

# ACROBAT OUTSOURCING

## TSC GROUP

Vincent Rushing Gladney

Taborca ID: 53497

Date of Hire: 9/12/2019

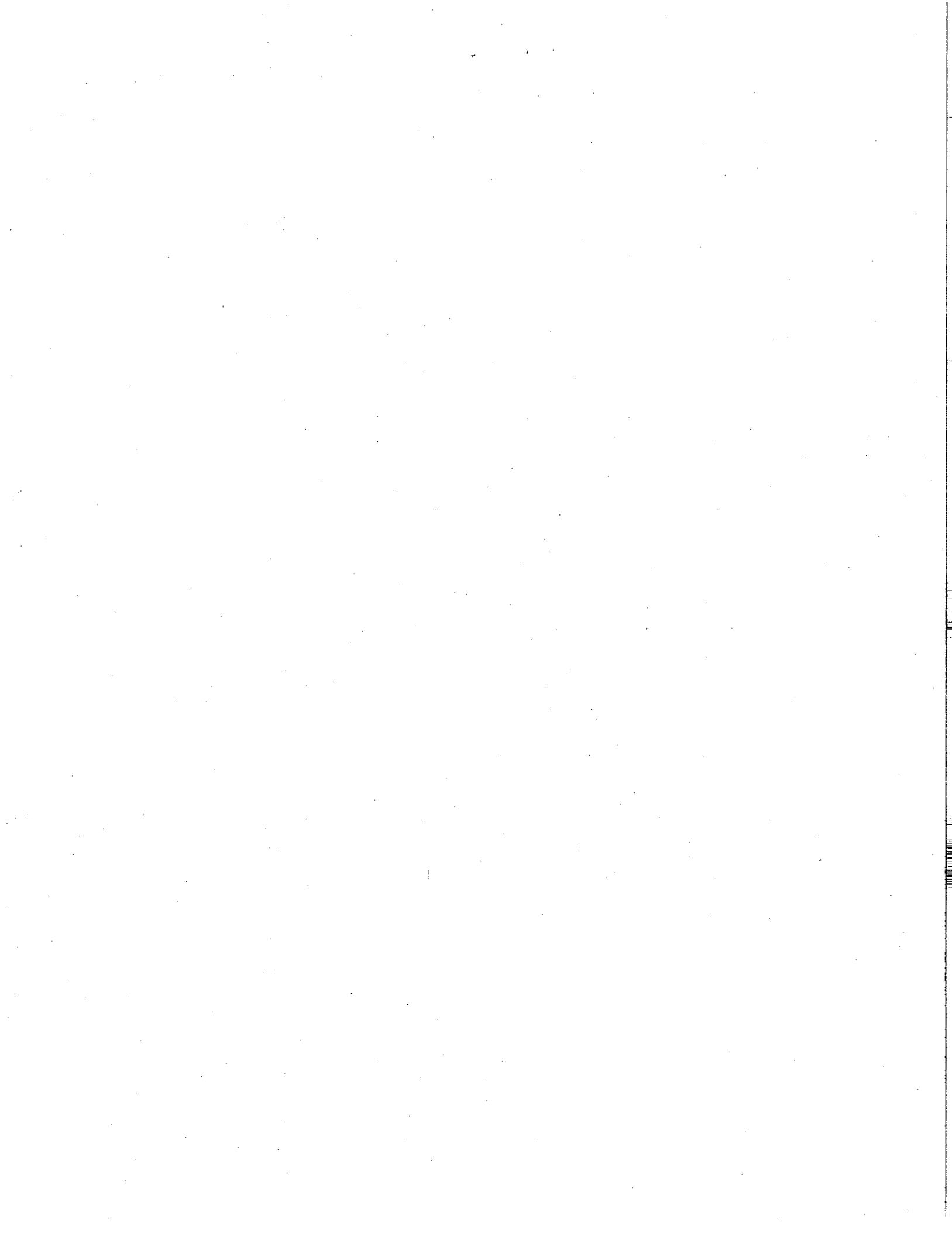
Date of Re-Act: / /

- 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>Vincent Rushing</u>	Interviewer: <u>Ngoc Ho</u>
Date: <u>9/12/2019</u>	Rate of Pay: <u>\$18/hr</u>
Position(s) Applied for: <u>Cook</u>	Referred by: <u>CL</u>

