



# ACROBAT OUTSOURCING TSC GROUP

Andrew Carlson

Taborca ID: 55728

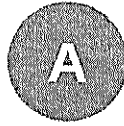
Date of Hire: 1 / 11 / 20

Date of Re-Act:      /      /     

- |   |   |
|---|---|
| <input type="checkbox"/> E-verify                                     | <input type="checkbox"/> New Hire List (All fields)               |
| <input type="checkbox"/> Hire Right EE                                | <input type="checkbox"/> Check Taborca Profile (All fields)       |
| <input type="checkbox"/> Hire Right Internal (upload any list A docs) | <input type="checkbox"/> Upload Resume and Skills Tests (one doc) |
| <input type="checkbox"/> Notice to Employee Completed                 | <input type="checkbox"/> Upload Food Handler's Card               |
| <input type="checkbox"/> Added to Orientation Time Sheet              | <input type="checkbox"/> Presented                                |
| <input type="checkbox"/> Background Check                             | <input type="checkbox"/> Emailed                                  |

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
- ☐ 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
- ☐ 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 it's been over a year since last shift
- ☐ Delete employee from the INA/TER spreadsheet if they are on it



## ANDREW CARLSON

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Carteret, NJ 07008

ajaybritt732@gmail.com

(732) 8501570

Authorized to work in the US for any employer

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### WORK EXPERIENCE

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#### **Food Service Worker**

**Shop Rite.** - Carteret, NJ

September 2018 to Present

- Prepare awesome meals for our customers.
- Weigh, measure, mix and prep ingredients according to recipes.
- Steam, grill, boil, bake or fry meats, fish, vegetables, and other ingredients.
- Check food and ingredients for freshness.
- Arrange and garnish dishes.

#### **Cook**

**Johnny Rockets** - Woodbridge, NJ

June 2018 to August 2019

Make burgers, sandwiches, shakes, Philly cheesesteaks

- Seasoned food according to quality standards
- Prepped ingredients
- Operated flat-top fryer
- Assured kitchen staff complied with recipes
- Basic kitchen serving duties
- Followed proper safe handling policies
- Expert knowledge of refrigerated temperature guidelines
- Supervised all kitchen procedures
- Maintain all ingredients and equipment inventory
- Trained employees on kitchen procedures

#### **Manager**

**Pantagis Diner** - Edison, NJ

March 2018 to July 2018

Manager duties, ring up customers, handle issues with customers, close for the night

#### **Server**

**Applebees** - Linden, NJ

December 2017 to March 2018

Applebee's

Ring up customers accept cash payments

**Cashier**

**Toys R Us**

January 2014 to December 2017

Prep meals do dishes work a fryer and grill

**Prep Cook**

**Pub 1850** - Toms River, NJ

July 2016 to October 2017

Prep meals in the kitchen

sauté vegetables

slice meats

**Cashier**

**Toys R Us** - Toms River, NJ

January 2014 to June 2015

**Server**

**Charlie Browns**

January 2012 to June 2014

Take guest orders run food

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**EDUCATION**

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**Associate in Food Services Servesafe**

**Atlantic Cape Community College** - Mays Landing, NJ

September 2015 to September 2017

**Associate in General**

**Ocean County College Liberal Arts and Sciences**

June 2015 to September 2016

**High school or equivalent**

**Central Regional High School**

June 2010

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**SKILLS**

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- Waiter
- Restaurant Server

- Food Prep
- Food Service
- Fast Food
- Busser

**Interview Note Sheet**  
Server

Applicant Information			
Name: <u>Andrew Carlson</u>		Interviewer: <u>Amanda Devine</u>	
Date: <u>1/28/20</u>		Rate of Pay: <u>\$13, \$14, \$14</u>	
Position (s) Applied for: <u>Server, dish, prep.</u>		Referred by: <u>Dish, Server, Prep</u>	
		<u>Indeed</u>	

Test Scores					
Server	<u>26/35</u>	<u>74%</u>	Bartender	<u>/30</u>	<u>%</u>
Prep Cook	<u>12/15</u>	<u>60%</u>	Barista	<u>/10</u>	<u>%</u>
Grill Cook	<u>/40</u>	<u>%</u>	Cashier	<u>/10</u>	<u>%</u>
Dishwasher	<u>7/10</u>	<u>90%</u>	Housekeeping	<u>/16</u>	<u>%</u>

