

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Name: Carl Nesbitt

Taborca ID: 55740

Date of Hire: 1/28/2020

Date of Re-Act: / /

New employee set up

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

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

Cook

Applicant Information	
Name: <u>Carl Nesbitt</u>	Interviewer: <u>Napco Hb</u>
Date: <u>1/28/2020</u>	Rate of Pay: <u>\$19/hr</u>
Position (s) Applied for: <u>Grill Cook</u>	Referred by: <u>Indeed</u>

Test Scores					
Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	<u>31</u> /40	<u>78</u> %	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/16	%

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

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:
No formal training but a lot of experience working at various restaurants	Skilled w/ handling knife set	Discuss it w/ chef and adjust the dish accordingly	

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

Transportation	Regions Available to work:
<u>Car</u>	<u>South Bay</u>
Certifications (if any)	Availability
<u>Texas FHC</u>	<u>Only interested in full-time morning</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
	Other languages spoken:

Carl
Nesbitt Jr

Submission Date
January 27, 2020 22:32

First Name	Carl
Last Name	Nesbitt Jr
E-mail Address	love1976java@gmail.com
Phone	4086089407
Address	17880 Monterey Road
Unit or Number	spc 25
City, State	Morgan Hill
Zip Code	95037
What region(s) are you applying to work within?	San Jose
Which position(s) are you applying for?	Cook
Are you applying for:	Full-Time Part-Time
When can you start?	Jan 1, 2020
Can you work overtime?	Yes
How did you hear about us?	Google
What days/times can you work? Select all that apply:	Monday AM Tuesday AM Wednesday AM Thursday AM Saturday AM Sunday AM
Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank)	No vacations, just a 4 day trip to go and get my daughter from florida for the summer.
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 I do not.
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	Half way done with my computer science bachelor's degree.
City & State	Fort Wayne, Indiana
Grade/Degree	12
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")	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
Special:	I can operate pretty much most computer systems as well programming them.
Are you currently employed?	Yes
Can we contact your current employer?	Yes
Name and Address of Employer	The Cheesecake Factory 925 Blossom Hill Road San Jose, Ca

Type of Business	Resturant
Phone Number	4082256948
Your Position & Duties	Line Cook preparation of food items according to restaurant specifications, cleaning and breaking down of work station and working in a colaborative way with other team members.
Date of Employment (from/to):	01/20 to present
Reason for Leaving	N/A
Still Employed:	Yes

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.

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.

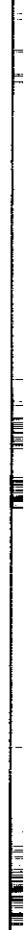
(Checked box indicates acknowledgement)

Applicant Digital Signature (Type Name):

Carl Nesbitt Jr

Date:

Jan 27, 2020



Carl Nesbitt

Greatness Defined

Morgan Hill, CA 95037

carlnesbitt6_oqi@indeedemail.com

4056089407

I have had over 18 years of kitchen and cooking experience with a variety of cuisines, over 5 of those years include supervisory experience over others. I am a very quick learning and team player above all else. I have also had over 3 years of customer service and technical experience.

Authorized to work in the US for any employer

Work Experience

Indigo Press Operator

Stonehouse Marketing - Norman, OK

September 2019 to Present

Daily operating of Indigo Press

Microsoft operating system

Logging into server retrieving files and transferring files

Maintenance of Indigo Press

Technical Troubleshooting

Maintenance Manager

Winfield Properties - Oklahoma City, OK

June 2019 to October 2019

The foreman for apartment complex. I manage a staff of 2 employees under me, I assess what needs to be done and assign duties accordingly, communication with property manager on task that need to be done on a week to week and day to day basis.

- CPO certification
- EPA certification

Sous Chef/Line Cook

Grill 19 - Carrollton, TX

January 2019 to June 2019

In charge of daily execution of food prep and meal orders. Training of new staff and keeping track of progress of their learning and grasp of menu item prep. Communicating with the kitchen manager and chef of progress and preparation for events.

Cleaning up of work stations and shutting down of the kitchen.

Lead Cook

Aramark American Airlines - Dallas-Fort Worth, TX

September 2018 to May 2019

holding pre-shift meetings, going over menu chef has prepared and executing a plan to complete menu. Serving food to guest, preparation of food items, coming up with and executing recipes, making

substitutions if necessary. Clean up of cooking and kitchen area. Supervising of several employees on staff.

Lead cook

Shensei - Dallas-Fort Worth, TX

July 2017 to October 2018

Sous Chef/Line Cook

As Pan Crepe - Alpharetta, GA

December 2017 to June 2018

In charge of preparing the kitchen for daily operations, keeping up with items needed for the week, new menu items, training of new hires. Cooking food from scratch, such as soups, quiches, etc. Closing down of the kitchen, cleaning, assisting on front line as well.

Grill cook

Tubbys Seafood - Savannah, GA

August 2017 to December 2017

Cooking of all menu items that required grilling. Working with a team on the line to prepare the meals. Clean up and closing of the line.

Network Administrator

Carriage House Apartments/Kole Management company - Savannah, GA

February 2015 to December 2017

Windows 7 and newer versions

Mobile phone support

Desktop Support & customer services

Troubleshooting problems

Windows 2008 or newer Versions

Hosted Services such as Gmail and Office 365

Symantec and ESET Antivirus

Printing services

- Responded to end user requests, providing assistance with server, platform, network, and various endpoint problems.
- Performed diagnostic procedures to determine source of issue and further determine the cause of a problem
- Troubleshooting, research, isolate, and resolve problems and perform follow up with end users
- Inserted own recommendations to reduce the potential for recurring end user incident reports
- Communicated technical concepts to non-technical people insofar as end user understanding of an issue
- Assists staff with the installation, configuration, and ongoing usability of servers, platforms, and networks

Lead Cook

Denny Restaurant - Brunswick, GA

January 2015 to August 2017

Preparation of entire menu, prep work for the next days operations, training of new team members on job duties and new menu items. Closing of cook line station at the end of shift.

