

Interview Note Sheet

Cook

| Applicant Information | |
|------------------------------|-----------------------------------|
| Name: <u>La Sonja Holmes</u> | Interviewer: <u>Annel Alvarez</u> |
| Date: <u>01/24/2020</u> | Rate of Pay: |
| Position (s) Applied for: | Referred by: |
| <u>Prep Cook</u> | |

| Test Scores | | | | | |
|-------------|-----|---|--------------|-----|---|
| Server | /35 | % | Bartender | /30 | % |
| Prep Cook | /15 | % | Barista | /10 | % |
| Grill Cook | /40 | % | Cashier | /10 | % |
| Dishwasher | /10 | % | Housekeeping | /16 | % |

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

| Relevant Experience & Summary of Strengths | | | |
|---|--|---|------------------------|
| Total of _____ Experience in Food Service/Hospitality | | | |
| Tell us about your formal training as a cook? | Tell me about your knife handling skills? | Tell me about a time you made a mistake while preparing ingredients. How did you correct it and what did you learn? | Notes: |
| <u>- deli prep cook</u> <u>- goal is to be in restaurant</u> <u>- culinary classes</u> <u>- grill</u> <u>2yrs</u> | <u>- a little rusty</u> <u>- taught a little</u> <u>- bit more</u> | <u>- remade</u> <u>- fixed mistake</u> | <u>Culinary School</u> |

P.O.S. Experience Y / N details: 5yrs

| Transportation |
|----------------|
| <u>- bus -</u> |

| Regions Available to Work |
|--------------------------------------|
| <u>metro area</u> <u>Westport</u> |

| Qualifications (if any) |
|------------------------------------|
| <u>Food handling - Will submit</u> |
| <u>Alcohol license - NO</u> |

| Availability |
|--|
| <u>Everyday from</u> <u>9am - 6pm</u> |

| Uniforms Owned | |
|-----------------------|-----------------------|
| <u>Bistro White</u> | <u>Chef Coat</u> |
| <u>Black Bistro</u> | <u>Chef Pants</u> |
| <u>Tuxedo</u> | <u>Knives</u> |
| <u>1/2 Tuxedo</u> | <u>Black Pants</u> |
| <u>Black Vest</u> | <u>Non-Slip Shoes</u> |
| <u>Long Black Tie</u> | <u>Bow Tie</u> |
| <u>Other:</u> | |

| Recommendations |
|------------------------|
| <u>Acrobat Academy</u> |
| <u>Lead Academy</u> |

| Other Languages Spoken |
|------------------------|
| |

\$25

Interview Note Sheet
Server

| Applicant Information | |
|--|-----------------------------------|
| Name: <u>LaSonia Holmes</u> | Interviewer: <u>Annel Alvarez</u> |
| Date: <u>01/24/2020</u> | Rate of Pay: |
| Position (s) Applied for: <u>Server</u> | Referred by: |

| Test Scores | | | | | |
|-------------|-----|---|--------------|-----|---|
| Server | /35 | % | Bartender | /30 | % |
| Prep Cook | /15 | % | Barista | /10 | % |
| Grill Cook | /40 | % | Cashier | /10 | % |
| Dishwasher | /10 | % | Housekeeping | /16 | % |

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

| Relevant Experience & Summary of Strengths | | | |
|--|---|---|--------|
| Total of _____ 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: |
| <ul style="list-style-type: none"> • 4 at a time • worked at five guys • deaf deaf with it best that I can | <ul style="list-style-type: none"> • 5 beverages • 4 plates | <ul style="list-style-type: none"> • banquet upscale, very nice, more personal, • fast-paced. | |

P.O.S. Experience: (P) N details: 5 years

| Transportation |
|----------------|
| <u>- bus -</u> |

| Regions Available to work: |
|----------------------------|
| <u>metro area Westport</u> |

| Certifications (if any) |
|---|
| <u>Food Handling - Will submit</u> <u>Alcohol license - no</u> |

| Availability |
|-------------------------------------|
| <u>Everyday</u> <u>9am - 6pm</u> |

| Uniforms Owned: | |
|---|---|
| <input type="checkbox"/> Bistro White | <input type="checkbox"/> Chef Coat |
| <input type="checkbox"/> Black Bistro | <input type="checkbox"/> Chef Pants |
| <input type="checkbox"/> Tuxedo | <input type="checkbox"/> Knives |
| <input type="checkbox"/> 1/2 Tuxedo | <input type="checkbox"/> Black Pants |
| <input type="checkbox"/> Black Vest | <input type="checkbox"/> Non-Slip Shoes |
| <input type="checkbox"/> Long Black Tie | <input type="checkbox"/> Bow Tie |
| Other: | |

| Recommendations: | Other Languages Spoken: |
|------------------------|-------------------------|
| <u>Acrobat Academy</u> | |
| <u>Lead Academy</u> | |

LaSonia Holmes

Guest services associate

Kansas City, MO 64128

lasoniaholmes8_wzf@indeedemail.com

(816) 3358321

I'm interested in retail, food service (culinary arts field), customer service. I have relevant work in retail, customer service, food service such as deli clerk.