<b>Full-Time</b>	
<b>Part-Time</b>	

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:
<u>6-7 tables.</u> <u>- Wouldn't be an issue.</u>	<u>5 or 6 items.</u>	<u>Banquet Servers are more upscale.</u>	<u>Shoprite- Food Service</u> <u>Cook- Johnny Rockets.</u> <u>Hotel banquet (Server)</u>

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

Transportation	Regions Available to Work
<u>own transportation</u>	<u>Carteret, nj.</u> <u>max - <del>70</del> 35-40mins.</u>
Certifications (if any)	Availability
	<u>Open.</u>
Uniforms Owned	Recommendations
<input checked="" type="checkbox"/> <u>Bistro White</u> <input checked="" type="checkbox"/> <u>Black Bistro</u> <input type="checkbox"/> <u>Tuxedo</u> <input type="checkbox"/> <u>1/2 Tuxedo</u> <input type="checkbox"/> <u>Black Vest</u> <input type="checkbox"/> <u>Long Black Tie</u> <input checked="" type="checkbox"/> <u>Other: Black Polo</u>	<input type="checkbox"/> <u>Chef Coat</u> <input type="checkbox"/> <u>Chef Pants</u> <input type="checkbox"/> <u>Knives</u> <input checked="" type="checkbox"/> <u>Black Pants</u> <input checked="" type="checkbox"/> <u>Non-Slip Shoes</u> <input type="checkbox"/> <u>Bow Tie</u> <input type="checkbox"/> <u>Cut Glove</u>
	<input type="checkbox"/> <u>Acrobat Academy</u>  <input type="checkbox"/> <u>Lead Academy</u>

# Interview Note Sheet

## Dishwasher

Applicant Information					
Name:			Interviewer:		
Date:			Rate of Pay:		
Position (s) Applied for:			Referred by:		

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

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:	
Sanitize, wash & rinse.	yes.	"being apart of any team you always help".		

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

Transportation		Regions Available to work:	
Certifications (if any)		Availability	
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	

## Interview Note Sheet

Cook

Applicant Information					
Name:			Interviewer:		
Date:			Rate of Pay:		
Position (s) Applied for:			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
					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:		
"Culinary School"	"Pretty good"	<del>Double recipe</del> if added to much, would double everything to fix!"			
P.O.S. Experience: Y / N details: _____					
Transportation			Regions Available to work:		
Certifications (if any)			Availability		
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

**Re: Employment Application New Jersey**

JotForm &lt;noreply@jotform.com&gt;

Mon 1/27/2020 8:06 PM

To: HS New Jersey &lt;hsnj@theservicecompanies.com&gt;

**Employment Application New Jersey**

First Name	Andrew
Last Name	Carlson
E-mail Address	ajaybritt732@gmail.com
Phone	7328501570
Address	7 wheeler ave
Unit or Number	B
City, State	Carteret
Zip Code	07008
What region(s) are you applying to work within?	New Jersey
Which position(s) are you applying for?	Cook Server Busser Dishwasher
Are you applying for:	Full-Time Part-Time
When can you start?	01-28-2020
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 Friday AM Friday PM



Saturday AM

Saturday PM

Sunday AM

Sunday PM

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

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

Name of School Ocean county college  
Atlantic cape community college

City & State New Jersey

Grade/Degree Graduated

Graduated? Yes

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

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") No

Are you currently  
employed? Yes

Can we contact your current employer?	Yes
Name and Address of Employer	Shoprite
Type of Business	Store
Phone Number	732
Your Position & Duties	Cook
Date of Employment (from/to):	09/2018-01/2020
Reason for Leaving	Difficult management
Still Employed:	Yes
First Name	Brittney
Last Name	Phillip
E-mail Address	uberhelpnj@gmail.com
Phone	7328777798
Relationship:	Girlfriend
Years Acquainted:	4
First Name	Justin
Last Name	Haunn
E-mail Address	blackfrostent@gmail.com
Relationship:	Head chief
Years Acquainted:	2
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	(Checked box indicates acknowledgement)

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.

