

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Name: Prudencia Arayo

Taborca ID: 55404

Date of Hire: 1/8/2020

Date of Re-Act: / /

New employee set up

- ☒ E-verify
- ☒ Hire Right EE
- ☒ Hire Right Internal (upload any list A docs)
- ☒ 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
- ☒ Direct Deposit (Scan to Payroll) and/or
Global Cash Card = complete the form &
have EE sign
- ☒ Notice to Employee Completed

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

Dishwasher

Applicant Information					
Name: <u>Prudencio Araujo</u>			Interviewer: <u>Ngoc</u>		
Date: <u>1/9/2020</u>			Rate of Pay: <u>\$ 20/hr</u>		
Position (s) Applied for: <u>Dishwasher</u>			Referred by: <u>CL</u>		

Test Scores						Seek <input checked="" type="radio"/> Full-Time <input type="radio"/> Part-Time
Server	/35	%	Bartender	/30	%	
Prep Cook	/15	%	Barista	/10	%	
Grill Cook	/40	%	Cashier	/10	%	
Dishwasher	<u>9</u> /10	<u>90</u> %	Housekeeping	/16	%	

Restaurant Experience & Summary of Skills			
Total of _____ Experience in Food Service/Hospitality			
Can you describe what each of the sections of a 3-compartment sink are intended for?	Have you done any work with delicate glassware or other fragile dishes?	Describe a time you helped a co-worker finish a job on time.	Notes:
<u>1 - Wash</u> <u>2 - Rinse</u> <u>3 - Sanitize</u>	<u>Yes, wine glasses</u>		

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

Transportation		Regions Available to work:	
<u>Car</u>		<u>South Bay - Palo Alto</u>	
Certifications (if any)		Availability	
<u>N/A</u>		<u>Monday - Friday AM</u>	
Uniforms Owned		Recommendations	Other Languages Spoken
<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"/> 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 <input type="checkbox"/> Cut Glove	<input type="checkbox"/> Acrobat Academy <input type="checkbox"/> Lead Academy	

Prudencio Araujo

Submission Date
January 7, 2020 12:27

First Name	Prudencio
Last Name	Araujo
E-mail Address	prudemedina325@outlook.com
Phone	5102583416
Address	22009 arbor ave
Unit or Number	22009
City, State	Hayward
Zip Code	94541
What region(s) are you applying to work within?	San Francisco San Jose
Which position(s) are you applying for?	Dishwasher
Are you applying for:	Full-Time
When can you start?	Jan 7, 2020
Can you work overtime?	Yes
How did you hear about us?	Craigslist
What days/times can you work? Select all that apply:	Monday AM Tuesday AM Wednesday AM Thursday AM Friday 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
State age if under 18. If you are under 18, hire is subject to verification that you are of minimum age to work.	CA
Are you able to perform the essential functions of the job for which you are applying?	Yes
Name of School	Secundaria en mexico
City & State	Mexico
Grade/Degree	Grado 8
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")	No
Are you proficient with Point of Sale systems? (If so, label which under "Special")	No
Do you have any experience, training, qualifications or special skills? (If so, label under "Special")	No
Are you currently employed?	No
Can we contact your current employer?	Yes
Name and Address of Employer	Kincaids fish 60 bay wiew pl burlingame ca 9401
Type of Business	Restaurant
Phone Number	6503429844
Your Position & Duties	Dishwasher
Date of Employment (from/to):	08 /18. 12/19

Repair or restaurant

No

Stone embarcadero 1 san francisco ca

Restaurant

4153706294

Dishwasher prep cook

05 /15. 09/18

Changest owner

No

Terry

Lim

terbear@gmail.com

4153706294

Owner

3 years

(Checked box indicates acknowledgement)

(Checked box indicates acknowledgement)

(Checked box indicates acknowledgement)

(Checked box indicates acknowledgement)

(Checked box indicates acknowledgement)

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.

