

ACROBAT OUTSOURCING
TSC GROUP

Emmanuel Pineda Cadena

Taborca ID: 53369

Date of Hire: 9 / 5 / 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: <u>Emmanuel Pineda Cadena</u>	Interviewer: <u>Ngoc Ho</u>
Date: <u>9/5/2019</u>	Rate of Pay: <u>\$20/hr</u>
Position (s) Applied for: <u>Dishwasher</u>	Referred by: <u>CL</u>

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	<u>7</u> /10	<u>70</u> %	Housekeeping	/14	%

Seeking:
<input checked="" type="radio"/> Full-Time
<input type="radio"/> Part-Time

Relatives, Experience & General Information

Total of 17yrs in Food Service/Hospitality

- drives for Lyft in the mornings
- prefers morning shift
- pastor so unavailable during evenings 7pm
Tues, Wed, Fri

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

☒ Car ☐ Public Transit ☐ Carpool (Rider / Driver)

LA ☐ OC ☐ South Bay

TIPS ☐ Serv-Safe ☐ LEAD ☒ Other FHC ☒ Will Submit

Open ☐ AM only ☒ PM only ☐ Weekdays only ☐ Weekends only

Details: See above

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: _____

First Name	Emmanuel
Last Name	cadena
E-mail Address	mannyinedac@gmail.com
Phone	4355319869
Address	1014 gilman ave
Unit or Number	3
City, State	San francisco
Zip Code	94124
What region(s) are you applying to work within?	San Francisco
Which position(s) are you applying for?	Cook Dishwasher California
Are you applying for:	Full-Time
When can you start?	09-09-2019
Can you work overtime?	Yes
How did you hear about us?	Craigslist
What days/times can you work? Select all that apply:	Monday AM Tuesday AM Wednesday AM Thursday AM Friday AM
Have you ever applied to or worked for Acrobat before?	No
Do you have any friends or relatives working for Acrobat? If so, please let us know who:	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
State age if under 18. If you are under 18, hire is subject to verification that you are of minimum age to work.	Yes
Are you able to perform the essential functions of the job for which you are applying?	Yes
Name of School	Middle school
City & State	Mexico city
Grade/Degree	No
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")	No
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")	No
Are you currently employed?	Yes

Can we contact your current employer?	Yes
Name and Address of Employer	Lyft
Type of Business	Driver
Phone Number	415356892
Your Position & Duties	Take passengers to they destination
Date of Employment (from/to):	04/2017
Reason for Leaving	I still drive for LYFT
Still Employed:	Yes
Name and Address of Employer	Ihop resturant 200 Beach St, San Francisco, CA 94133
Type of Business	Resturant
Phone Number	+1 415-837-0221
Your Position & Duties	Line cook
Date of Employment (from/to):	06/2017 to 11/2018
Reason for Leaving	To slow
Still Employed:	No
Name and Address of Employer	Inn at entrada 2588 W Sinagua Trail, St. George, UT 84770
Type of Business	Country club
Your Position & Duties	Sous chef
Date of Employment (from/to):	2016-2017
Reason for Leaving	We moved to california
Still Employed:	No
Have you ever been fired from a previous place of employment? If yes, please explain:	No
Have you obtained any special skills or abilities as the result of service in the military? If yes, please explain:	No
First Name	Madalena
Last Name	Vazquez
E-mail Address	magyvazquez0782@gmail.com
Phone	(650)290-3862
Relationship:	Friend
Years Acquainted:	20
First Name	Elena
Last Name	Pineda
E-mail Address	pineda.magy9@gmail.com
Phone	(650)290-2763
Relationship:	Aunt
Years Acquainted:	39
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	(Checked box indicates acknowledgement)

<p>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.</p>	
<p>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.</p>	<p>(Checked box indicates acknowledgement)</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 representations contrary to the foregoing are binding on the</p>	<p>(Checked box indicates acknowledgement)</p>

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):	Emmanuel Pineda cadena
Date:	09-04-2019
Please Attach Resume Below	manny resume .pdf

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

Emmanuel Pineda

mannyinedac@gmail.com | 435 531 98 69

Professional Summary

I am a person responsible for my work if as the responsibilities that entails. I like to respect my superiors and I am a Person who likes challenges.... I learn pretty fast.... I like working under pressure and enjoy my work living one day At a time ... I adapt to the workplace it is comfortable or not.