Authorized to work in the US for any employer

Work Experience

Admissions Associate

Worlds of Fun - Kansas City, MO

April 2017 to Present

Admissions Associate Front gate and Toll handles parking and ticket sales. Job description includes greeting the guest at parking toll or front gate, ticket taking, guest services, directing guest to the correct parking, answering questions about the park and attractions etc

Screamster

World's Of Fun Haunt - Kansas City, MO

September 2016 to October 2016

Working as a screams ter at WOF Halloween haunt in chamber of horrors aka house of wax.

Teacher Assistant

Downtown Childhood Development Center - Kansas City, MO

August 2016 to September 2016

Summer job through FEC. I was a teacher assistant at DCDC daycare in the infant and toddler room as well as the room of 2 and 3 year old where we taught the children their ABC's, numbers, colors, days of the week as well as read to them, play with them and do other games and actives to get them focus and ready for school.

Customer Service Representative

Family Dollar - Kansas City, MO

October 2015 to May 2016

- Checking the daily cash balance
- Interacting with the customers that come to the counter
- Solving all their cash related queries
- Checking for the price of products and any discounts or offers
- Receiving coupons and deducting the said amount from the customers
- Organizing all the work they do and maintaining the accounting records
- Reporting discrepancies they find within the accounts to their superiors
- Making daily, weekly and monthly transaction reports

Skills Used

- Skilled in providing quick customer service.
- Good knowledge of maintaining cash register and other cash related procedures.
- Experienced in monetary transactions such as giving out and receiving change.
- Sound understanding of travelers checks, gift certificates, food stamps, refunds and processing coupons.
- Adept at balancing transactions through checks, currency, credit cards and register receipts.
- Restocking the shelves

Cashier

Walmart SuperCenter - Butler, MO

August 2014 to April 2015

Responsibilities

- Managing all the cash transactions in their workplace
- Maintaining daily account of the daily transactions
- Balancing the daily account at the end of each day
- Checking the daily cash balance
- Interacting with the customers that come to the counter
- Solving all their cash related queries
- Checking for the price of products and any discounts or offers
- Receiving coupons and deducting the said amount from the customers
- Organizing all the work they do and maintaining the accounting records
- Reporting discrepancies they find within the accounts to their superiors
- Making daily, weekly and monthly transaction reports

Skills Used

- Skilled in providing quick customer service.
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- Adept at balancing transactions through checks, currency, credit cards and register receipts.

Deli Clerk

Country Mart - Butler, MO

March 2013 to August 2014

Responsibilities

- Interacting with customers and providing caring and efficient services
- Helping customers in locating products, loading and unloading items
- Answering telephone for inquiries and accepting order for home delivery
- Reviewing orders of customers and overseeing their preparation and serving
- Anticipating customers' requirements and stocking products to meet their demand
- Operating and cleaning deli equipment and keeping the stocking and serving area clean
- Slicing, weighting, and wrapping deli items and escorting customers to the parking lot

Skills Used

- Experience in handling meat, seafood, and dairy products
- Outstanding arithmetic calculation and customer service skills
- Experience in preparing salads, sandwiches, seafood, hamburgers, hot dogs, fried chicken, etc.

- Comfortable in operating deli equipment and complying with dress code
- Strong knowledge of product sold at deli store and satisfy customers' questions
- Posses excellent communication, professionalism, and multi-tasking skills
- Ability to work in varying temperature, stand, bend, stoop, climb, lift and push weight of 50 lbs

Education

Bachelor's of Art in Entrepreneurship

Ashford University - Online

2014 to 2018

Diploma

Catalina High Magnet School - Tucson, AZ

2009 to 2010

Skills

- Cashier (2 years)
- Customer Service (2 years)
- Cooking (2 years)

Additional Information

Some personal Attributes or Characteristics I have are that I am

Works well with others

Honest

Enthusiastic

Hard worker

Listen well

Gets work done without instructions

Dependable

Friendly

Independent thinker

Follow directions & rules

Respectful

Ask questions when needed

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.

