

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Name: Joanna Ferrari

Taborca ID: 54422

Date of Hire: 11 / 5 / 2019

Date of Re-Act: / /

New employee set up

- | | |
|--|--|
| <input checked="" type="checkbox"/> E-verify | <input checked="" type="checkbox"/> Added to Orientation Time Sheet |
| <input checked="" type="checkbox"/> Hire Right EE | <input checked="" type="checkbox"/> Attended New Hire Orientation |
| <input checked="" type="checkbox"/> Hire Right Internal (upload any list A docs) | <input checked="" type="checkbox"/> Background Check |
| <input type="checkbox"/> Direct Deposit (Scan to Payroll) and/or | <input checked="" type="checkbox"/> New Hire List (All fields) |
| <input type="checkbox"/> Global Cash Card - complete the form & | <input checked="" type="checkbox"/> Check Taborca Profile (All fields) |
| <input type="checkbox"/> have EE sign | <input checked="" type="checkbox"/> Upload Resume and Skills Tests (one doc) |
| <input checked="" type="checkbox"/> Notice to Employee Completed | <input type="checkbox"/> 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>Jeanna Ferrari</u>	Interviewer: <u>Ngoc Ho</u>
Date: <u>11/5/2019</u>	Rate of Pay: <u>\$17/hr</u>
Position (s) Applied for: <u>Server</u>	Referred by: <u>CL</u>

Test Scores					
Server	<u>21/35</u>	<u>60</u> %	Bartender	<u>/30</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>	%

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

Relevant Experience & Summary of Strengths

Total of <u>12 yr</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>- 5 to 6 tables</u> <u>- Patience, handle it head on, bare w/ customer</u>	<u>- 5 items</u> <u>- kneel down, scoop it up</u>	<u>- banquet serves more formal, better etiquette</u>	

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

Transportation	Regions Available to work
<u>Car</u>	<u>South Bay</u>
Certifications (if any)	Availability
<u>FHC</u>	<u>Open</u>
Uniforms Owned:	Recommendations
<input 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 type="checkbox"/> Black Pants <input type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie	Other Languages Spoken
	<u>N/A</u>

**Joanna
Ferrari**

Submission Date
November 5, 2019 12:48

First Name	Joanna
Last Name	Ferrari
E-mail Address	jferrari1216@gmail.com
Phone	14084699986
Address	tigerwood way
Unit or Number	466
City, State	San Jose California
Zip Code	95111
What region(s) are you applying to work within?	San Jose
Which position(s) are you applying for?	Server
Are you applying for:	Part-Time
When can you start?	Nov 11, 2019
Can you work overtime?	Yes
How did you hear about us?	Craigslist
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 Saturday AM
Have you ever applied to or worked for The Service Companies (TSC) 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
Name of School	Wilcox high school
City & State	Santa Clara California
Grade/Degree	High school diploma
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

Are you currently employed? No

Can we contact your current employer? Yes

Name and Address of Employer Frankie Johnny and Luigi too Mountain View

Type of Business Restaurant

Phone Number 4084699986

Your Position & Duties Server/bartender
Setting up bar such as stocking fruit, folding napkins , setting up bar Mats, making sure tables are set , closing bar server side work stocking caddies silverware breaking down soda machine

Date of Employment (from/to): June 2019 -September 2019

Reason for Leaving Injury

Still Employed: No

Name and Address of Employer Joanna Ferrari

First Name Jessica

Last Name Dow

E-mail Address jferrari1216@gmail.com

Phone 14084699986

Relationship: Family friend/ ex co worker

Years Acquainted: 10

First Name Samantha

Last Name Durham

E-mail Address sdurham1120@gmail.com

Phone +1 (757) 334-7401

Relationship: Manager

Years Acquainted: 5

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

(Checked box indicates acknowledgement)

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 The Service Companies (TSC) 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 The Service Companies (TSC) 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)

The Service Companies (TSC) 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

(Checked box indicates acknowledgement)

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.

(Checked box indicates acknowledgement)

Applicant Digital Signature (Type Name):

Joanna Ferrari

Date:

Nov 5, 2019

JOANNA FERRARI

(m)408 469 9986

jferrari1216@gmail.com

I have been working in the hospitality industry for the last 7 years in restaurants and bars. I'm very polite, eager to learn new things, quick learner, upbeat and positive, I'm a team player but have no issues working alone when needed, and I'm a very self-motivated employee that will start and finish tasks quickly to your specifications and I always perform at 100% of my ability.

Experience working as server, bartender bar-back and cocktail waitresses

I have also trained food and drink servers, bartenders, bar-backs etc.

I have assisted in managing, and have also trained new hires on the basics of running and maintain a bar and restaurant.

Performed all Front of House and Back of House duties (server, bartender, food runner, dishwasher, hostess, food expeditor.)

Experienced in fast paced, dynamic environments, serving crowded locales.

