

Interview Note Sheet
Dishwasher

Applicant Information					
Name: <u>Fernando Verez</u>	Interviewer: <u>Amanda Devine</u>				
Date: <u>1/30/20</u>	Rate of Pay: <u>\$13 an hour</u>				
Position (s) Applied for: <u>Dish</u> Server	Referred by: <u>Craigslist</u>				
Basic Scores					
Server	<u>28/35</u>	<u>80</u> %	Bartender	<u>/30</u>	%
Prep Cook	<u>/15</u>	%	Barista	<u>/10</u>	%
Grill Cook	<u>/40</u>	%	Cashier	<u>/10</u>	%
Dishwasher	<u>10/10</u>	<u>100</u> %	Housekeeping	<u>/16</u>	%
<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time					

Relevant Experience & Summary of Strengths			
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:
hot water wash Sanitizing.	Yes.	I have helped. We are a team.	resturant in Linden. Ready to go.

P.O.S. Experience: Y / N details:										
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1/23/20 @ 5:54pm
dishwasher

Interview

1/28/20 @ 11am

Fernando J Velez O

Elizabeth, NJ 07208 | 908-266-3778 | fejavez@gmail.com

Objective

Obtain a medical assistant position at a medical facility and provide attentive, highly professional assistance to patients and physicians.

Education

Medical Office Assistant W/ Specialties | August 2015 | Union County College, Cranford, NJ MD. | 1984 | Universidad Metropolitana, Baranquilla, Colombia S. A

Skills & Abilities

- Patient-focused Care
- MAA, EKG, PT certified
- Companionship and emotional support
- Compassionate
- Compassionate caregiver
- Efficient and reliable team player

Communication

Bilingual (Spanish/English) - Reading, writing, and speaking Great interpersonal skill sets and optimistic attitude always ready to assist others Encompasses intercultural competence to work with diversified group

Experience .

PSR Newark Comm. Health Centers | Aug. 2016-Aug.2017

- Welcomed walk-in and scheduled patients.
- Completed the new patient's registration.
- Verified insurance coverage of patients, Reported daily financial activity.

Externship MA | National Career Institute- UCC | Sept 2014-Aug 2015

- Practiced EI<G on Patient Volunteer in a number that met the requirements of the NHA to present the certification Exam.
- Practiced more than forty venipuncture, dermal punctures, that met the NHA requirements to present the certifications test.

Intern M.D. | Hospital Central Del Seguro Social | Dec 1983-Dec 1984

- Responded appropriately to the physical, emotional and developmental needs of patients
- Maintained accurate records of patients care, condition, progress and concerns.
- Monitored vital signs, such as blood pressure and pulse
- Practiced EKG to patients ordered by instructor's MD in emergency room, Intense Care Unit and Intern medicine rotations

Practiced in I.C.U. arterial puncture on patients to obtain samples for arterial blood gas. (ABG)

Fernando J. Velez O
Elizabeth, NJ 07208
fejavez@gmail.com
908-266-3778

To Whom It May Concern:

As stated in my resume I am a graduate of Union County College Medical Office Assistant w/ Specialties program with CET, CPT, and CMAA certifications. I have a real passion and desire for wanting to help people with applying the medical office assistant experience I received at NCHC, and during my one-year internship at the Instituto del Seguro Social, Hospital Central/Barranquilla in Colombia. During my internship, I gained EKG experience as well as experience with working with patients in the Emergency Room and Intensive Care Unit.

I would love the opportunity to become part of your team where I can gain more experience, utilize and enhance my knowledge and skills to provide quality patient care and grow as a professional healthcare worker.

I am a highly motivated, energetic individual who takes the initiative in getting the job done. I enjoy working in a busy environment where I am able to utilize my organizational skills. I am a self-starter, and look forward to challenges. I am very compassionate about my chosen profession, and I am confident that I will be a great asset to your facility.

My enclosed resume will give you a more detailed description of my qualifications. If I can provide any additional information, please feel free to contact me at 908-266-3778 or via email at fejavez@gmail.com .

Thank you for considering my request and I look forward in meeting with you in the near future.

