a complaint against an employer who retaliates or discriminates against an employee for
  1. requesting or using accrued sick days;
  2. attempting to exercise the right to use accrued paid sick days;
  3. filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
  4. cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code.

The following applies to the employee identified on this notice: *(Check one box)*

- ☐ 1. Accrues paid sick leave only pursuant to the minimum requirements stated in Labor Code §245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave.
- ☐ 2. Accrues paid sick leave pursuant to the employer's policy which satisfies or exceeds the accrual, carryover, and use requirements of Labor Code §245.
- ☐ 3. Employer provides no less than 24 hours (or 3 days) of paid sick leave at the beginning of each 12-month period.
- ☐ 4. The employee is exempt from paid sick leave protection by Labor Code §245.5. (State exemption and specific subsection for exemption): \_\_\_\_\_

## ACKNOWLEDGEMENT OF RECEIPT

*(Optional)*

Ngoe He  
(PRINT NAME of Employer representative)

[Signature]  
(SIGNATURE of Employer Representative)

9/3/2019  
(Date)

Josel Makakua  
(PRINT NAME of Employee)

[Signature]  
(SIGNATURE of Employee)

9/3/2019  
(Date)

The employee's signature on this notice merely constitutes acknowledgement of receipt.

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes.





Your Hospitality Staffing Professionals

## Attendance Policy

The cost of absenteeism and lateness is difficult to estimate, no one can calculate the cost of the burden this puts on others who have to do the absent person's work. Most people will be late or sick at one time or another. But when short-term absences become more frequent, they might signal personal, medical, or job-related problems.

It is your responsibility to notify your supervisor at least 24 hours prior to your shift of any anticipated tardiness or absence. All tardiness or absences should be reported to the Emergency Line at 800.236.2276 x2207. You should provide the general reason for your absence, and understand that excessive absences and lateness will lead to disciplinary action.

Below is a breakdown of how infractions will be measured. Any employee who accumulates more than three points in a 90-day period can result in termination of employment.

**Tardy** – Anybody not signed/ clocked-in by their start time. 1 Point

**Call Off** – Needing to be taken off a shift after schedules are sent out. It is your responsibility to request any desired time off in advance. 1 Point

**LM Call-Out** – Failing to provide Acrobat with 24-hour notice before missing a shift. 1 Points

**No Call No Show** – Failing to provide Acrobat with any notice before missing a shift. 3 Points

Name: Joe / Makakoa Date: 9/3/2013

Signature: [Signature]



## **Joel Makakoa**

444 Stratford Park Court, San Jose, CA 95136

(408) 367-9260

Joel\_Makakoa@hotmail.com

### **WORK EXPERIENCE**

Dishwasher: Belmont Village, San Jose, CA

October 2015 – August 2019

- Washed dishes
- Mopped and kept kitchen clean

Preparation Cook: Eat Club, Santa Clara, CA

May 2013 – August 2015

- Prepared and cut a high volume of vegetables for an on-line catering service.

Line Cook: Yosemite Lodge, Yosemite National Park, CA

September 2012 – January 2013

- Worked in an open kitchen taking orders, cooking and serving customers directly.

Preparation Cook: Tuolumne Meadow Lodge, Yosemite National Park, CA

July 2011 – September 2011 and May 2012 – September 2012

- Food preparation
- Cooked breakfast two days a week.
- Worked pantry two nights a week.

Wawona Hotel, Yosemite National Park, CA

Line Cook: November 2009 – July 2011

- Food preparation maintaining quality doneness of different meats
- Has experience of cooking in a variety of settings (stations) breakfast, lunch, and dinner,
- Prepared all food items according to the health and safety regulations and in a timely manner.

Purchasing Agent: March 2007– November 2009

- Maintained and organized stockroom, walk-in refrigerator and freezers ensuring the use of First-In, First-Out (FIFO) method of storage.