Server	/35	%	Bartender	/35	%
Prep Cook	14/20	70	Barista	/15	%
Grill Cook	32/40	80	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/14	%

Full-Time
Part-Time

Total of 15 yrs in Food Service/Hospitality

- okay w/ on-call
- not currently working
- open but prefers mornings or whatever has most hours
- Currently w/ people Ready but not enough jobs
- Line cook at Applebees, BJs, banquets, catering

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

<input checked="" type="radio"/> Car	Public Transit	Carpool ( Rider / Driver )
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LA

OC

South Bay

TIPS	Serv-Safe	LEAD	<input checked="" type="radio"/> Other <u>FHC</u>	<input checked="" type="radio"/> Will Submit
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<input checked="" type="radio"/> Open	AM only	PM only	Weekdays only	Weekends only
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Details:

Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie
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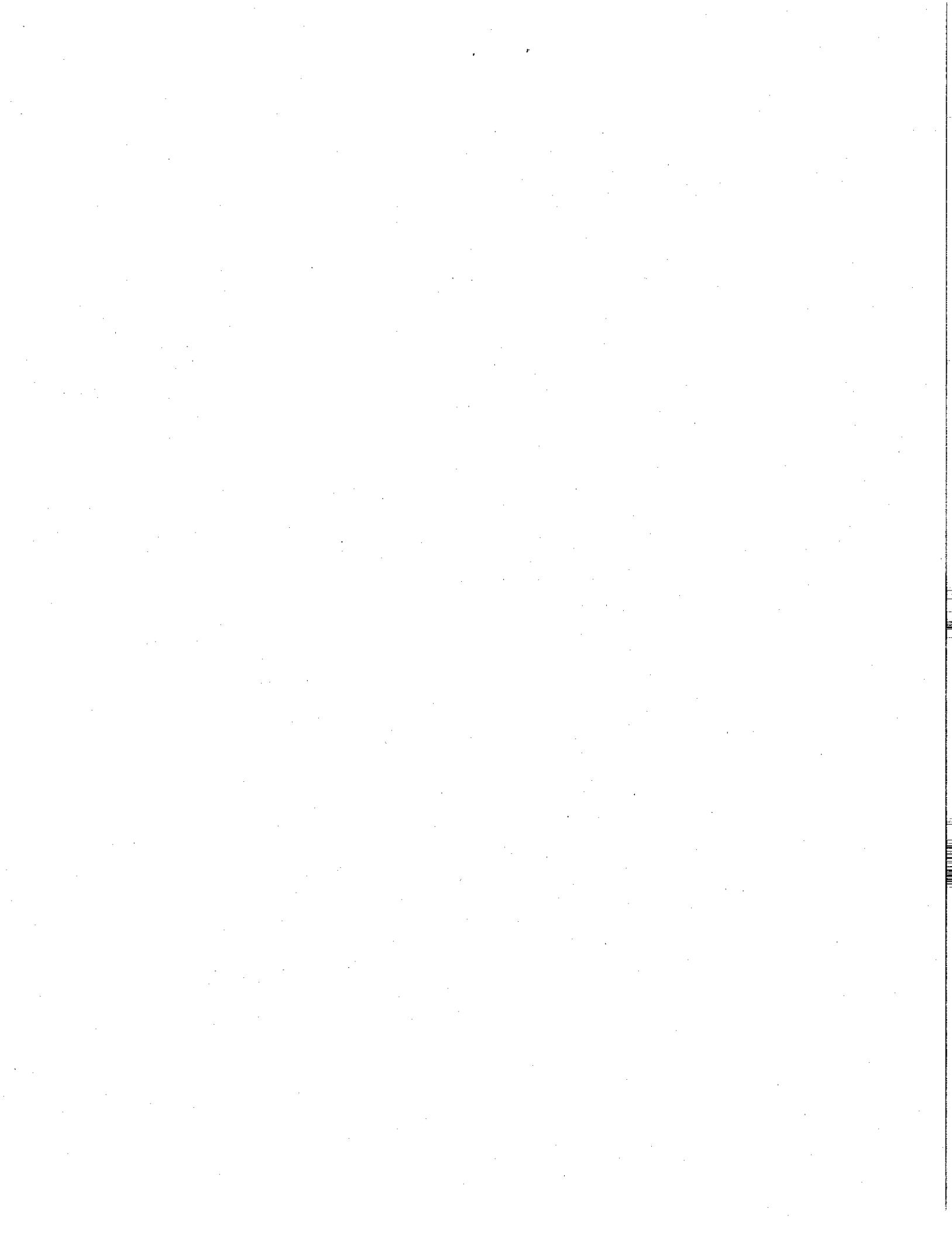
Chef Coat      Chef Pants      Knives