Sincerely,

FJVO

Fernando J. Velez

Dishwasher Test

Score 10/10

C 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

C 2) While washing dishes by hand, which item should you wear?

- a) Cutting glove
- b) Oven Mitt
- c) Rubber glove
- d) Nothing

d 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

A 4) If you need to move a heavy load, you should PULL and not PUSH the object.

- a) True
- b) False

C 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

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

- a) True
- b) False

C 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

C 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

A 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

C 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

100%

Re: Employment Application New Jersey

JotForm <noreply@jotform.com>

Wed 1/29/2020 1:41 PM

To: HS New Jersey <hsnj@theservicecompanies.com>

Employment Application New Jersey

First Name	FERNANDO
Last Name	VELEZ
E-mail Address	fejavez@gmail.com
Phone	908-266-3778
Address	CLOVER ST.
Unit or Number	76
City, State	ELIZABETH, NJ
Zip Code	07202
What region(s) are you applying to work within?	New Jersey
Which position(s) are you applying for?	Server Busser Housekeeper Dishwasher
Are you applying for:	Full-Time Part-Time
When can you start?	02-03-2020
Can you work overtime?	Yes
How did you hear about us?	Craigslist
What days/times can you work? Select all that apply:	Monday AM Monday PM Tuesday AM Tuesday PM Wednesday AM Wednesday PM Thursday AM Thursday PM Saturday AM Saturday PM

Have you ever applied to
or worked for The Service Companies (TSC) before? No

Do you have any friends or relatives working for Acrobat? If so, please let us know who:

If hired, would you have 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

Are you able to perform the essential functions of the job for which you are applying? Yes No

Name of School UCC UNION COUNTY COLLEGE

City & State ELIZABETH N.

Grade/Degree **Certification Hospitality & Restaurants**

Graduated? Yes

Do you have any special
licenses? (If so, label
under "Special")

Are you computer literate? (If so, label which programs under "Special")

Are you proficient with Point of Sale systems? (If so, label which under "Special")

Do you have any experience, training, qualifications or special skills? (If so, label under "Special")

Special: word, Excel, Power Point. Certification
Hospitality & Restaurants.

Are you currently employed?	No
Can we contact your current employer?	No
Name and Address of Employer	UBER. SECAUCUS, NJ
Type of Business	TRANSPORTATION
Phone Number	000-000-0000
Your Position & Duties	DRIVER. PICK UP, TRANSPORT, AND LEAVE UBER RIDERS.
Date of Employment (from/to):	01/2019-09/2019
Reason for Leaving	VOLUNTARILY
Still Employed:	No
Name and Address of Employer	LIFT. JERSEY CITY, NJ
Type of Business	TRANSPORTATION
Phone Number	855-865-9553
Your Position & Duties	PICK UP, TRANSPORT, AND LEAVE LIFT RIDERS.
Date of Employment (from/to):	01/2019-05/2019
Reason for Leaving	VOLUNTARILY.
Still Employed:	No
Name and Address of Employer	NCHC Newark Community Health Centers. 41 Broadway, Newark, NJ
Type of Business	HEALTHCARE.
Your Position & Duties	PSR Patient Services Representative. Customer services, front desk receptionist, at healthcare field.
Date of Employment (from/to):	08/2016-08/2017
Reason for Leaving	FINISHED.
Still Employed:	No
Have you ever been fired from a previous place of employment? If yes, please explain:	YES, NCHC AND I DISAGREED IN THIS: THEY WANTED I WORKED OR DO THE DUTIES OF ANOTHER PSR, STAYING HER PRESENT AND

DOING NOTHING, INSTEAD PLAYING WITH
THE CELL.

Have you obtained any special skills or abilities as the result of service in the military? If yes, please explain:

First Name ISAIAS
Last Name RIVERA
E-mail Address isaias.rivera@ucc.edu
Phone 908-965-6037
Relationship: FORMER SUPERIOR
Years Acquainted: 7

First Name HENRI
Last Name BAPTISTE
E-mail Address baptiste@ucc.edu
Phone 908-527-7244
Relationship: FORMER SUPERIOR
Years Acquainted: 7

First Name SUSANA
Last Name GOMEZ
E-mail Address susana.gomez@ucc.edu
Phone 908-965-2992
Relationship: FRIEND
Years Acquainted: 7

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 (Checked box indicates acknowledgement)

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.

