

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

Name: Frances Merendino

Taborca ID: 54368

Date of Hire: 10 / 1 / 2019

Date of Re-Act:      /      /     

## New employee set up

- ☒ E-verify
- ☒ Hire Right EE
- ☒ Hire Right Internal (upload any list A docs)
- ☐ Direct Deposit (Scan to Payroll) and/or Global Cash Card ~~complete the form & have EE sign~~
- ☒ Notice to Employee Completed
- ☒ Added to Orientation Time Sheet
- ☒ Attended New Hire Orientation
- ☒ Background Check
- ☒ New Hire List (All fields)
- ☒ Check Taborca Profile (All fields)
- ☒ Upload Resume and Skills Tests (one doc)
- ☐ Upload Food Handler's Card

## 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 if initially hired before 1/1/16
- ☐ Check W4
- ☐ Check all demographic info and availability
- ☐ 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 (notify payroll) and take steps to Re Act any old pay options still current
- ☐ 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 (all fields)
- ☐ Delete employee from the INA/TER spreadsheet if they are on it



# Interview Note Sheet

## Server

Applicant Information	
Name: <u>Frances Merendino</u>	Interviewer: <u>Ngoc Ho</u>
Date: <u>10/1/2019</u>	Rate of Pay: <u>\$17/hr</u>
Position (s) Applied for: <u>Server</u>	Referred by: <u>Zip Recruiter</u>

Test Scores						Seeking:
Server	<u>25/35</u>	<u>71</u> %	Bartender	<u>/30</u>	%	<input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> <u>Part-Time</u>
Prep Cook	<u>/15</u>	%	Barista	<u>/10</u>	%	
Grill Cook	<u>/40</u>	%	Cashier	<u>/10</u>	%	
Dishwasher	<u>/10</u>	%	Housekeeping	<u>/16</u>	%	

Relevant Experience & Summary of Strengths			
Total of <u>1045</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?	Notes:
<u>Up to 8, gets overwhelming but prefers to be busy</u>	<u>take up the whole tray, grab it and slide under fore arm to support</u>	<u>-banquets are more systematic, more organized</u>	<u>-Not currently working</u>

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

Transportation	Regions Available to work:
<u>Car</u>	<u>San Jose -&gt; SC - Fremont</u>
Certifications (if any):	Availability:
<u>FHC</u>	<u>M-F evenings, Saturday until 5pm</u>
Uniforms Owned:	Recommendations:
<input checked="" type="checkbox"/> Bistro White <input 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"/> Acrobat Academy <input type="checkbox"/> Lead Academy
<input type="checkbox"/> Chef Coat <input type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input checked="" type="checkbox"/> Black Pants <input checked="" type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie	Other languages spoken:



## Employment Application San Jose



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.

### Your Contact Information

<b>First Name</b>	Frances
<b>Last Name</b>	Merendino
<b>E-mail Address</b>	Francesmerendino1224@gmail.com
<b>Phone</b>	4086373953
<b>Address</b>	1551 Carmel Dr
<b>Unit or Number</b>	N/a
<b>City, State</b>	San Jose
<b>Zip Code</b>	95125
<b>What region(s) are you applying to work within?</b>	San Jose
<b>Which position(s) are you applying for?</b>	Server
<b>Are you applying for:</b>	Part-Time



**When can you start?**

Monday, November 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

**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

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

Yes

Pursuant to any and all Fair Chance Ordinances, we will consider for employment qualified applicants with arrest and conviction records.

## **Education & Skills**

*Please Indicate Highest Level Achieved*





**Name of School**

Leland High School

**City & State**

San Jose California

**Grade/Degree**

HS 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've been serving for 10 years. I have the ability to memorize a vast amount of drink and food recipes.

**Employment History****Are you currently employed?**

No

**Can we contact your current employer?**

Yes

**Most Recent Employers****Name and Address of Employer**

Fastenal  
1931 Old Middlefield Way  
Mountain View 94043

**Type of Business**

Industrial distribution

**Phone Number**

6502109349



**Your Position & Duties**

Sales Support

Took 30-40 incoming sales calls daily. Made 40-50 outgoing calls daily. Recieving stock trucks. Daily stock ordering.

