

Interview Note Sheet
General

Applicant Information	
Name: Henry Jones	Interviewer: Roberta
Date: 12/19/2019	Rate of Pay: \$16.00
Position(s) Applied for: Grill, prep, dishwasher	Referred by: Grill Cook \$16.00 DW \$16.00 Referral - John Kash

Test Scores						Seeking:
Server	135	%	Bartender	130	%	Full-Time
Prep Cook	13/20	65%	Barista	110	%	
Grill Cook	24/40	60%	Cashier	110	%	Part-Time
Dishwasher	8/10	80%	Housekeeping	116	%	

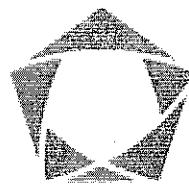
Relevant Experience & Summary of Strengths	
Total of _____ Experience in Food Service/Hospitality	

• Cooking for many people		• Knife skills - 8/10 • DW-Wash, Rinse, Sanitize FCI Herlong - 4/12-11/19 - • Prep Cook • Grill Cook • DW - 4/12-11/14
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P.O.S. Experience: Y / N	details:	Transportation	Regions Available to work:
		• Lives in SF - Public Transportation	• SF

Certifications (if any)		Availability
		• Mon-Fri - AM+PM • Weekends - AM+PM

Uniforms Owned:		Recommendations:	Other Languages Spoken:
✓ Bistro White	Chef Coat	Acrobat Academy	
Black Bistro	Chef Pants		
Tuxedo	Knives		
1/2 Tuxedo	Black Pants	Lead Academy	
Black Vest	✓ Non-Slip Shoes		
Long Black Tie	Bow Tie		
Other:			



THE SERVICE COMPANIES

First and Last Name: Jones Henry
Email: Brixmoore1@gmail.com
Phone number: 831 256 4277

Working Experience:

Company Name: FCI Hartlong

Dates of Employment: 4/12 - 11/19

Job Responsibility:

- Prep food
- Cook
- Meat prep
- Serving

Company Name: Dishwasher

Dates of Employment: 4/12 - 11/14

Job Responsibility:

- Washing
- Sanitization
-
-

Company Name: _____

Dates of Employment: _____

Job Responsibility:

-
-
-
-

Skills

-
-
-
-

Henry jones 8317564377

Professional Summary

I am highly motivated, with a passion to be empowered and to empower others. Understanding the importance of building/maintaining relationships. I am comfortable with more responsibility, being dependable, and cooperative. I work collectively with groups and individuals from different communities, backgrounds, and professions. I possess an excellent customer service skill that allows me to produce sales and achieve customer satisfaction goals. In addition, I have experience working as a delivery driver and overseeing operations of a retail store.

Special Skills

- Customer Service
- Brand ambassador
- Team leader
- Staff development
- Retail management
- Delivery Driver

Work History

Assistant Manager, *Denny's*

2015-2017

Salinas, CA

- Managing employees and making sure they are following the daily rules and guidelines
- Oversee the daily operations of the restaurant and keeping track of employee availability and schedules
- Facilitated new hire trainings and prepping employees for inspections
- Making sure that customer satisfaction is achieved daily by monitoring reports and social media reviews

Driver, *Salvation Army*

2007 – 2008

San Francisco, CA

- Picking up donations from the community and bringing them back to the store for processing
- Sorting clothes and lifting boxes between 50-75lbs daily
- Constructing routes that were time efficient and coordinated with the company and donors
- Recruiting and outreach

Manager, *AT&T wireless*

2000-2003

San Francisco, CA

- Familiarizing with the company's mission, vision, and goals.
- Working closely with sales and marketing staff to conceptualize marketing campaigns and strategies.

- Educating customers, retailers, and distributors about products
- Managing staff and keeping track of reports and new deals.

Education

High School Diploma



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.

Full Name HENRY Jones

Date: 12/19/19

Home Telephone (813) 756 4377 Other Telephone (831) 756 4377

Present Address 111 taylor st

Permanent Address, if different from present address: _____

Email Address Brixmoore4@gmail.com

Position applying for: Cook / Dishwasher Salary desired: OPEN

Are you currently registered with any staffing and/or employment agencies? If so, please list

no

Are you applying for: Full-time work? Yes ✓ No Part-time work? Yes ✗ No

Temporary work, e.g., summer or holiday work? Yes ✗ No ✓ From: _____ To: _____

How did you find out about our open position? (Please check fill in proper name of source):

Referral Name of Referral John Kash Newspaper Job Fair Agency

Company Website Other Web Posting Other Source

Could you work overtime, if necessary? Yes ✗ No If hired, on what date could you start working?