(Checked box indicates acknowledgement)

Applicant Digital Signature (Type Name):

Prudencio araujo medina

Date:

Jan 7, 2020

90%

- C 1) ¿Después de lavarse las manos, que se debe utilizar para secarlas?
- a) Delantal limpio
 - b) Paño de limpiar desinfectado
 - c) Toalla de papel
 - d) Paño de uso común
- C 2) ¿Cuándo está lavando platos a mano, que debe tener puesto?
- a) Guante de corte
 - b) Guante de horno
 - c) Guante de goma
 - d) Nada
- d 3) ¿Cuándo debes de lavar tus manos?
- a) Antes de empezar el trabajo
 - b) Después de tocar artículos no de alimento (basura, dinero, químicos)
 - c) Después de usar el baño
 - d) Todo lo de arriba
- b 4) Si necesitas mover algo pesado, es mejor EMPUJAR que JALAR el objeto pesado.
- a) Cierto
 - b) Falso
- e 5) ¿Cuál de las siguientes podría presentar riesgo de quemarse?
- a) Vapor de una olla hirviendo
 - b) Líquidos calientes (café, sopa, té)
 - c) Equipo caliente (horno, ollas, etc.)
 - d) Químicos duros
 - e) Todo lo de arriba
- a 6) Todas heridas relacionadas al trabajo, accidentes o enfermedades se deben reportar inmediatamente a el supervisor.
- a) Cierto
 - b) Falso
- C 7) ¿Qué haces si se te escure liquido o encuentras liquido escurrido?
- a) Dejarlo para que alguien mas lo limpie
 - b) Esperar hasta el final de tu día para limpiarlo
 - c) Marcarlo y limpiarlo inmediatamente
 - d) Marcarlo y dejarlo para que alguien mas lo limpie
- C 8) ¿Qué se debe hacer cuando está manejando cosas calientes?
- a) Usar guantes de goma
 - b) No es necesario usar nada especial
 - c) Usar un guante de horno or toalla gruesa
 - d) Usar parte de tu ropa
- a 9) ¿Si está usando un lavabo de tres compartimientos, para que se usa el segundo compartimiento?
- a) Enjuagando
 - b) Raspando
 - c) Lavando
 - d) Desinfectando
- d 10) ¿Cuál es el método apropiado para limpiar y desinfectar equipo estacionario?
- a) Regar con una solución de limpieza fuerte y secar con un paño desinfectado
 - b) Regar con una solución desinfectante, luego enjuagar con agua limpia y secar
 - c) Lavar y enjuagar, luego secar y regar con una solucion desinfectante
 - d) Sacudir tierra suelta con un paño limpio, luego limpiar con una solucion desinfectante

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name:

Prudencio Arayo

Start Date:

1/8/2020

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: Acrobat Outsourcing - The Service Companies

Physical Address of Main Office: 1871 The Alameda Ste 110 San Jose, CA 95126

Mailing Address: 1871 The Alameda Ste 110 San Jose, CA 95126

Telephone Number: (408) 844-0772

WAGE INFORMATION

Rate(s) of Pay:

\$20/hr FB Only

Overtime Rate(s) of Pay:

\$30/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: York Risk Services

Address: 1390 Willow Pass Road, Concord, CA. 94520

Telephone Number: 866.391.9615

Policy No.: NSWCC-0000101

☐ 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)

Nga Ho
(PRINT NAME of Employer representative)

[Signature]
(SIGNATURE of Employer Representative)

1/8/2020
(Date)

Prudencia Arasio Medina
(PRINT NAME of Employee)

[Signature]
(SIGNATURE of Employee)

1-8-2020
(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.

Tardy – Anybody not signed/ clocked-in by their start time. 1 Point

Call Off – 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

LMI Call-Out – Failing to provide Acrobat with 24-hour notice before missing a shift. 1 Points

No Call No Show – Failing to provide Acrobat with any notice before missing a shift. 3 Points

Name: Prudencio Araujo Medina Date: 1-8-2020

Signature: Prudencio A.