(Checked box indicates acknowledgement)

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

(Checked box indicates acknowledgement)

**Dishwasher Test**

**Score 9 / 10**

90%

- 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
- B 4) If you need to move a heavy load, you should PULL and not PUSH the object.
- a) True
  - b) False
- E 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
- 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
- AC 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
- B 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

**Multiple Choice**

74%

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

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

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

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

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

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**

D Scullery

E Queen Mary

A Chaffing Dish

G French Passing

B Russian Service

F Corkscrew

C 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

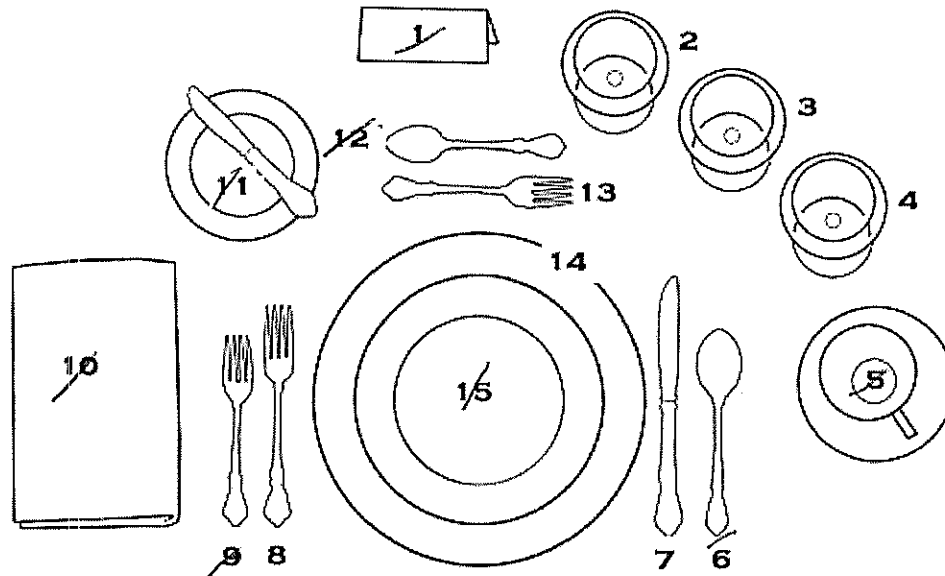
F Used to open bottles of wine

G Style of dining in which the courses come out one at a time

Name Andrew

**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>3</u>	Wine Glass (Red) X
<u>9</u>	Dessert Fork X	<u>8</u>	Salad Fork X
<u>6</u>	Soup Spoon	<u>14</u>	Service Plate
<u>15</u>	Salad Plate	<u>3</u>	Wine Glass (White)
<u>4</u> <u>10</u> <u>5</u>	Water Glass		

**Fill in the Blank**

- The utensils are placed 6 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Sauce Cream & Sugar.
- Synchronized service is when: Everything is in order.
- 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? Quarter, 6
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
Notify the kitchen

Multiple Choice (1 point each)

60%

A 1) A gallon is equal to \_\_\_\_\_ ounces

- a. 56
- b. 145
- c. 32
- d. 128

A 2) Mesclun are what type of vegetable?

- a. Roots
- b. Beans
- c. Salad Greens
- d. Spices

A 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

B 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

(AA) 8) Food should be left out no more than

- a. 2 hours
- b. 3 hours
- c. 4 hours
- d. 5 hours

## Prep Cooks Test

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- 9 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
- 10 10) Which of the following can you use to put out a grease fire?
- a. Baking Soda
  - b. Baking Powder
  - c. Flour
  - d. Water
- 11 11) What is the temperature range of the danger zone?
- a. 25-135
  - b. 40-140
  - c. 50-160
  - d. 30-130
- 12 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
- 13 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
- 14 14) When you poach something, you cook it with what?
- a. Noodles
  - b. Vegetables
  - c. Liquid
  - d. Oil
- 15 15) Which spoon is used to remove fat from soups and stews
- a. Basting Spoon
  - b. Ladle
  - c. Slotted Spoon
  - d. Portion Spoon
- 16 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

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B

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

B

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) Dice: to cut into very small pieces when uniformity of size and shape is not important.