**Date of Employment (from/to):**

October 2018 to September 2019

**Reason for Leaving**

Birth of child. Could not work with my schedule.

**Still Employed:**

No

**Military Service**



## Job Related References

### References

<b>First Name</b>	Elizabeth
<b>Last Name</b>	Demario
<b>E-mail Address</b>	elizabethdemario@yahoo.com
<b>Phone</b>	4086454111
<b>Relationship:</b>	Friend
<b>Years Acquainted:</b>	10

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

(Checked box indicates acknowledgement)



# Frances Merendino

Frances Merendino

(408) 637-3953

[Francesmerendino1224@gmail.com](mailto:Francesmerendino1224@gmail.com)

## EXPERIENCE

### **Stuft Pizza, 1426 Dempsey rd — Server/Supervisor**

Aug 2009 – Nov 2018

Knowledge of over 100 recipes. Vast knowledge of beers and wines. Product purchasing. Maintained existing corporate accounts and established new business. Coordinated deliveries. Delivered to corporate offices. Cashier. Schedule modifications. Completing opening and closing cash handling procedures.

### **Lennox Industries, 422 South Abbott — Counter Sales**

June 2017 – June 2018

Open to closing shifts. Ability to manage the entire store. Order entry. Submit stock transport orders. Trained new employees. Processed returns. Assisted contractors who had difficulties with processing orders online. Answered up to 50 calls daily. Directed drivers on daily routes. Able to multitask. Managed to exceed all goals set for the store. Inventory control. Stock maintenance. Completing opening and closing cash handling procedures. Solicited customers on current and upcoming promotions. Received 5 stars on all customers reviews online. Provided support to all team members.

### **Left Bank Brasserie, Santana Row — Server**

May 2015 – July 2017

Capable to serve up to eight tables. Vast knowledge of wine. Ability to maintain an uplifting and enthusiastic attitude in an overwhelming atmosphere. Ability to work at a fast pace. Completing opening and closing cash handling procedures. Performing opening and closing duties. Greatly impacted guests.

### **Starbucks, 2200 Eastridge Loop — Barista/Shift Lead**

Feb 2010 – Feb 2012

Knowledge of over 75 recipes. Manage and lead meetings. Schedule modifications. Cashier. Product purchasing. Product display. Ability to prepare drinks with speed and accuracy. Addressed customers concerns. Completing opening and closing cash handling procedures.

## EDUCATION

### **Leland High School 2004–2008**

High school diploma.

### **Mission College 2015–2017**

Child development major.

## SKILLS

Advanced customer service skills.

Team management.

Skilled multitasker.

Training and development skills.

Proficient computer skills.

Skilled negotiator.

Creative.

Organized.

Team building.

Accomplish set goals.

Strong communication skills.

Develop and maintain relationships.

Ability to adapt quickly.

Quick learner.

Fast and efficient.

Vast knowledge of recipes, drinks and hvac equipment.

## AWARDS

First place award, twice, in coffee selling in the entire district.

Placed top 3 in the country for surpassing all goals set for our location at Lennox.

Award for most improved Lennox store in the Sacramento district in 2017.





Name Frances Merendino

**Servers Test**

Score 25/35

**Multiple Choice**

- A 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
- D 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
- D 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 dining 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