PLEASE PRINT

Full Name LASONIA HOLMES Date: 1/24/20
Home Telephone (816) 335-8321 Other Telephone ()
Present Address 3328 MONROE AVE KANSAS CITY MO 64128
Permanent Address, if different from present address: _____
Email Address LASONIA_H@yahoo.com

EMPLOYMENT DESIRED

Position applying for: SERVER / PREP COOK Salary desired: 9.45

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

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 _____ 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?

2/3/20

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.

| SPECIFY HOURS AVAILABLE DAILY | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--|--------|--------|---------|-----------|----------|--------|----------|
| AM | 9:00 | 9:00 | 9:00 | 9:00 | 9:00 | 9:00 | 9:00 |
| PM | 6:00 | 6:00 | 6:00 | 6:00 | 6:00 | 6:00 | 6:00 |

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

PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes___ No ☒ If yes, when? _____

Do you have friends or relatives working for Acrobat Outsourcing? Yes___ No ☒ If yes, please state name and relationship _____

If hired, would you have a reliable means of transportation to and from work? Yes ☒ No___

If hired, can you present evidence of your legal right to live and work in this country? Yes ☒ No___

State age if you are under 18 _____. If you are under 18, hire is subject to verification that you are of minimum legal age to work.

Are you able to perform the essential functions of the job for which you are applying? Yes ☒ No___

If no, describe the functions that cannot be performed. (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

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

EDUCATION & SKILLS

| NAME OF SCHOOL | CITY & STATE | GRADE OR DEGREE COMPLETED | DID YOU GRADUATE? |
|--|--------------|---------------------------|-------------------|
| Catalina Magnet | Tucson AZ | 12 | YES |
| Wagon School | 85716 | | NO |
| Do you have any special licenses, certificates or special training? If so please list under "Special". | | YES | NO |
| Are you computer literate? If so, list software knowledge under "Special." | | YES | NO |
| Are you proficient with Point of Sales Systems? If, so please list which ones under "Special." | | YES | NO |
| Do you have any other experience, training, qualifications or special skills, which you feel make you especially suited for work at Acrobat Outsourcing? If so, please list under "Special." | | YES | NO |
| Special: Deli clerk in a grocery store. | | | |

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 Worlds of Fun USHS Worlds of Fun Ave
KCMO 64161

Type of Business Amusement Park Telephone No. (816) 454-4545 Supervisor's Name Damon Keith

Your Position and Duties Guest Services I, assist guest with
information for ticket pricing, season passes or any
other park question.

Dates of Employment: From 2016 To present

Reason for Leaving: _____

Name and Address of Employer Downtown Child Development Center
2214 E. Truman Rd KCMO 64127

Type of Business Daycare Telephone No. (816) 507-0237 Supervisor's Name MS. Bandoniph

Your Position and Duties Teacher Assistant, observing children,
assisting with learning lessons (etc)

Dates of Employment: From 2016 To 2016

Reason for Leaving: 6 week internship

Name and Address of Employer Family Dollar 4601 E. Truman Rd KCMO
64127

Type of Business Retail Telephone No. (816) 231-4681 Supervisor's Name Mr. Ray

Your Position and Duties Cashier, interacting with customers,
maintain and handle money (etc)

Dates of Employment: From 2015 To 2016

Reason for Leaving: terminated

Name and Address of Employer Walmart 400 S Ivan Butler MO 64130

Type of Business Retail Telephone No. (417) 679-3131 Supervisor's Name _____

Your Position and Duties _____

Dates of Employment: From _____ To _____

Reason for Leaving: _____

Have you ever been fired from any previous place of employment? If so, please explain: _____

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes___ No X

If so, describe: _____

JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: NICCY BROOKS Telephone No. (816) 456-1952

Address _____

Occupation: WWIAsue Relationship: supervisor Number of Years Acquainted: 3

Name: Dell Johnson Telephone No. (918) 840-7492

Address _____

Occupation: retired Relationship: family friend Number of Years Acquainted: 28

Name: Clinton Washington Telephone No. (816) 223-5795

Address _____

Occupation: retired Relationship: family friend Number of Years Acquainted: 4

Please Read Carefully, Initial Each Paragraph and Sign Below

LH 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.

LH 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.

LH 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.

LH 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.