 Black Pants Non-Slip Shoes

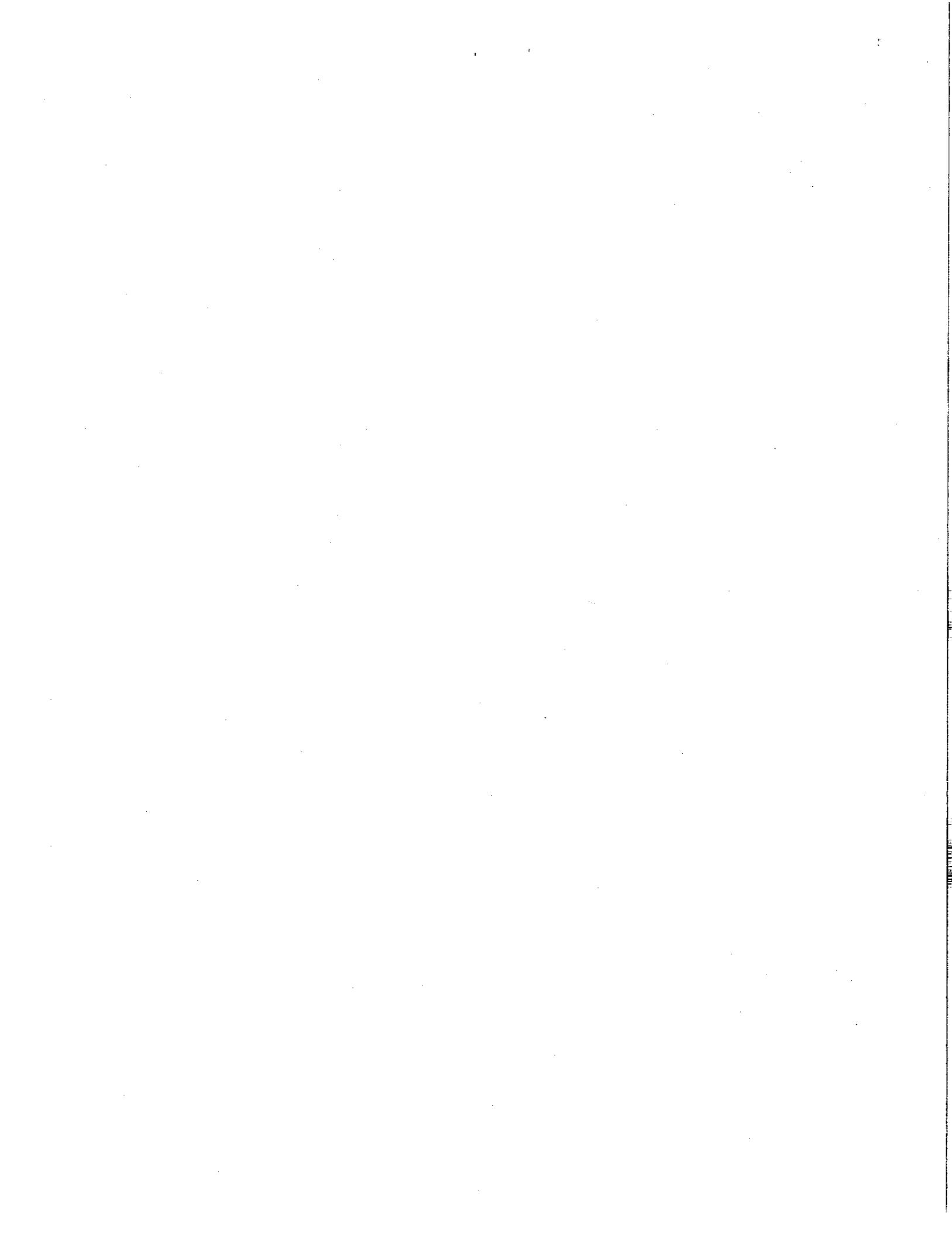
Bow Tie

Other:

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
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First Name	VINCENT
Last Name	RUSHING
E-mail Address	VRUSHING28@YAHOO.COM
Phone	4085120561
Address	115 CORAL ST
Unit or Number	D
City, State	SANTA CRUZ
Zip Code	95060
What region(s) are you applying to work within?	San Jose
Which position(s) are you applying for?	Cook Server Busser Housekeeper Dishwasher
Are you applying for:	Full-Time
When can you start?	09-15-2019
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 Tuesday PM Wednesday AM Wednesday PM Thursday AM Thursday PM Friday AM Friday PM Saturday AM Saturday PM Sunday AM Sunday PM
Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank)	NO
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
State age if under 18. If you are under 18, hire is subject to verification that you are of minimum age to work.	38
Are you able to perform the essential functions of the job for which you are applying?	Yes
Name of School	THE ART INSTITUTE OF ILLINOIS AT CHICAGO
City & State	CHICAGO, IL



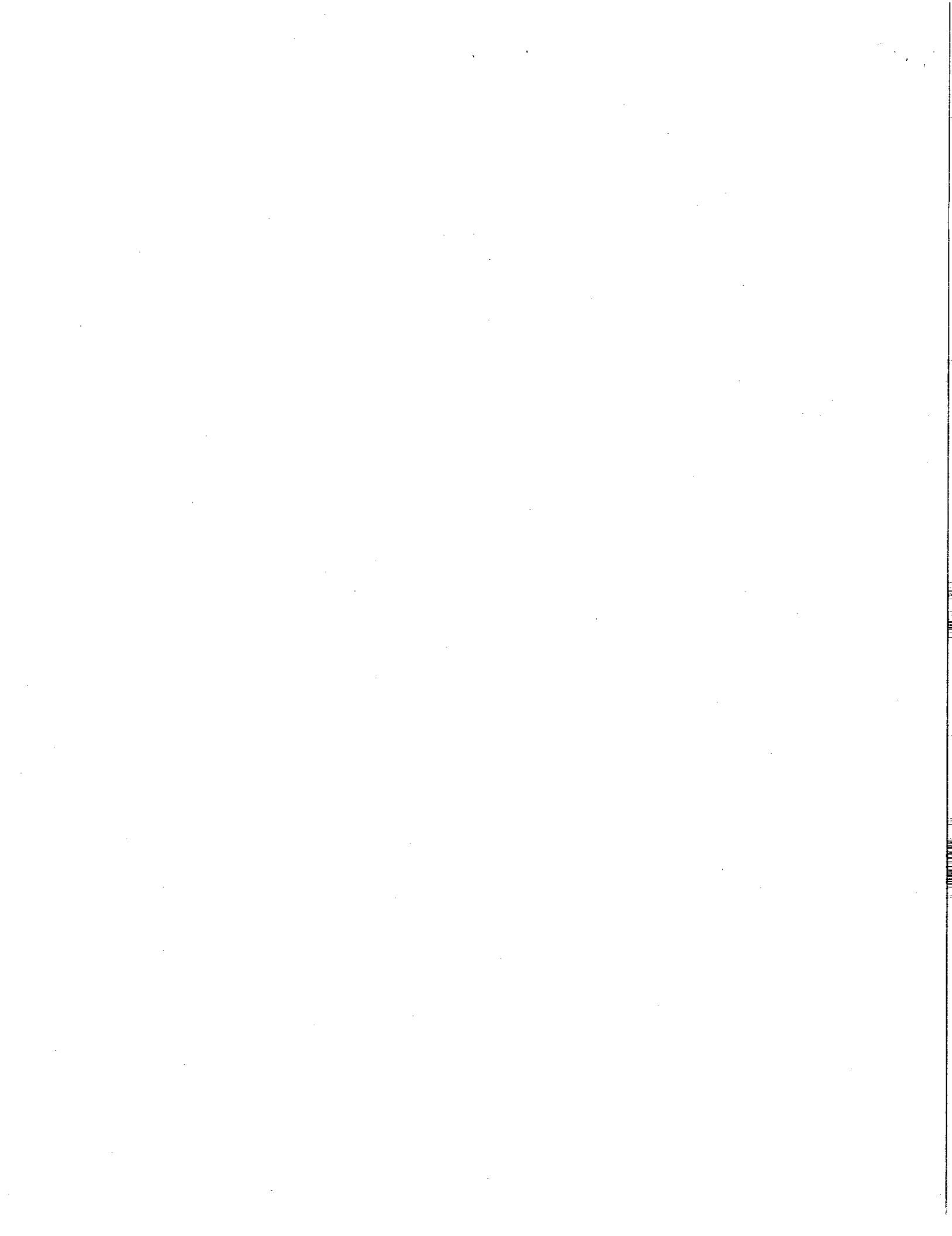
Grade/Degree	2 YEAR CULINARY PROGRAM
Graduated?	Yes
Do you have any special licenses? (If so, label under "Special")	Yes
Are you computer literate? (If so, label which programs under "Special")	Yes
Are you proficient with Point of Sale systems? (If so, label which under "Special")	Yes
Do you have any experience, training, qualifications or special skills? (If so, label under "Special")	Yes
Special:	OVER 15 YEARS OF CULINARY EXPERIENCE (SHORT ORDER, PREP COOK, COOK 1, COOK 2, BANQUET CAPTAIN, SPECIAL EVENTS, HIGH VOLUME AND MORE... ALSO I HAVE A SERVSAFE CERTIFICATION
Are you currently employed?	Yes
Can we contact your current employer?	Yes
Name and Address of Employer	T.E.A.M TOTAL ACCESS MANAGEMENT
Type of Business	EVENT SPECIALIST
Phone Number	8314022878
Your Position & Duties	TICKET COLLECTOR
Date of Employment (from/to):	1 STAR TODAY
Reason for Leaving	HAVE NOT STARTED YET
Still Employed:	Yes
Name and Address of Employer	FOOD MAXX GROCERY STORE WATSONVILLE, CA
Type of Business	WHOLESALE GROCERY STORE
Phone Number	8317681483
Your Position & Duties	NIGHT STOCK PERSON
Date of Employment (from/to):	8/18 TO 3/19
Reason for Leaving	DUE TO PERSONAL ISSUES, LEFT ON GOOD TERMS AND WAS ASSURED THAT IF I EVER WANTED TO RETURN I COULD DO SO.
Still Employed:	No
Name and Address of Employer	THE POINT CHOP HOUSE IN PORTOLA, CA
Type of Business	STEAK HOUSE
Phone Number	N/A
Your Position & Duties	LEAD LINE COOK AND PICKED UP EXTRA HOURS DISH WASHING.
Date of Employment (from/to):	8/17 TO 3/19
Reason for Leaving	RESTAURANT WENT OUT OF BUSINESS
Still Employed:	No