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.

<u>SPECIFY HOURS AVAILABLE DAILY</u>	<u>SUNDAY</u>	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>	<u>SATURDAY</u>
AM	<u>OPEN</u>	<u>A</u>					<u>OPEN</u>
PM	<u>OPEN</u>	<u>A</u>				<u>OPEN</u>	

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:

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 _____

Type of Business Restaurant Telephone No. (831) 424-9551 Supervisor's Name Murin Negra

Your Position and Duties Asst. Manager, Daily operations, scheduling, hiring
POS.

Dates of Employment: From 12/15 To 8/17

Reason for Leaving: Relocation

Name and Address of Employer Salvation Army

Type of Business Store Telephone No. () Supervisor's Name Mike

Your Position and Duties Driver, pick up donations, unload truck
Customer service

Dates of Employment: From 09/06 To 10/07

Reason for Leaving: Relocated

Name and Address of Employer ATT Wireless

Type of Business Store Telephone No. () Supervisor's Name Gulbrin

Your Position and Duties Manager, Over see Daily operations, scheduling,
Sales. Incharge of 5 stores

Dates of Employment: From 1/2000 To 8/2003

Reason for Leaving: Stress

Name and Address of Employer _____

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

Please Read Carefully, Initial Each Paragraph and Sign Below

WJ 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.

WJ 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.

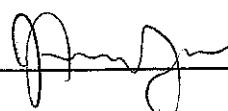
WJ I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

WJ 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.

WJ 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



Date 12/19/19

Multiple Choice Test (1 point each)

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

60%

2) The recommended temperature for your refrigerator is...

- a) 45°F
- b) 50°F
- c) 40°F
- d) 20°F

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

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

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

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

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

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

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

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

20) What temperature should chicken be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

21) What temperature should ALL ground meat be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

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)

1 part oil 1 part flour cooked @ 350° to make sauce

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

2

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

- 1. Espagnole
- 2. Hollandaise
- 3. Bechamel
- 4. Tomato
- 5. Veloute

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

3

egg yolks lemon juice melted butter

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

80

- 1) After washing your hands, which item should be used to dry them?
 a) Clean apron
 b) Sanitized wiping cloth
 c) Single use paper towel
 d) Common used cloth

- 2) While washing dishes by hand, which item should you wear?
 a) Cutting glove
 b) Oven Mitt
 c) Rubber glove
 d) Nothing

- 3) When should you wash your hands?
 a) Before you start work
 b) After handling non-food items (garbage, money, cleaning chemicals)
 c) After using the restroom
 d) All of the above

- 4) If you need to move a heavy load, you should PULL and not PUSH the object.
 a) True
 b) False

- 5) Which of the following could you be at risk for getting burned from?
 a) Steam from boiling pots
 b) Hot liquids (coffee, soup, tea)
 c) Hot equipment (ovens, pots, chafing dishes)
 d) Harsh chemicals
 e) All of the above

- 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
 a) True
 b) False

- 7) What should you do if you spill liquids or see a liquid spill?
 a) Leave it for someone else to clean-up
 b) Wait until the end of your shift to clean it
 c) Flag the spill and clean it immediately
 d) Not sure

- 8) When handling hot items you should?
 a) Wear rubber gloves
 b) No need to wear anything
 c) Use an oven mitt or dry cloth towel
 d) Nothing

- 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?
 a) Rinsing
 b) Scraping
 c) Washing
 d) Sanitizing

- 10) What is the proper method for cleaning and sanitizing stationary equipment?
 a) Spray with a strong cleaning solution and wipe with a sanitized cloth
 b) Spray with a sanitizing solution, then rinse with clean water and dry
 c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
 d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution

65%

Multiple Choice (1 point each)

- _____ 1) A gallon is equal to _____ounces
a. 56
b. 145
c. 32
d. 128
- _____ 2) Mesclun are what type of vegetable?
a. Roots
b. Beans
c. Salad Greens
d. Spices
- _____ 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
- _____ 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
- _____ 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
- _____ 6) Which of the following ingredients would you pack before measuring?
a. Olive Oil
b. Salt
c. Brown Sugar
d. White Sugar
- _____ 7) What is Al Dente?
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. 2 hours
b. 3 hours
c. 4 hours
d. 5 hours

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) Salt & Pepper are the basic seasoning ingredients for all savory recipes.

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