71%

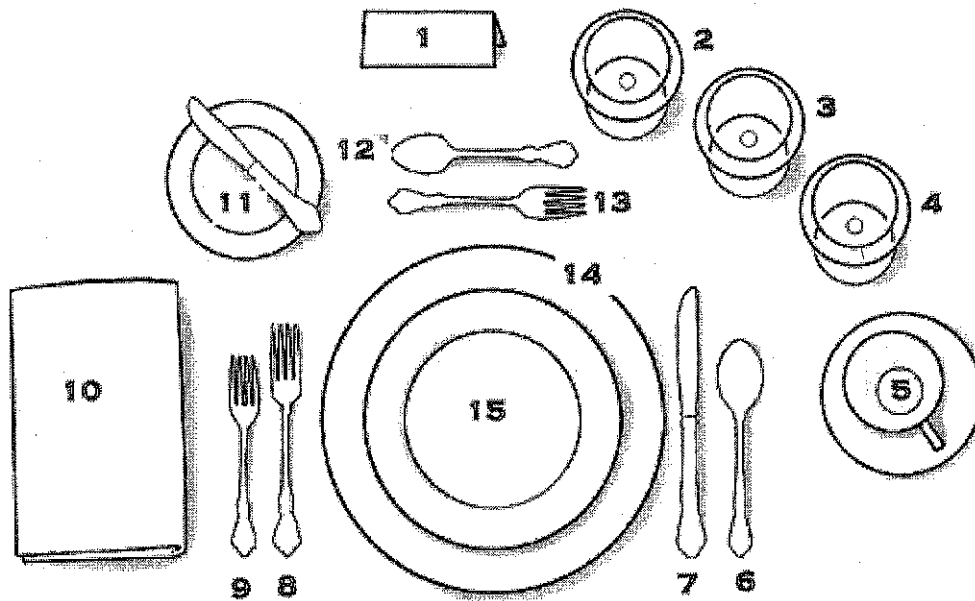
**Match the Correct Vocabulary**

- |                            |   |
|----------------------------|---|
| <u>D</u> ✓ Scullery        | A. Metal buffet device used to keep food warm by heating it over warmed water   |
| <u>Q</u> ✓ Queen Mary      | 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) |
| <u>A</u> ✓ Chaffing Dish   | C. Used to hold a large tray on the dining floor  |
| <u>F</u> ✓ French Passing  | D. Area for dirty dishware and glasses  |
| <u>R</u> ✓ Russian Service | E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored   |
| <u>C</u> Corkscrew         | F. Used to open bottles of wine   |
| <u>T</u> Tray Jack         | G. Style of dining in which the courses come out one at a time  |

Name \_\_\_\_\_

**Servers Test**

Score / 35



**Match the Number to the Correct Vocabulary**

- |           |                       |           |                              |
|-----------|-----------------------|-----------|------------------------------|
| <u>10</u> | Napkin                | <u>8</u>  | Dinner Fork                  |
| <u>11</u> | Bread Plate and Knife | <u>5</u>  | Tea or Coffee Cup and Saucer |
| <u>1</u>  | Name Place Card       | <u>7</u>  | Dinner Knife                 |
| <u>12</u> | Teaspoon              | <u>2</u>  | Wine Glass (Red)             |
| <u>13</u> | Dessert Fork          | <u>9</u>  | Salad Fork                   |
| <u>6</u>  | Soup Spoon            | <u>14</u> | Service Plate                |
| <u>15</u> | Salad Plate           | <u>3</u>  | Wine Glass (White)           |
| <u>4</u>  | Water Glass           |           |                              |

**Fill in the Blank**

1. The utensils are placed \_\_\_\_\_ inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? \_\_\_\_\_
3. Synchronized service is when: \_\_\_\_\_
4. What is generally indicated on the name placard other than the name? \_\_\_\_\_
5. The Protein on a plate is typically served at what hour on the clock? \_\_\_\_\_
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
\_\_\_\_\_

NOTICE TO EMPLOYEE  
Labor Code section 2810.5

EMPLOYEE

Employee Name: Frances Merendino  
Start Date: 11/1/2019

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: 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: \$17/hr Overtime Rate(s) of Pay: \$25.5

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:

- May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- Has the right to file a complaint against an employer who retaliates or discriminates against an employee for
  - requesting or using accrued sick days;
  - attempting to exercise the right to use accrued paid sick days;
  - filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
  - 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]  
(SIGNATURE of Employer Representative)

10/1/2019  
(Date)

Frances Merendino  
(PRINT NAME of Employee)

[Signature]  
(SIGNATURE of Employee)

11/01/19  
(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.

# Acrobat

outsourcing

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: Frances Merendino Date: 11/01/19

Signature: 