First Name	JOHN
Last Name	L
E-mail Address	<u>foodmaxx66@yahoo.com</u>
Phone	8317681483
Relationship:	FRIEND/STORE MANAGER
Years Acquainted:	2
First Name	DUSTIN
Last Name	STAFFORD
E-mail Address	<u>TOTALEVENTACCESSMANAGEMENT@GMAIL.COM</u>
Phone	8314022878
Relationship:	EMPLOYER
Years Acquainted:	0
<p>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.</p>	
<p>(Checked box indicates acknowledgement)</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</p>	
<p>(Checked box indicates acknowledgement)</p>	



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.		
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.	(Checked box indicates acknowledgement)	
I hereby acknowledge that I have read and understand the above statements.	(Checked box indicates acknowledgement)	
Applicant Digital Signature (Type Name):	VINCENT RUSHING	
Date:	09-10-2019	
Please Attach Resume Below	mo-12.docx	
<p>You can <a href="#">edit this submission</a> and <a href="#">view all your submissions</a> easily.</p>		



# VINCENT B. RUSHING

Vrushing28@yahoo.com

Phone 408-512-0561

## **Objective:**

To obtain a cook position in a food service setting where I can contribute my 15 years kitchen and culinary skills and my team player attitude while offering excellent customer skills, a "can do" approach to all tasks with a consistently, high level of productivity.

## **Skills & Abilities**

- Punctual and solid time management skills.
- Ability to work with minimal supervision and able to manage multiple priorities.
- Organized, resourceful, and self-motivated.