- Made daily inventory checks to accurately order food from various distributors such as Sysco and Sierra Seafood.
- Monitored receiving of merchandise to verify accuracy and quality.
- Filled in on cooking duties when needed

Pantry Cook: July 2006 – March 2007

- Prepared composed and tossed salads and desserts including sundaes and bread puddings.

Line Cook: Sharp Park Restaurant, Pacifica, CA

November 2005 – Feb 2006

- Grill cooking and food preparation.

Overnight Stocker: Target, San Bruno, CA

June 2004 – June 2005

- Received, organized and stocked inventory shipments.
- Operated pallet jack, pallet stacker, cardboard bailer and forklift.

Tollbooth Operator: Ampco System Parking, SFO

August 2000 – June 2004

- Operated cash register, handled cash and credit cards, and balanced cash draw at the end of a shift.

Utility Line Cook: Sizzler, Daly City, CA

June 1997 – August 2000

September 1993 – March 1995

- Prepared and cooked food for the hotline and salad bar.
- Took orders and operated cash register.
- Bussed and cleaned tables, and operated dish washing machine.
- Cooked steaks according to customers request.

Volunteer Missionary: Church of Jesus Christ of Latter-Day Saints, Johannesburg, South Africa

June 1995 – July 1997

- Dealt with Public Relations and teaching the local people about religion.

## **EDUCATION AND CERTIFICATION**

- Associate of Occupational Studies Degree in Le Cordon Bleu Culinary Arts. California Culinary Academy, San Francisco, California. September 2006.
- El Camino High School, South San Francisco, California. June 1993.

**Dishwasher Test**

**Score 10/10**

100%

- 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
- E 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
- b 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



**Multiple Choice** (1 point each)

- d 1) A gallon is equal to \_\_\_\_\_ ounces
- a. 56
  - b. 145
  - c. 32
  - d. 128
- b 2) Mesclun are what type of vegetable?
- a. Roots
  - b. Beans
  - c. Salad Greens
  - d. Spices
- a 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
- b 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
- a 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
- c 6) Which of the following ingredients would you pack before measuring?
- a. Olive Oil
  - b. Salt
  - c. Brown Sugar
  - d. White Sugar
- b 7) What is Al Dente?
- a. Firm but not hard
  - b. Soft to the touch
  - c. Very hard
  - d. Very soft
- c 8) Food should be left out no more than
- a. 2 hours
  - b. 3 hours
  - c. 4 hours
  - d. 5 hours

65%

## Prep Cooks Test

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- C 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
- C 10) Which of the following can you use to put out a grease fire?
- a. Baking Soda
  - b. Baking Powder
  - c. Flour
  - d. Water
- b 11) What is the temperature range of the danger zone?
- a. 25-135
  - b. 40-140
  - c. 50-160
  - d. 30-130
- d 12) Which of the following is listed from smallest to largest?
- a. Dice, chop, mince
  - b. Mince, chop, dice
  - c. Chop, dice, Mince
  - d. Mince, dice, chop
- d 13) Which direction should pan handles be turned while cooking on the stove?
- a. Over the fire at all times
  - b. Turned towards you for better control
  - c. Turned towards the right or left at all times
  - d. Over the countertop at all times
- C 14) When you poach something, you cook it with what?
- a. Noodles
  - b. Vegetables
  - c. Liquid
  - d. Oil
- a 15) Which spoon is used to remove fat from soups and stews
- a. Basting Spoon
  - b. Ladle
  - c. Slotted Spoon
  - d. Portion Spoon
- b 16) Which of the following means to cook in a small amount of fat?
- a. Season
  - b. Sauté
  - c. Broil
  - d. Boil
  - e. Fry



## Prep Cooks Test

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C 17) What is a Julien cut?

- a. Food cut into long thin strips, matchstick
- b. Food cut into long thin strips then turned and cut into a 1/8' dice
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong seven sided football like shapes

d 18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- a. Sweat
- b. Boil
- c. Roast
- d. Grill

Fill-in the Blank (1 point each)

19) Salt & pepper are the basic seasoning ingredients for all savory recipes.

20) diced : to cut into very small pieces when uniformity of size and shape is not important.