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.

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,

(Checked box indicates acknowledgement)

(Checked box indicates acknowledgement)

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.

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. (Checked box indicates acknowledgement)
and that federal
immigration laws require
me to complete an I-9
form in this regard within
three days of my hire
date.

Acrobat Outsourcing is (Checked box indicates acknowledgement)
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.

(Checked box indicates acknowledgement)

Applicant Digital
Signature (Type Name):

FERNANDO VELEZ

Date:

01-29-2020

You can edit this submission and view all your submissions easily.

Interview Note Sheet

Server

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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:
“Doesn’t remember.	4 plates 8 glasses.	Banquet is Special events.	

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

Catering Options	
Bistro White	Chef Coat
Black Bistro	Chef Pants
Tuxedo	Knives
1/2 Tuxedo	Black Pants
Black Vest	Non-Slip Shoes
Long Black Tie	Bow Tie
Other:	Cut Glove

Acrobat Academy		Lead Academy
Acrobat Academy		Lead Academy

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) ~~X~~ 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

~~80%~~

80%

Match the Correct Vocabulary

d. d. Scullery

c. Queen Mary

a. Chaffing Dish

b. French Passing

G. Russian Service

f. Corkscrew

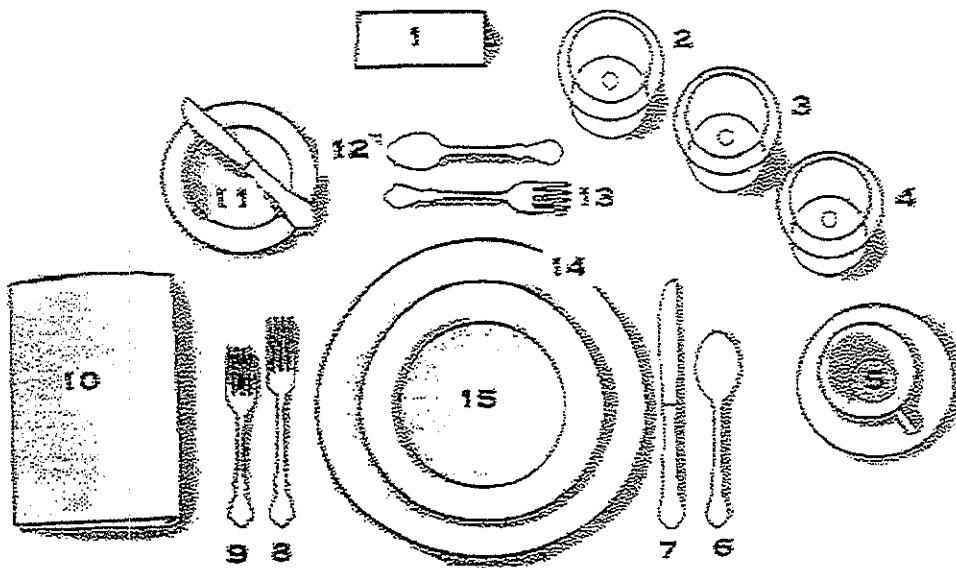
g. g. Tray Jack

- A. Metal buffet device used to keep food warm by heating it over warmed water
- 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)
- C. Used to hold a large tray on the dining floor
- D. Area for dirty dishware and glasses
- E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored
- F. Used to open bottles of wine
- 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) X
<u>13</u>	Dessert Fork	<u>9</u>	Salad Fork
<u>6</u>	Soup Spoon	<u>14</u>	Service Plate
<u>K</u>	Salad Plate	<u>3</u>	Wine Glass (White)
<u>2</u>	Water Glass X		

Fill in the Blank

1. The utensils are placed 2 1/2 - 3 inch (es) from the edge of the table.

2. Coffee and Tea service should be accompanied by what extras? Cream & Sugar.

3. Synchronized service is when: Served at Same Time.

4. What is generally indicated on the name placard other than the name? Title.

5. The Protein on a plate is typically served at what hour on the clock? 3:00

6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?