

Interview Note Sheet
Server

Applicant Information			
Name: John Emerich IV	Interviewer: Elyse	Date: 10/2/19	Rate of Pay: \$12/hr
Position(s) Applied for: Server/Disher	Referred by: Taylor Warfield		

Test Scores						Seeking:
Server	29	/35	%	Bartender	/30	
Prep Cook		/15	%	Barista	/10	%
Grill Cook		/40	%	Cashier	/10	%
Dishwasher		/10	%	Housekeeping	/16	%

Relevant Experience & Summary of Strengths			
Total of <u>4</u> Experience in Food Service/Hospitality			
How many customers or tables are you used to serving at one time? How would you re-act if an extra table was added to your section?	How many items can you carry on a tray? Please describe how to pick up a large oval tray.	How is a banquet server different from a regular restaurant server?	<u>Positive</u> <u>Notes:</u> <u>People person</u> <u>retail - sales</u> <u>-team setting</u> <u>Customer service</u> <u>-USO volunteer</u> <u>-golfing</u> <u>-Postmark</u>
3-4 tables formal serving (6-8 guests each)	5 items ✓		

P.O.S. Experience: Y / N details:		Transportation	Regions Available to work:
		Yes - Car	all good
Certifications (if any)		Availability	
Send link		Open	
Uniforms Owned:		Recommendations:	Other Languages Spoken:
<input checked="" type="checkbox"/> Bistro White <input checked="" type="checkbox"/> Black Bistro <input type="checkbox"/> Tuxedo <input type="checkbox"/> 1/2 Tuxedo <input type="checkbox"/> Black Vest <input type="checkbox"/> Long Black Tie <input type="checkbox"/> Other:		<input type="checkbox"/> Chef Coat <input type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input type="checkbox"/> Black Pants <input checked="" type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie	
		<input type="checkbox"/> Acrobat Academy <input checked="" type="checkbox"/> Lead Academy	

Servers Test

Name John Emerick

Score 29/35

Multiple Choice

- 1) Food is 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) On the right side with the right hand
- 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) On the right side with the right hand
- 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) On the right side with the right hand
- 4) What part of a glass should you handle at all times?
 - a) The stem
 - b) The widest part of the glass
 - c) The top
- 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) All of the above
- 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 dinning room is served
 - c) Try to convince the guests to eat what you brought them
 - d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

Match the Correct Vocabulary

D E Scullery

E C Queen Mary

B A Chaffing Dish

B French Passing

G Russian Service

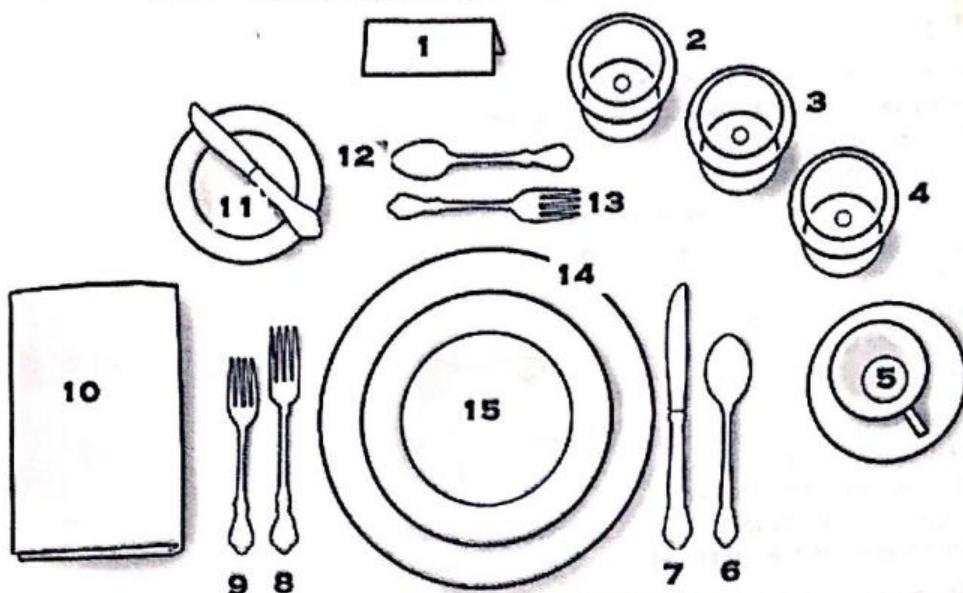
F Corkscrew

C D Tray Jack

- A. Metal buffet device used to keep food warm by heating it over warmed water
- 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)
- C. Used to hold a large tray on the dining floor
- D. Area for dirty dishware and glasses
- E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored
- F. Used to open bottles of wine
- G. Style of dining in which the courses come out one at a time