Prep Cook/Line Cook

Anthony's Coal Fire Pizza - Miami Beach, FL
February 2013 to January 2015

Prep Cook/Line Cook

Grand Lux Cafe - Sawgrass, FL
March 2007 to March 2012

All kitchen prep for menu items to be cooked, keep the cook line stocked. Helped in dish room when needed. Learning of new menu items, responsible for other team members under me.

Cloud Engineer Support

Teleperformance/Microsoft - Boca Raton, FL
August 2008 to February 2011

Assisted customers worldwide, with technical assistance and support.

Microsoft Sever 2008

Microsoft Server 2010

Office 360

Server Side Scripting

Microsoft Certification

Communicated with team members and leads on best procedures and practices.

Mobile Phone Programmer

Motorola Inc., Cellular Infrastructure Group - Plantation, FL
February 2000 to August 2006

Assisting in the assembly of mobile phones.

Working with Java development

Mobile application development

Application Testing

Programming of completed mobile product.

Education**None in Computer Science**

DeVry University-Florida - Fort Lauderdale, FL
August 2003 to February 2004

None in Computer Science

Indiana University-Purdue University-Indianapolis - Fort Wayne, IN
June 1996 to June 1998

Skills

- Microsoft OfficeSuite (10+ years)
- Culinary
- Food Service
- Line cook
- kitchen

- Cooking
- POS
- Chef
- Management
- training
- Java (5 years)
- JavaScript (2 years)
- Web Development (2 years)
- Web Design (3 years)
- C++ (5 years)
- Computer Skills (10+ years)
- C# (2 years)
- JavaServer Pages (1 year)
- Python (2 years)
- Team Player (10+ years)
- PHP (2 years)
- Customer Service
- Maintenance
- Microsoft Project
- Word
- Outlook
- Manufacturing
- Microsoft Excel
- CNC

Certifications and Licenses

ServSafe

CPO

food handler certificate

Multiple Choice Test (1 point each)

- B 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
- C 2) The recommended temperature for your refrigerator is...
- a) 45°F
 - b) 50°F
 - c) 40°F
 - d) 20°F
- D 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
- B 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
- C 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
- C 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
- D 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
- B 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
- A 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

78%

Grill Cooks Test

- E 10) Food-handling gloves must be changed frequently and also:
- a) After handling garbage
 - b) After every break
 - c) After picking things up off the floor
 - d) Between handling raw and cooked foods
 - e) All of the above
- C 11) A Julienne is:
- a) to cut food into 1 inch X 1 inch cubes
 - b) A cooking method using high heat
 - c) To cut food into 1/8 X 1/8 slices
 - d) A rough cutting method producing oblong shapes
- C 12) A gallon is equal to _____ ounces
- a) 56
 - b) 145
 - c) 32
 - d) 128
- B 13) How many cups are in a quart?
- a) 2
 - b) 4
 - c) 6
 - d) 8
- A 14) A Chiffonade is:
- a) To slice an herb or leafy vegetable into thin ribbons
 - b) To de bone a fish
 - c) Another name for parchment paper
 - d) To cook food in liquid, or at just below the boiling point
- B 15) Potentially hazardous hot foods must be maintained at an internal temperature of _____ or higher to be safe
- a) 145° F
 - b) 135° F
 - c) 160° F
 - d) 180° F
- C 16) Which of the following explains the process of poaching?
- a) Poke poultry on the thickest part in order to make sure it's tender
 - b) To cook food in an oven that has reached 350° F
 - c) Cook gently in water that is hot but not boiling (160°-180°)
 - d) Submerge protein in boiling liquid to speed cooking time
- C 17) If a recipe calls for 16oz of mirepoix, how many ounces of onion, celery, and carrots do you need?
- a) 8 oz of celery, 4 oz of onion, 4 oz of carrot
 - b) 4 oz of celery, 8 oz of carrot, 4 oz of onion
 - c) 4 oz of celery, 8 oz of onion, 4 oz of carrot
 - d) 2 oz of celery, 10 oz of carrot, 2 oz of onion
- A 18) Which of the following best describes braising?
- 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

Grill Cooks Test

- B 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 coved, in liquid at low heat
 - d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

- C 20) What temperature should chicken be cooked to?
- a) 145°F
 - b) 155°F
 - c) 165°F
 - d) 175°F

- B 21) What temperature should ALL ground meat be cooked to?
- a) 145°F
 - b) 155°F
 - c) 165°F
 - d) 175°F

- A 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 A seasoned base of flour and butter and it is used for gumbo's mainly. Can be for steaks as well.

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

-3 25) What are the 5 mother sauces? (5 points)

1. Bechamel
2. Veloute
3. Brown
4. Hollandaise
5. Tomato

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

-2 To have a cooking aid down on the grill such as oil, before anything is cooked on the grill so that the food doesn't stick.

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

-2 Yolk
Butter
Lemon

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Carl Nesbitt
Start Date: 1/28/2020

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) 884-0772

WAGE INFORMATION

Rate(s) of Pay: \$19-22/hr Overtime Rate(s) of Pay: \$28.5-33/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: 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)

Ngoc Ho
(PRINT NAME of Employer representative)

[Signature]
(SIGNATURE of Employer Representative)

1/28/2020
(Date)

Carl Nesbitt Jr
(PRINT NAME of Employee)

[Signature]
(SIGNATURE of Employee)

01/28/2020
(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

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: Carl Nesbitt Jr Date: 01/27/2000

Signature: Carl Nesbitt Jr