Food handler certification card and TAM card

California food handlers card

Bartender

Frankie Johnny and Luigi too Mountain View June 2019 - September 2019

Opening and closing bar duties as well as making servers drinks, as well as tending to my own tables.

Manager Kimberly - 650-967-5384

Server

Famous Daves Las Vegas December 2017 - May 2019

My job description here included Serving tables, greeting customers, getting drinks, running food, stocking cups, rolling silverware, busing tables, shutting down beverage stations, cleaning sections at end of shift. Have used micro and aloha systems here.

Manager Rene Richards - 808-315-5059

Server/bartender

THE SMOKING PIG San Jose April 2014 - June 2017

I started at this job as host and was promoted to cashier in a month, server two weeks after. I've enjoyed it a lot. Duties include greeting customers, seating, taking orders, help run food, deal with complaints, help cashier, take phone orders, handle cash, nightly closing duties such as filling 4 different bbq sauce for every table, cleaning server station, silverware etc..

Manager Matthew - (408)644 4605

Bartender

HYDE PARK LOUNGE & COCKTAIL San Jose Jun 2015 - Feb 2016

Duties included preparing and serving drinks, running the till (sales), stocking, cleaning, getting ice, dishes, as well as balancing the tills, breaking down the bar and other closing duties. I am proud to say I have handled the full bar solo, on Friday nights with no complaints or incidents

Manager Gail (408)515 0917.

High school diploma

Wilcox, Santa Clara 2004 - 2008

Name Joanna Ferran
Score 21/35

Servers Test

Multiple Choice

- C 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
- C 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
- b 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
- a 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

60%

Match the Correct Vocabulary

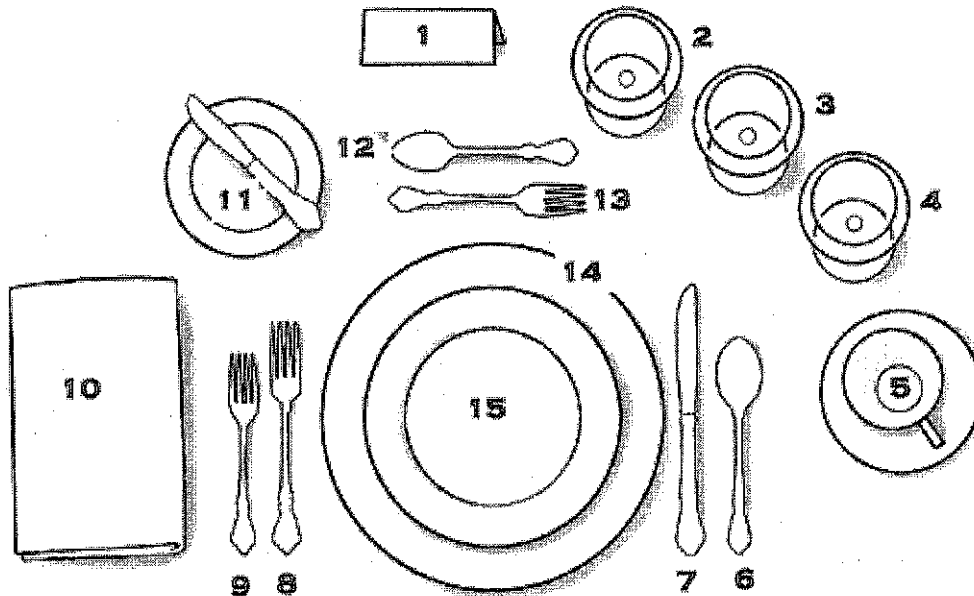
- ✓ A Scullery
✓ G Queen Mary
✓ F Chaffing Dish
✓ C French Passing
✓ B Russian Service
✓ H Corkscrew
✓ D Tray Jack

- 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

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>4</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>2</u> | Water Glass | | |

Fill in the Blank

- The utensils are placed _____ inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Sugar, lemon, Cream
- Synchronized service is when: everyone is served at the same time
- What is generally indicated on the name placard other than the name? _____
- The Protein on a plate is typically served at what hour on the clock? 6 pm
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
Verify with manager or chef.

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Joanna Ferrari
Start Date: 11/5/2019

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/hr

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

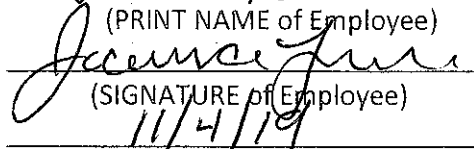
(Optional)


(PRINT NAME of Employer representative)

Ngoc Ho
(SIGNATURE of Employer Representative)

11/5/2019
(Date)

Joanna Ferreri
(PRINT NAME of Employee)


(SIGNATURE of Employee)

11/4/19
(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:

Joanna Ferrari

Date:

11/4/19

Signature:

Joanna Ferrari

