

Interview Note Sheet

General

Applicant Information	
Name: <u>Kendria Smith</u>	Date: <u>10/22</u>
Interviewer: <u>Anthony W.</u>	Rate of Pay:
Referred by:	Position (s) Applied for:

Test Scores		Seeking:	
Server	/35	%	Full-Time
Prep Cook	/15	%	Part-Time
Grill Cook	/40	%	
Cashier	/10	%	
Housekeeping	/16	%	

Relevant Experience & Summary of Strengths			
Total of <u>Experience in Food Service/Hospitality</u>			
Describe a time when you had to multitask, or work under pressure?	How would you handle a disagreement/argument with a coworker?	What do you do to go above and beyond and exceed your customer's expectations?	Notes:
<u>First food. Serving customer food prep</u>		<u>Meet the need of the customer.</u>	

P.O.S. Experience: <u>Y</u> /- N details:	Transportation	Regions Available to work:	Other Languages Spoken:
Certifications (if any)	Bus.	Availability	
Uniforms Owned:	Bistro White Black Bistro Tuxedo 1/2 Tuxedo Black Vest Long Black Tie Other:	Recommendations:	Acrobat Academy Lead Academy
	Chef Coat Chef Pants Knives Black Pants Non-Slip Shoes Bow Tie		

Kendra Smith
816-969-7620
how.mc.56@gmail.com

Kansas City, MO

SUMMARY

I am a hard worker paying attention to all aspects of a job. I pride myself on my reliability and my passion for helping others. It is a personal goal of mine to continue to learn new things regularly to expand and strengthen my skillsets in the customer service and administrative fields. I am a quick study and I pick up on new concepts and procedures with ease.

SKILLS

- Customer Service
- Drafting Financial Contracts
- Data Entry
- Filing and file maintenance
- Inbound Customer Service Calls
- Auto Loan and Auto Services Payments
- Verbal Communication Skills
- 5 years Clerical Experience
- Using and troubleshooting
- Printing/Copy/Fax machines
- Comfortable using computers
- Handling legal documents
- Detail Oriented

WORK EXPERIENCE

Neil's Financial Plaza – Kansas City, MO – 5 years

Customer Services Rep – Sitting down with each customer, I would go over their personal information and gather the required details for the loan approval process and submit the forms to the verification department. After the loan was approved I would go over the details of the loans with them and answer any questions they have. I printed off temporary tags assisted in filling out the car's title. I also took incoming customer calls and over the phone pre-approvals. I did frequent follow up calls to customers who had been pre-approved to verify interest and schedule appointments. I was promoted to Front Desk Customer Service Associate handling payments and file maintenance, entering data into software system and other general clerical work. I then took on the role of Office Supervisor overseeing the staff, organizing weekly staff meetings, and ordering office supplies as needed.

Goodwill of Western Kansas and Eastern Missouri – Kansas City, MO 1 Year

Production Associate – Working in the back end of the store I assisted customers at the donation door accepting donations and helping to unload items from vehicles. I then joined the production team sorting through the new donations and placing them into the appropriate categories. I operated a software system that recorded information about movies music and books by scanning the barcodes. Near the end of the shift I would help move the new merchandise to the sales floor and merchandise the departments as necessary.

Food Services – Kansas City, MO – 2 years

Hospitality Worker – I have worked in large sit down restaurants and smaller delicatessens and cafes serving in many roles within the hospitality field. I worked in the kitchen slicing meats, baking artisan breads, food prep, freezer/front line stocking, and dishwashing. On the front end I worked on the cash registers checking out guests at the end of their meal handling cash, credit cards and distributing tips appropriately.