Servers Test



Match the Number to the Correct Vocabulary

10

Napkin

8

Dinner Fork

11

Bread Plate and Knife

5

Tea or Coffee Cup and Saucer

12

Name Place Card

7

Dinner Knife

13

Teaspoon

2

Wine Glass (Red)

14

Dessert Fork

9

Salad Fork

15

Soup Spoon

14

Service Plate

1

Salad Plate

3

Wine Glass (White)

4

Water Glass

Fill in the Blank

1. The utensils are placed six 1 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: coordinated courses.
4. What is generally indicated on the name placard other than the name? Reservation choice of meal.
5. The Protein on a plate is typically served at what hour on the clock? 6 o'clock.
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? inform the chef/notation make notation.



ACROBAT OUTSOURCING
TSC GROUP

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 John Jay Emerich IV Date: 10/01/2019
Home Telephone (305) 569-7670 Other Telephone ()
Present Address 6202 Francis Rd #320
Permanent Address, if different from present address: _____
Email Address JoEmerichIV@gmail.com

EMPLOYMENT DESIRED

Position applying for: Server 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 Taylor Warfield 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
	<u>OPEN</u>	<u>OPEN</u>					<u>OPEN</u>
AM							
PM							

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: NO

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 Spouse Taylor Warfield

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 COMPLETED	DID YOU GRADUATE?
San Diego State Univ	San Diego		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: -OFFICE -MICROSOFT, EXCEL TAUGHT POS Training @ Nordstrom		- worked AS SERVER IN RETIREMENT COMMUNITY	

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 Nordstrom - La Jolla Village Drive

Type of Business RETAIL Telephone No. 888, 457-4575 Supervisor's Name Kristen Rodekinder
Your Position and Duties Assistant Manager Customer Service
OVERSEAS TRAVEL, SCHEDULING, TRAINING, LEAD STORE MEETINGS

Dates of Employment: From Mar 2017 To 2018

Reason for Leaving: Laid off as part of company Restructuring

Name and Address of Employer 1650 La Jolla Village Drive Nordstrom Fashion Valley

Type of Business RETAIL Telephone No. 819, 215-4441 Supervisor's Name Tony Espanola
Your Position and Duties Womens Shoes ASSIST. Manager
Lead daily operations of \$13 million dollar Floor

Dates of Employment: From Oct. 2016 To Maran 2018

Reason for Leaving: Promotion

Name and Address of Employer Macy's

Type of Business RETAIL Telephone No. (91) Supervisor's Name Sandy Flunin
Your Position and Duties Sales
Womens Shoes Sales Floor - Leadership over Shop

Dates of Employment: From 201208 To OCT 2012

Reason for Leaving: New Employment

Name and Address of Employer Circuit City

Type of Business RETAIL Telephone No. (N/A) Supervisor's Name Trinell Lewis

Your Position and Duties Inventory Control, Sell Extended Warranty,
open/close stores - POS duties

Dates of Employment: From 2005 To 2009

Reason for Leaving: Company Folded

Have you ever been fired from any previous place of employment? If so, please explain: Never
Laid off for Company Restructuring in April 2019

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: Hursten Podelander Telephone No. 858, 457-4575

Address 19 Jolla Village Drive

Occupation: Customer Service Manager Relationship: Previous Supervisor Number of Years Acquainted: 4

Name: Rebecca Doege Telephone No. 858, 457-4575

Address 19 Jolla Village Drive

Occupation: HR Assistant Manager Relationship: HR Manager Number of Years Acquainted: 8 years

Name: BOBby Woods Telephone No. (____)

Address 450 Neil Ash Airport Center

Occupation: Supervisor Relationship: _____ Number of Years Acquainted: 1

Please Read Carefully, Initial Each Paragraph and Sign Below

✓ 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.

✓ 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.

✓ 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.

✓ 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.

