# Chanella Hunter
## chanellahunter@gmail.com

Submission Date
October 3, 2019 15:46

First Name            Chanella

Last Name             Hunter

*10/8 @ 11 AM.*

E-mail Address        chanellahunter@gmail.com

Phone                 4156788490

Address               1130 Chester St

Unit or Number        N/a

City, State           Oakland

Zip Code              94607

What region(s) are you applying to work within?    San Francisco

Which position(s) are you applying for?    Server    Busser    Housekeeper    Dishwasher    Barista

Are you applying for:    Full-Time    Part-Time

When can you start?    Oct 3, 2019

Can you work overtime?    Yes

How did you hear about us?    Referral

If you were referred, please tell us by whom:    Tommie Craig

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

Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank)    Oct 11-14th 2019

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.    CA

Are you able to perform the essential functions of the job for which you are applying?    Yes

| | |
|---|---|
| Name of School | Gateway to College |
| City & State | San Francisco, CA |
| Grade/Degree | High School Diploma |
| 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") | Yes |
| Do you have any experience, training, qualifications or special skills? (If so, label under "Special") | Yes |
| Special: | I have worked with a lot of POS systems and I and Star 5 customer service certified. |
| Are you currently employed? | No |
| Can we contact your current employer? | No |
| Name and Address of Employer | Ajilon Staffing |
| Type of Business | Staffing Agency |
| Phone Number | 4156788490 |
| Your Position & Duties | Receptionist |
| Date of Employment (from/to): | 07/10- Now |
| Reason for Leaving | N/a |
| Still Employed: | Yes |
| Name and Address of Employer | 1130 Chester St |
| Phone Number | 4156788490 |
| First Name | Tommie |
| Last Name | Craig |
| E-mail Address | tommiecraig90@gmail.com |
| Phone | 1 (510) 712-3671 |
| Relationship: | Precious Co-worker |
| Years Acquainted: | 2 |

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

(Checked box indicates acknowledgement)

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.

(Checked box indicates acknowledgement)

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.

(Checked box indicates acknowledgement)

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.

(Checked box indicates acknowledgement)

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

(Checked box indicates acknowledgement)

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.
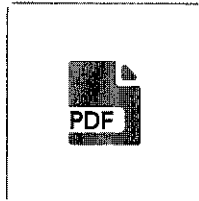
(Checked box indicates acknowledgement)

Applicant Digital Signature (Type Name):

Chanella Hunter

Date:

Oct 3, 2019

Please Attach Resume Below



Chanella Hunter 2019 Resume.pdf

# NOTICE TO EMPLOYEE
*Labor Code section 2810.5*

Employee Name: _Hunter, Chanella_

Start Date: _10/14/19_

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:

303 Hegenberger Road Suite 300, Oakland, CA. 94621

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: _____

Rate(s) of Pay: _Line Server $16.50_ Overtime Rate(s) of Pay: _1.5 X_

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

DLSE-NTE (rev 9/2014)

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: _____

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

_____R. M. Samuels_____

(PRINT NAME of Employer representative)

_____CMS_____

(SIGNATURE of Employer Representative)

_____10/14/19_____

(Date)

_____Chanella Hunter_____

(PRINT NAME of Employee)

_____C. H._____

(SIGNATURE of Employee)

_____10/14/19_____

(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.

DLSE-NTE (rev 9/2014)

# Interview Note Sheet
## General

### Applicant Information

Name: Chanella Hunter

Date: 10/8/2019

Position (s) Applied for: Server, ~~Dishwasher~~ Prep

Interviewer:

Rate of Pay: Smcar. 16.5 / Concessionare 17. Porter

Referred by:

### Test Scores

| | | | | | |
|---|---|---|---|---|---|
| Server | 15 /35 | 43 % | Bartender | /30 | % |
| Prep Cook | 14 /20 | 70 % | Barista | /10 | % |
| Grill Cook | /40 | % | Cashier | /10 | % |
| Dishwasher | /10 | % | Housekeeping | /16 | % |

### Seeking:
(Full-Time)

(Part-Time)

### Relevant Experience & Summary of Strengths

Total of _____ Experience in Food Service/Hospitality

Cow Palace event. End of year dinner/ concert. Had to set up buffet, bar, é then seated dinner. A lot of irons in the fire.