LH 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 Yasmina Thomas Date 1/24/20

Multiple Choice (1 point each)

- D 1) A gallon is equal to ____ ounces
- a. 56
 - b. 145
 - c. 32
 - d. 128
- C 2) Mesclun are what type of vegetable?
- a. Roots
 - b. Beans
 - c. Salad Greens
 - d. Spices
- D 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
- B 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
- A 5) How do you blanch 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
- C 6) Which of the following ingredients would you pack before measuring?
- a. Olive Oil
 - b. Salt
 - c. Brown Sugar
 - d. White Sugar
- A 7) What is Al Dente?
- a. Firm but not hard
 - b. Soft to the touch
 - c. Very hard
 - d. Very soft
- 2 8) Food should be left out no more than
- a. 2 hours
 - b. 3 hours
 - c. 4 hours
 - d. 5 hours

Prep Cooks Test

B

9) Which is the improper way to thaw frozen food?

- a. In the fridge
- b. In a sink with cold water
- c. On the counter
- d. In the microwave

C

10) Which of the following can you use to put out a grease fire?

- a. Baking Soda
- b. Baking Powder
- c. Flour
- d. Water

B

11) What is the temperature range of the danger zone?

- a. 25-135
- b. 40-140
- c. 50-160
- d. 30-130

D

12) Which of the following is listed from smallest to largest?

- a. Dice, chop, mince
- b. Mince, chop, dice
- c. Chop, dice, Mince
- d. Mince, dice, chop

C

13) Which direction should pan handles be turned while cooking on the stove?

- a. Over the fire at all times
- b. Turned towards you for better control
- c. Turned towards the right or left at all times
- d. Over the countertop at all times

C

14) When you poach something, you cook it with what?

- a. Noodles
- b. Vegetables
- c. Liquid
- d. Oil

B

15) Which spoon is used to remove fat from soups and stews

- a. Basting Spoon
- b. Ladle
- c. Slotted Spoon
- d. Portion Spoon

B

16) Which of the following means to cook in a small amount of fat?

- a. Season
- b. Sauté
- c. Broil
- d. Boil
- e. Fry

Prep Cooks Test

- A 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
- A 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) Chopped to cut into very small pieces when uniformity of size and shape is not important.

Name Lasonia Holmes
Score / 35

Servers Test

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
- A 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
- 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

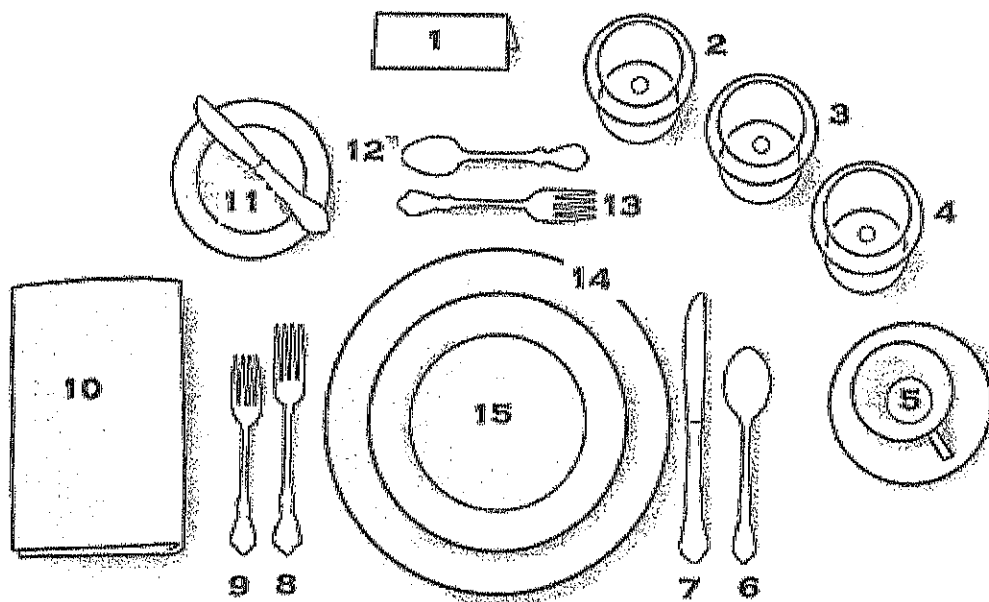
Match the Correct Vocabulary

- | | |
|--------------------------|---|
| <u>D</u> Scullery | A. Metal buffet device used to keep food warm by heating it over warmed water |
| <u>G</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>C</u> French Passing | D. Area for dirty dishware and glasses |
| <u>B</u> Russian Service | E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>F</u> Corkscrew | F. Used to open bottles of wine |
| <u>E</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>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 8 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? water
- Synchronized service is when: same time when servers brings plates out at the
- What is generally indicated on the name placard other than the name? table number
- The Protein on a plate is typically served at what hour on the clock? 6 o'clock
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
you should let the back of the house know