✓ 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

John J. Bemerich

Date

10/08/19

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

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, chafing dishes)
- d) Harsh chemicals
- e) All of the above

u

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

u

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

b

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

The City of
SAN DIEGO

Earned Sick Leave and Minimum Wage Employee Notification Form

Legal Name of Hiring Employer: S.E. Scher Corp
D/B/A of Hiring Employer (if different than Legal Name): Acrobat Outsourcing
Employer's Address: 2525 Camino Del Rio South Ste. 310, San Diego, CA 92108
Employer's Phone number: 858-771-0010
Employee Name: John J Emerick III
Employee Start Date: 10/9/19

As of July 11, 2016, all Employers must:

- Pay no less than \$10.50 per hour and provide paid sick leave to all employees who perform at least two (2) hours of work in one work week within the geographic boundaries of the City of San Diego
- Allow employees to begin using accrued sick leave after the ninetieth (90) day of employment or after July 11, 2016, whichever is later
- Post the Earned Sick Leave and Minimum Wage notices published each year by the City in a conspicuous place at workplace or job site where employees work
- Create contemporaneous records documenting employees' wages earned and accrual and use of earned sick leave. These records must be provided to employees on a regular basis and retained by employer for at least three (3) years
- Allow Enforcement Official reasonable access to the workplace to inspect and interview witnesses in furtherance of an investigation

Employee rights:

- Employees who assert any rights provided in the Earned Sick Leave and Minimum Wage Ordinance are protected from retaliation
- Employees may file a civil lawsuit against their employers for any violation of the Ordinance or may file a complaint with the City of San Diego Enforcement Office

If you have questions, need additional information or believe your employer has violated any provision of this law, please contact your employer or visit the City of San Diego Minimum Wage Enforcement Office website at:

<https://www.sandiego.gov/treasurer/minimum-wage-program>

Acknowledgement of Receipt:

Edward Boland
(PRINT NAME of Employer representative)
Brian
(SIGNATURE of Employer Representative)

10/9/19
(Date)

John J Emerick III
(PRINT NAME of Employee)
John J Emerick III
(SIGNATURE of Employee)
10/9/19
(Date)

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

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: John Emerich
Start Date: 10/9/19

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: _____
Physical Address of Main Office: _____
Mailing Address: _____
Telephone Number: _____

WAGE INFORMATION

Rate(s) of Pay: \$12.00 Overtime Rate(s) of Pay: \$18.00

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, 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)

Edward Bustamente
(PRINT NAME of Employer representative)

John J Emerich Jr
(SIGNATURE of Employer Representative)

10/19/19
(Date)

John J Emerich Jr
(PRINT NAME of Employee)

John J Emerich Jr
(SIGNATURE of Employee)

10/19/19
(Date)

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

Labor Code section 2810.5b) 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.

John J. Emerick IV

Team builder, problem solver, customer service obsessed
"Hire kind people and teach them to sell" - Blake Nordstrom

6202 Friars Rd #320
San Diego, CA 92108
john.emerick@nordstrom.com

EXPERIENCE

Nordstrom, La Jolla@UTC — Service Experience ADM

MARCH 2018 - PRESENT

Responsibilities include: talent management including: recruiting, hiring, store new hire training responsibilities. Setting the standard for customer experience and trusted to educate store on Company Service Policy expectations.

Recognized in numerous customer letters for exceptional leadership and service in demonstrating the Nordstrom Brand.

SKILLS

Completed Manager in Charge training.

Hiring Manager - Team Builder

Scheduling and Budgeting

Customer Issue Solution Provider Leader

Nordstrom, Fashion Valley — Women's B.P Shoes ADM

OCTOBER 2016 - MARCH 2018

Floor and Stock Supervisor with responsibilities that include:

Managing 25 member team, completion of daily stock and volume goals

Impactful on \$13 million dollar floor, coaching team in reaching increase in department goals and executing company standard in service.

AWARDS

Anniversary Cup Winner 2017
#1 Sales Volume Increase So Cal Market

Aquatalia Trunk Show Contest Winner

UGG Fall Contest Market Winner

Nordstrom La Jolla@UTC — Salon Shoes

OCTOBER 2012- OCTOBER 2016

Accepted into Future Nordstrom Leaders 2015

Top 5 Volume Increase Department Level

Number 1 Volume Increase Designer Shoes

EDUCATION

San Diego State University San Diego — B.A.Degree

JUNE 2012

Degree from College of Arts and Letters.