~~Confl~~ Tries to focus on descalation. Make person aware that things arent personal but work related. Be solution oriented.

Comfortable setting up a buffet.
Comfortable carrying a tray. Both glassware é plates é clearing.

Knife skills : 6
- Prepped raw chicken, salads, seafood.

P.O.S. Experience: (Y) / N    details: _____

### Transportation

Public.

### Regions Available to work:

SF é Oakland.

### Certifications (if any)

No. Expired.

### Availability

Open.
Needs one weekend day.

### Uniforms Owned:

- ✓ Bistro White
- ___ Black Bistro
- ___ Tuxedo
- ___ 1/2 Tuxedo
- ___ Black Vest
- ___ Long Black Tie
- ___ Other:
- ___ Chef Coat
- ___ Chef Pants
- ___ Knives
- ✓ Black Pants
- ✓ Non-Slip Shoes
- ___ Bow Tie

### Recommendations:

___ Acrobat Academy

___ Lead Academy

### Other Languages Spoken:

# Prep Cooks Test

**Score** 14/20

70%

**C** **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

**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

**D** **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

**C** **8)** Food should be left out no more than
- a. 2 hours
- b. 3 hours
- c. 4 hours
- d. 5 hours

**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

**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

**C** 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

**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.

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

**Servers Test**

## Multiple Choice

_42%_

**B** 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

**B** 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

**C** 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

**B** 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

**D** 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

**D** 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** Scullery

**A** Queen Mary

**C** Chaffing Dish

**G** French Passing

**B** Russian Service

**F** Corkscrew

**E** 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
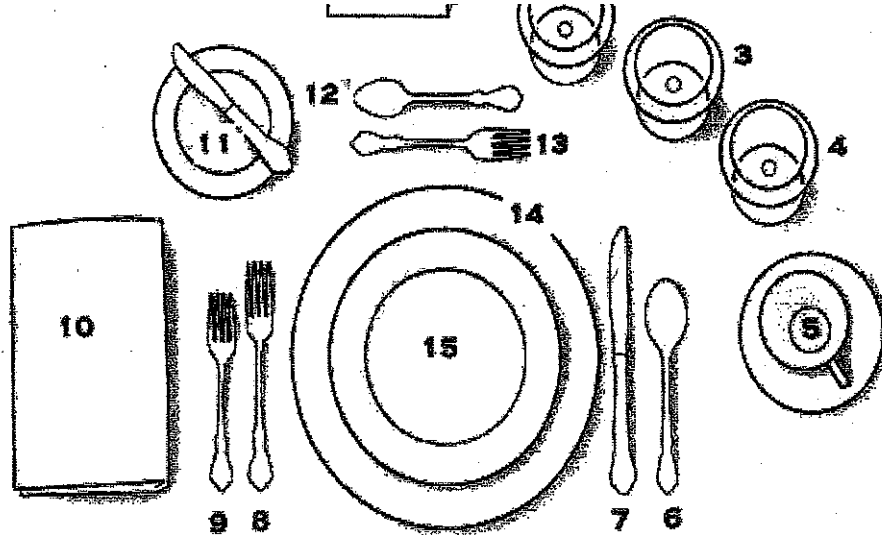
## Match the Number to the Correct Vocabulary

9 — Dinner Fork

5 — Tea or Coffee Cup and Saucer

7 — Dinner Knife

3 — Wine Glass (Red)

8 — Salad Fork

14 — Service Plate

2 — Wine Glass (White)

10 — Napkin

11 — Bread Plate and Knife

1 — Name Place Card

12 — Teaspoon

13 — Dessert Fork

6 — Soup Spoon

4 — Salad Plate

4 — Water Glass

## Fill in the Blank

1. The utensils are placed ___6___ inch (es) from the edge of the table.

2. Coffee and Tea service should be accompanied by what extras? Creamer, Sugar & mints

3. Synchronized service is when: The flow of service is efficient.

4. What is generally indicated on the name placard other than the name? Seat #

5. The Protein on a plate is typically served at what hour on the clock? 4-8

6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
Take down Seat #