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 Kendra Smith Date: 10-22-19
Home Telephone (816) 419-7620 Other Telephone () _____
Present Address 7777 Holmes #406 KCMO 64131
Permanent Address, if different from present address: _____
Email Address _____

EMPLOYMENT DESIRED

Position applying for: open Salary desired: \$16.00
Are you currently registered with any staffing and/or employment agencies? If so, please list Nextstaff

Are you applying for: Full-time work? Yes X No _____ Part-time work? Yes _____ No _____
Temporary work, e.g., summer or holiday work? Yes _____ No _____
How did you find out about our open position? (Please check fill in proper name of source):
☐ Referral ☐ Name of Referral _____
☐ Newspaper ☐ Job Fair ☐ Agency ☐
Company Website ☐ Other Web Posting ☐ Other Source ☒
Could you work overtime, if necessary? Yes X No _____ If hired, on what date could you start working? Oct 28, 19

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
AM	6 am	6 am	6 am	6 am	6 am	6 am	6 am
PM	6 pm	6 pm	6 pm	6 pm	6 pm	6 pm	6 pm
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <u>N/A</u>							

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 _____

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	DID YOU GRADUATE?
Pasco High	KE MO	COMPLETED 11th	NO
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:			

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 Barbara Byers
Type of Business Light Cleaning Telephone No. (816) 924-0120 Supervisor's Name Barbara
Your Position and Duties Light house cleaning, hanging of blinds etc.

Dates of Employment: From 3-06 To -19

Reason for Leaving: she calls when she needs me

Name and Address of Employer Nextstaff (Crown Plaza) 1923 Wobee
Type of Business Hotel Telephone No. (816) 221-8220 Supervisor's Name Kenn
Your Position and Duties Housekeeping, cleaning rooms

Dates of Employment: From 8-17 To 10-17

Reason for Leaving: assignment ended

Name and Address of Employer _____
Type of Business _____ Telephone No. () _____ Supervisor's Name _____
Your Position and Duties _____
Dates of Employment: From _____ To _____
Reason for Leaving: _____

Name and Address of Employer _____
Type of Business _____ Telephone No. () _____ Supervisor's Name _____

Your Position and Duties _____

Dates of Employment: From _____ To _____
Reason for Leaving: _____

Have you ever been fired from any previous place of employment? If so, please explain: _____

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: _____

Address _____

Occupation: _____

Relationship: _____

Number of Years Acquainted: _____

Name: _____

Address _____

Occupation: _____

Relationship: _____

Number of Years Acquainted: _____

Name: _____

Address _____

Occupation: _____

Relationship: _____

Number of Years Acquainted: _____

Please Read Carefully, Initial Each Paragraph and Sign Below

KS 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.

KS 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.

KS 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.

KS 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.

KS 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

Rendia Smith

Date

10-28-19

Acrobat

outsourcing
Your Hospitality Staffing Professionals
665 Third St., Suite 435 • San Francisco, CA 94107

First and Last Name: Kendra Smith
Email: _____
Phone number: 816 469-7620

Working Experience:

Company Name: _____
Dates of Employment: _____
Job Responsibility: _____

Company Name: _____
Dates of Employment: _____
Job Responsibility: _____

Company Name: _____
Dates of Employment: _____
Job Responsibility: _____

Skills

Prep Cooks Test

Score

/ 20

Multiple Choice (1 point each)

1) A gallon is equal to _____ ounces

C

2) Mesclun are what type of vegetable?

C

a. 56

b. 145

c. 32

d. 128

a. Roots

b. Beans

c. Salad Greens

d. Spices

3) What does the term braise mean?

b

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

4) At what internal temperature must chicken be cooked so that it is safe to eat?

b

a. 155 degrees F

b. 165 degrees F

c. 175 degrees F

d. 185 degrees F

5) How do you blanch vegetables?

a

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

6) Which of the following ingredients would you pack before measuring?

C

a. Olive Oil

b. Salt

c. Brown Sugar

d. White Sugar

7) What is Al Dente?

b

a. Firm but not hard

b. Soft to the touch

c. Very hard

d. Very soft

8) Food should be left out no more than

a

a. 2 hours

b. 3 hours

c. 4 hours

d. 5 hours

Prep Cooks Test

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

10) Which of the following can you use to put out a grease fire?

- a. Baking Soda
- b. Baking Powder
- c. Flour
- d. Water

11) What is the temperature range of the danger zone?

- a. 25-135
- b. 40-140
- c. 50-160
- d. 30-130

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

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

14) When you poach something, you cook it with what?

- a. Noodles
- b. Vegetables
- c. Liquid
- d. Oil

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

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

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

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

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) _____ are the basic seasoning ingredients for all savory recipes.

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