IHOP RESTAURANT /BAY ST. (Line cook)
San Francisco CA. Agosto 2017-July 2018

ENTRADA AT SNOW CANYON/ line cook (sauz chef)
Saint George Ut. February 2016-July 2017

SPRIG INC. /cook, prep. Cook (dinner on demand)
San Francisco CA, Jun 2014-March 21015
We prep. And cook over 1200 diners and lunch that were sold on line.

IHOP RESTAURANT/Certified trainer, certified cook, crew lieder, lead line cooks, and recipe Manger.
San Francisco Ca. April 2014 – march 2016
Transferred to IHOP WASHINTONG UT.

VICTORY OUTREACH CHURCH INTERNATIONAL/Minister of evangelism and Theology
My wife and I work for a Christian Church for 2 years full time Ministry....i did not have a job
Because we donate time working in the Ministry of Christian restoration for
Drug addicts and gang members.

JHONNY GARLIC´S /Line cook
Santa Rosa CA, September 2011-February 2012

IHOP RESTAURANT/Certified trainer, certified cook, crew lieder, lead line cooks.
Santa Rosa CA, November 2010- September 2011

MARIE CALLENDER´S RESTAURANTS/Line cook, Banquet cook, Sunday brunch cook.
Santa Rosa CA, May 2010- November 2010

SPORT´S GRILL /Line cook.

Saint George UT. November 2008- March 2009

PALMS RESTAURANT/Line cook, lead cooks, Banquet cook.

Saint George UT. November 2006- August 2008

IHOP RESTAURANT/ Certified trainer, certified cook, crew lieder, lead line cooks,

Saint George UT. April 2005-September 2008

CHILL 'S RESTAURANT/Line cook.

Saint George Ut. January 2004-september 2004

EDUCATION

American International Theological Seminary, Los Angeles, CA (US)

Diploma of Sacred Theology.

American International Theological Seminary, Los Angeles, CA (US)

Doctor of Theology.

70%

- 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
- C 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
- C 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)

50%

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

Prep Cooks Test

- a 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
- a 10) Which of the following can you use to put out a grease fire?
- a. Baking Soda
 - b. Baking Powder
 - c. Flour
 - ☒ d. Water
- c 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
- b 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

a 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

a 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.

-1 20) Cubes
chop: to cut into very small pieces when uniformity of size and shape is not important.

NOTICE TO EMPLOYEE**Labor Code section 2810.5****EMPLOYEE**Employee Name: Emmanuel Pineda CadenaStart Date: 9/5/2019**EMPLOYER**Legal Name of Hiring Employer: S.E ScherIs 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 OutsourcingPhysical Address of Main Office: 1871 The Alameda Ste 110 San Jose, CA 95126Mailing Address: 1871 The Alameda Ste 110 San Jose, CA 95126Telephone Number: (408) 844-0772**WAGE INFORMATION**Rate(s) of Pay: \$20/hr Overtime Rate(s) of Pay: \$30/hrRate 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 ☐ NoIf 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, 9th 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 §246.
- ☐ 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)

Ngoc Ho
(PRINT NAME of Employer representative)

[Signature]
(SIGNATURE of Employer Representative)

9/5/2019
(Date)

(PRINT NAME of Employee)

Emmanuel Pineau
(SIGNATURE of Employee)

Emmanuel Pineau
(Date) 9/5/19

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: Emmanuel Pineda Cedeno Date: 08/5/19

Signature: Emmanuel Pineda

