

ACROBAT OUTSOURCING TSC GROUP

Auntaia Thomas

Taborca ID: 54358

Date of Hire: 10 / 31 / 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

Cook

Applicant Information	
Name: <u>Auntaia Thomas</u>	Interviewer: <u>Ngoc Ho</u>
Date: <u>10/31/2019</u>	Rate of Pay: <u>\$22/hr</u>
Position (s) Applied for: <u>Grill Cook</u>	Referred by: <u>CL</u>

Test Scores					
Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	<u>30</u> /40	<u>75</u> %	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:
<u>Full-Time</u>
<u>Part-Time</u>

Relevant Experience & Summary of Strengths			
Total of <u>10 yrs</u> Experience in Food Service/Hospitality			
Tell us about your formal training as a cook?	Tell me about your knife handling skills?	Tell me about a time you made a mistake while preparing ingredients. How did you correct it and what did you learn?	Notes:
- Has worked in bistros, cafes, restaurants - Went to culinary school	- has training w/ knife handling skills from culinary school	- Fix the batch and try to make it better	- Not currently working right now

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

Transportation <u>Car</u>	Regions Available to work: <u>Fremont, Hayward</u>																
Certifications (if any) <u>FHC</u>	Availability <u>Open, prefer evenings</u>																
Uniforms Owned: <table border="0"> <tr> <td><input type="checkbox"/> Bistro White</td> <td><input type="checkbox"/> Chef Coat</td> </tr> <tr> <td><input type="checkbox"/> Black Bistro</td> <td><input type="checkbox"/> Chef Pants</td> </tr> <tr> <td><input type="checkbox"/> Tuxedo</td> <td><input type="checkbox"/> Knives</td> </tr> <tr> <td><input type="checkbox"/> 1/2 Tuxedo</td> <td><input checked="" type="checkbox"/> Black Pants</td> </tr> <tr> <td><input type="checkbox"/> Black Vest</td> <td><input checked="" type="checkbox"/> Non-Slip Shoes</td> </tr> <tr> <td><input type="checkbox"/> Long Black Tie</td> <td><input type="checkbox"/> Bow Tie</td> </tr> <tr> <td><input type="checkbox"/> Other:</td> <td></td> </tr> </table>	<input type="checkbox"/> Bistro White	<input type="checkbox"/> Chef Coat	<input type="checkbox"/> Black Bistro	<input type="checkbox"/> Chef Pants	<input type="checkbox"/> Tuxedo	<input type="checkbox"/> Knives	<input type="checkbox"/> 1/2 Tuxedo	<input checked="" type="checkbox"/> Black Pants	<input type="checkbox"/> Black Vest	<input checked="" type="checkbox"/> Non-Slip Shoes	<input type="checkbox"/> Long Black Tie	<input type="checkbox"/> Bow Tie	<input type="checkbox"/> Other:		Recommendations <table border="0"> <tr> <td><input type="checkbox"/> Acrobat Academy</td> </tr> <tr> <td><input type="checkbox"/> Lead Academy</td> </tr> </table>	<input type="checkbox"/> Acrobat Academy	<input type="checkbox"/> Lead Academy
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<input type="checkbox"/> Long Black Tie	<input type="checkbox"/> Bow Tie																
<input type="checkbox"/> Other:																	
<input type="checkbox"/> Acrobat Academy																	
<input type="checkbox"/> Lead Academy																	
Other Languages Spoken: <u>N/A</u>																	

Auntaia Thomas

Submission Date
October 31, 2019 11:57

First Name	Auntaia
Last Name	Thomas
E-mail Address	ajjd_thomas@yahoo.com
Phone	5104674563
Address	374 Revere Ave
Unit or Number	N/A
City, State	Hayward
Zip Code	94544
What region(s) are you applying to work within?	San Francisco
Which position(s) are you applying for?	Cook
Are you applying for:	Full-Time
When can you start?	Nov 4, 2019
Can you work overtime?	Yes
How did you hear about us?	Craigslist
What days/times can you work? Select all that apply:	Monday PM Tuesday PM Wednesday PM Thursday PM Friday PM Saturday AM Sunday AM
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.	32
Are you able to perform the essential functions of the job for which you are applying?	Yes
Name of School	Laney College
City & State	Oakland, Ca
Grade/Degree	Certificate in Culinary Arts
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: I have my food handlers card
I have experience with pos systems
I was trained for 2 years in Culinary school

Are you currently employed? No

Can we contact your current
employer? No

Name and Address of Employer 85C Bakery and Cafe
Newark, Ca

Type of Business Bakery and Cafe

Phone Number 5107968585

Your Position & Duties Night Shift Baker

bread slicing, cake decorating, packaging and labeling, packing out fresh products
every night to be shipped, Cleaning of commercial equipment, cleaning of
commercial kitchen.

Date of Employment (from/to): Sep, 16 2019 - Oct 10, 2019

Reason for Leaving The hours of the job changed and i was not able to stay.

