

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

Name: Jazmin Barrera

Taborca ID: 55684

Date of Hire: 1 / 23 / 2020

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**  
**Dishwasher**

Applicant Information	
Name: <u>Jazmin Barrera</u>	Interviewer: <u>Ngoc Ho</u>
Date: <u>1/23/2020</u>	Rate of Pay: <u>\$20/hr EB Only</u>
Position (s) Applied for: <u>Dishwasher, Cashier</u>	Referred by: <u>CL</u>

Test Scores						Seeking	
Server	/35	%	Bartender	/30	%	<u>Full-Time</u>	Part-Time
Prep Cook	/15	%	Barista	/10	%		
Grill Cook	/40	%	Cashier	<u>9/15</u>	<u>60</u> %		
Dishwasher	<u>9/10</u>	<u>90</u> %	Housekeeping	/16	%		

**Related Experience / Training / Education**

Total of <u>15 yrs</u> 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>		<u>2 yrs barista</u> <u>2 yrs cashier at Coupa Cafe</u>

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

Transportation	Where Available to Work
<u>Car</u>	<u>Menlo Park, Palo Alto</u>
Restrictions (if any)	Availability
<u>NA</u>	<u>Open</u>
Uniforms Owned	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	<u>Spanish</u>



**Jazmin  
Barrera**

Submission Date  
January 23, 2020 02:43

First Name	Jazmin
Last Name	Barrera
E-mail Address	jazzbarrera.65004@gmail.com
Phone	6507720414
Address	533 Weeks Street
Unit or Number	533
City, State	East Palo Alto
Zip Code	94303
What region(s) are you applying to work within?	San Jose
Which position(s) are you applying for?	Barback Dishwasher Barista
Are you applying for:	Full-Time
When can you start?	Jan 24, 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
Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank)	Yes on february 2
Have you ever applied to or worked for The Service Companies (TSC) before?	No
Do you have any friends or relatives working for The Service Companies (TSC)? If so, please let us know who:	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	East palo alto Phoenix academy
City & State	East palo alto CA
Grade/Degree	10th
Graduated?	No
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	533 Weeks Street



Type of Business	Coupa cafe
Phone Number	6505758630
Your Position & Duties	Cashier/ barista Food runner 2years+ coffee design Working well I der pressure Keeping my station cleaned and re-stocked by the end of the day Good relationship with customers and very well organized ect. Extra side work if finished early ect..
Date of Employment (from/to):	2016-2018
Reason for Leaving	Got offered transferred to a new opening location
Still Employed:	No
Name and Address of Employer	Rubrik inc.
Type of Business	Office.
Phone Number	5104188752
Your Position & Duties	Dishwasher one year and half Keeping all dishes well organized and clean as well as nicely stocked Always had a good communication with my manager/shift leader as well with other employees. If finished early would do extra work if I had enough time to do so ect...
Date of Employment (from/to):	2017-2018
Reason for Leaving	Part time as a second job and left because I was also doing school.
Still Employed:	No
First Name	Jose
Last Name	Perez
E-mail Address	joseperezruiz46@gmail.com
Phone	6507720413
Relationship:	Coworker rubrick inc
Years Acquainted:	5 years
First Name	Ana karen
Phone	6505181976
Relationship:	Coworker coupa cafe
Years Acquainted:	2 years
First Name	Richard
Last Name	Barrera
Phone	6503828753
Relationship:	Brother
Years Acquainted:	9 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 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

(Checked box indicates acknowledgement)



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.

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 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):

Jazmin Barrera Jimenez

Date:

Jan 23, 2020

Please Attach Resume Below

2020.pdf





Jazmin Barrera Jimenez| [jazzbarrera.65004@gmail.com](mailto:jazzbarrera.65004@gmail.com)  
(650)772-0414| 533 weeks st. CA 94303

### Summary

Seeking a job position to handle the regular tasks of the company.  
Efficient and highly accurate ability to stand long periods during entire shift. Experienced in organized and clean safety as well.

### Highlights

- Basic math skills| Bilingual
- Good Multi-tasking
- Customer service Focus
- Communication

### Experience

Coupa Cafe y2e2| 473 via ortega, stanford CA 94305| (650)575-8630|  
David Palma|  
2016-2018|

Cashier| Barista 2+ years of experience in coffee design  
Food Runner| Shift Leader  
Good Relationship with Customers and co-workers  
Working well under pressure, keeping everything stocked and organized

### Experience

Rubrik Inc| 1001 Page Mill #2| Palo Alto CA 94304| (510)418-8752| Alex  
2017-2018|

Dishwasher one year and half experienced keeping all dishes clean  
and well organized and stocking them

Having great communication all the time and getting along with my  
other co-workers ect..

If finished early helping with extra tasks to keep myself busy ect..

### Accomplishments



- GED [2015]
- 3+years of food Industry Experience
- Food Handles
- Voluntary Work

#### Skills

- I learn very fast and I also love trying new things
- I also work well as a team and I like to give the best of me as a person/ worker, I'm always focus on the things that need to be done on my shift/ schedule.
- As I mentioned before I would like to be part of a company that appreciates me and that I can challenge myself, while allowing me to grow and utilize my knowledge and skills.

#### Recommendations

Jose Perez

(650)772-0413

We worked together in Rubrik Inc

Ana Karen

(650)518-1976

Co-worker from Coupa Cafe

Richard Barrera

(650)382-8753

Brother



**Dishwasher Test**

Score 9/10

90%

- 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, chaffing 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 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



**Cashier Test**

Score 9/15

1) A roll of quarters is worth?

- a) \$5.00
- ☒ b) \$10.00
- c) \$15.00
- d) \$20.00

2) A roll of dimes is worth?

- a) \$5.00
- ☒ b) \$4.00
- c) \$3.00
- d) \$2.00

3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- ☒ c) \$4.00
- d) \$2.00

4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- ☒ c) \$0.50
- d) \$0.25

5) What does POS stand for?

- ☒ a) Patience over standards
- b) Percentage of sales
- c) Point of sales
- d) People over service

6) What is the current sales tax rate in your city \_\_\_\_\_?

7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?

- a) \$4.06
- b) \$2.06
- ☒ c) \$7.06
- d) \$5.06

8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?

- a) \$19.50
- ☒ b) \$14.50
- c) \$9.50
- ☒ d) \$4.50

9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?

- a) \$6.00
- b) \$8.00
- ☒ c) \$10.00
- ☒ d) \$12.00

10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?

- ☒ a) \$78.50
- b) \$58.50
- c) \$38.50
- d) \$28.50

60%

75  
25  
100

3.75  
4.25

11) Counterfeit pens should be used on which three denominations?

- a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- ☒ d) \$10, \$20, \$50

12) How many times should you count change when giving it to the customer?

- a) one
- ☒ b) two
- c) three
- d) no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases? 21 year old

14) What are the acceptable forms of ID for alcohol purchases? ID

15) How many \$20 bills are in a bank band? \_\_\_\_\_

NOTICE TO EMPLOYEE  
Labor Code section 2810.5

EMPLOYEE

Employee Name: Jazmin Barrera  
Start Date: 1/23/2020

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:

- 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)

1/23/2020  
(Date)

Jazmin Barrera  
(PRINT NAME of Employee)

[Signature]  
(SIGNATURE of Employee)

01/23/2020  
(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.

# 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.

**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

**LM 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: Jazmin Barrera Date: 01/23/2020

Signature: 