## **History/Experience**

Cook

**UCSC, Santa Cruz**

- Maintain food preparation areas, equipment and work surfaces, to ensure safe and sanitary food handling.
- Daily full set up and break down of kitchen areas and equipment.
- Preparation of all dishes and recipes to chef standards, while complying with all serve safe health and safety regulations.

Dock Worker

**GOODWILL, SANTA CRUZ, CA**

- Load and unload trucks each day.
- Sort merchandise and load bailers for transport.
- Store items in an orderly and accessible manner in warehouse, tool rooms, supply rooms, and other designated areas.

Cook

**LEVI STADIUM, Santa Clara, CA**

- Prepare and serve game day and event food to the chef and customers request.
- Clean and sanitize work areas, equipment, utensils, and dishes.
- Take and record temperature of food and food storage areas, such as walk-ins and freezers.
- Store food in designated containers and storage areas to prevent food



spoilage.

Line Cook

***Bj's BREW HOUSE, Modesto, CA***

- Prepare for each shift by placing cutting boards and utensil baths at each station.
- Systematically prepared, tasted, and garnished dishes to order.
- Ensure the freshness of food and ingredients by checking for quality, and (FIFO) system, First in First out.



Multiple Choice Test (1 point each)

B 1) 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

C 2) The recommended temperature for your refrigerator is...

- a) 45°F
- b) 50°F
- c) 40°F
- d) 20°F

80%

D 3) 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

A 4) 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

D 5) 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

D 6) 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

D 7) 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

D 8) 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

A 9) 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**

E 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

C 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

D 12) A gallon is equal to \_\_\_\_\_ ounces

- a) 56
- b) 145
- c) 32
- d) 128

B 13) How many cups are in a quart?

- a) 2
- b) 4
- c) 6
- d) 8

A 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

A 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

C 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

C 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

C 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**

B 19) Which of the following best describes the process of Caramelization?

- 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

D 20) What temperature should chicken be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

C 21) What temperature should ALL ground meat be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

C 22) What temperature should fish be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

23) What is a roux and what is it used for? (2 points)

To thicken a sauce

24) What is the process of making clarified butter, and why is clarified butter used? (3 points)

Slowly melt melting it on very low heat and then skimming the fat from the top of the butter

25) What are the 5 mother sauces? (5 points)

- 1.
- 2. Hollandaise
- 3. Tomato
- 4. Bearnaise
- 5. Mornay

26) What does it mean to season a grill and why is this process important? (3 points)

Oil it so that your product does not stick

27) What are the ingredients in Hollandaise sauce? (5 points)

Egg  
clarified butter  
lemon juice  
white pepper  
sometimes paprika

$$\begin{array}{r} 16 \\ \times 2 \\ \hline 64 \end{array}$$

**Multiple Choice (1 point each)**

D 1) A gallon is equal to \_\_\_\_ ounces

- a. 56
- b. 145
- c. 32
- d. 128

A 2) Mesclun are what type of vegetable?

- a. Roots
- b. Beans
- c. Salad Greens
- d. Spices

B 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

C 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 blanche 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

A 7) What is Al Dente?

- a. Firm but not hard
- b. Soft to the touch
- c. Very hard
- d. Very soft

B 8) Food should be left out no more than

- a. 2 hours
- b. 3 hours
- c. 4 hours
- d. 5 hours

70%



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

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

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

B

15) Which spoon is used to remove fat from soups and stews

- a. Basting Spoon
- b. Ladle
- c. Slotted Spoon
- d. Portion Spoon

E

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.

20) Mince : 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: Vincent Rushing  
Start Date: 9/1/2019

**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 95126

Mailing Address: 1871 The Alameda Ste. 110 San Jose, CA 95126

Telephone Number: (408) 844-0772

**WAGE INFORMATION**

Rate(s) of Pay: \$18/hr Overtime Rate(s) of Pay: \$27/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 §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

Vincent Rushing

(PRINT NAME of Employer representative)

(PRINT NAME of Employee)

Ngoc Ho

Vincent Rushing

(SIGNATURE of Employer Representative)

(SIGNATURE of Employee)

9/12/2019

9-12-19

(Date)

(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.

## 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: Vincent Rushing Date: 9-12-19

Signature: Vincent Rushing