Still Employed: No

Name and Address of Employer Super Jugoso
1736 16th st
Oakland Ca

Type of Business Kitchen and Delivery

Phone Number 5109053951

Your Position & Duties General Manager

to create weekly production for staff, create and communicate schedule with staff, in
charge of interviewing, hiring and firing, to cull and cleanse whole fruit to the
company's standards, to juice fresh fruit daily, cook and mass produce a variety of
cocktail syrups by following recipes, to maintain and keep track of inventory and place
weekly orders with multiple vendors, daily cleaning of equipment and kitchen

Date of Employment (from/to): Aug 15, 2019 - Jul 30, 2019

Reason for Leaving Laid Off

Still Employed: No

First Name Eboney

Last Name Nolen

E-mail Address eboneyn@gmail.com

Phone 9255423277

Relationship: Friend

Years Acquainted: 5 years

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.

(Checked box indicates acknowledgement)

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

(Checked box indicates acknowledgement)

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):

Auntaia Thomas

Date:

Oct 31, 2019

Please Attach Resume Below

Taias resume.pdf



Auntaia Thomas
374 Revere Ave. Hayward, CA
510-467-4563
ajid_thomas@yahoo.com

OBJECTIVE

I plan to use my skills and passion for cooking in the best possible manner to be the greatest employee I can be for my company.

SKILLS

- Ability to multitask, meet deadlines and manage time in a professional manner
- Excellent knife skills
- Has Food Handlers Card
- Understands FIFO
- Able to solve problems in a professional manner
- Very determined employee
- Able to take inventory, create and communicate schedules and process payroll

EXPERIENCE

- Shift Leader/Cook
10/1/2016 – 4/1/2017
That's Fire Restaurant and Grill

Duties: to prep and maintain cold and hot station, to man grill and fryers, to create and plate meals to order, to make sure orders are correct and served as quick as possible, taking inventory, and restocking walk-ins and shelves, cashier when needed, creating the schedule

- General Manager
8/15/2017 – 7/30/2019
Super Jugoso

Duties: to create weekly production for staff, create and communicate schedule with staff, in charge of interviewing, hiring and firing, to cull and cleanse whole fruit to the company's standards, to juice fresh fruit daily, cook and mass produce a variety of cocktail syrups by following recipes, to maintain and keep track of inventory and place weekly orders with multiple vendors, daily cleaning of equipment and kitchen

- Night Shift Baker
9/16/19 - present
85°C Bakery and Cafe

Duties: bread slicing, cake decorating, packaging and labeling, packing out fresh products every night to be shipped, Cleaning of commercial equipment, cleaning of commercial kitchen.

- Experienced in FOH and BOH
- Prep cook for Laney College lunch room and bistro: Prepared foods for daily service by following recipes, massed produced sandwiches for lunch and catering, manned the grill and fryers for lunch and dinner service

- Worked wait staff for Laney College bistro restaurant: taking orders, directly communicating with kitchen staff for allergies and substitutions, set up and supervised buffets for special events, worked with a team to create menus
- Familiar with POS systems
- Sous chef for cold sandwich line and served on hot line for lunch room service
- Experience with cleaning commercial kitchens and equipment

EDUCATION

- Laney College

2012 - 2014

Culinary Arts

- Edward Shands Adult school

2009 – 2010

CNA certificate

Multiple Choice Test (1 point each)

- a 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
- 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
- C 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
- C 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
- C 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
- ba 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

c

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

b

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

C

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

a

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)

→ a thickening agent

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

→ Melt the butter at a low temp and separate the fat

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

- 3
- 1. tomatoe
 - 2. bechamel
 - 3.
 - 4.
 - 5.

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

To oil and grease the grill to stop from rusting and add flavor

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

egg yolks salt
vinegar pepper
oil

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Auntaia Thomas
Start Date: 10/31/2019

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: The Service Companies

Physical Address of Main Office: 1871 The Alameda Ste 110 San Jose, CA

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

Telephone Number: (408) 844-0772

WAGE INFORMATION

Rate(s) of Pay: \$ 22/hr FB Only Overtime Rate(s) of Pay: \$ 33/hr FB Only

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:

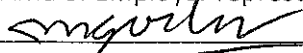
- a. May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- b. May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- c. Has the right to file a complaint against an employer who retaliates 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

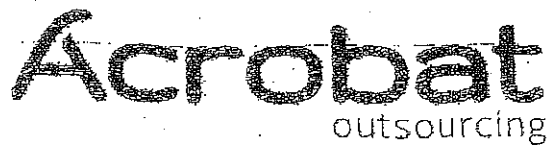
(Optional)

Ngoc Ho
(PRINT NAME of Employer representative)

(SIGNATURE of Employer Representative)
10/31/2019
(Date)

Auntia Thomas
(PRINT NAME of Employee)

(SIGNATURE of Employee)
10/31/19
(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.



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.

- | | |
|---|----------|
| <u>Tardy</u> – Anybody not signed/ clocked-in by their start time. | 1 Point |
| <u>Call Off</u> – 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 |
| <u>LM Call-Out</u> – Failing to provide Acrobat with 24-hour notice before missing a shift. | 1 Points |
| <u>No Call No Show</u> – Failing to provide Acrobat with any notice before missing a shift. | 3 Points |

Name: Auntaia Thomas Date: 10-31-19

Signature: AChore

