Acrobat

outsourcing
Your Hospitality Staffing Professionals

Name: **Santino Rivera**

Taborca ID: **55840**

Date of Hire: **2/ 4 /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
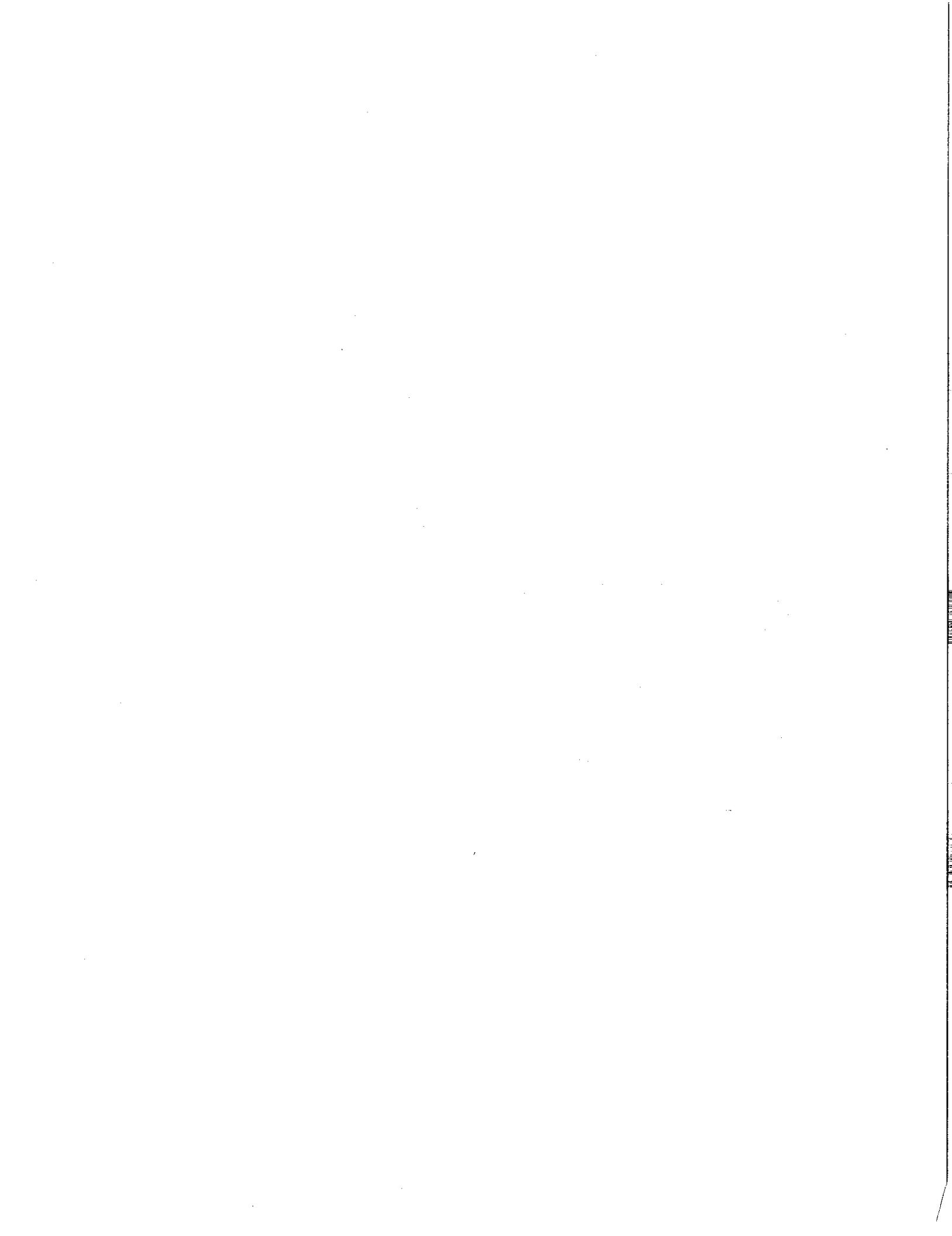
Interview Note Sheet
Cook

Applicant Information

Name: Santino Rivera	Interviewer: Ngoc
Date: 2/4/2020	Rate of Pay: $19/hr
Position (s) Applied for: Cook	Referred by: Indeed

Test Scores

						Seeking
Server	/35	%	Bartender	/30	%	(Full-Time)
Prep Cook	14/20	70 %	Barista	/10	%	
Grill Cook	/40	%	Cashier	/10	%	(Part-Time)
Dishwasher	/10	%	Housekeeping	/16	%	

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 experience from cooking at Cisco	N/A	Adjust accordingly or notify the Chef	

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

Transportation

Car

Regions available to work

South Bay

Certifications (if any)

FHC

Availability

Open

Uniforms Owned

____ 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	

Recommendations

____ Acrobat Academy

____ Lead Academy

Other Languages Spoken

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 **SANTINO RIVERA**   Date: **2/4/20**

Home Telephone (___) _____ Other Telephone **(619) 900·3535**

Present Address **251 WASHINGTON ST #3**

Permanent Address, if different from present address: _____

Email Address **SANTINORIVERAJR@YAHOO.COM**

EMPLOYMENT DESIRED

Position applying for: **COOK**   Salary desired: **$23 hr**

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

SVS GROUP

Are you applying for: , Full-time work? Yes **X** 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 **X** No___ If hired, on what date could you start working?

ASAP 2/5/20

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		6AM	6AM	6AM	6AM	6AM	
PM		2:30	2:30	2:30	2:30	2:30	
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 **X** If yes, when?_____

Do you have friends or relatives working for Acrobat Outsourcing? Yes___No **X** If yes, please state name and relationship _____

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

If hired, can you present evidence of your legal right to live and work in this country? Yes **X** 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 **X** 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?
SANTA CLARA HIGH	SANTA CLARA CA	HS DIPLOMA	YES
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:			

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 _____

Type of Business _____ Telephone No. (____) _____ Supervisor's Name _____
Your Position and Duties _____
_____

Dates of Employment: From _____ To _____

Reason for Leaving: _____

Name and Address of Employer _____

Type of Business _____ Telephone No. (____) _____ Supervisor's Name _____
Your Position and Duties _____
_____

Dates of Employment: From _____ To _____

Reason for Leaving: _____

Name and Address of Employer _____

Type of Business _____ Telephone No. (____) _____ Supervisor's Name _____
Your Position and Duties _____
_____

Dates of Employment: From _____ To _____

Reason for Leaving: _____

Name and Address of Employer _____

Type of Business _____ Telephone No. (____) _____ 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___

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: _____   Telephone No. (____) _____

Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Name: _____   Telephone No. (____) _____

Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Name: _____   Telephone No. (____) _____

Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Please Read Carefully, Initial Each Paragraph and Sign Below

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.

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 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.

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.

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 _____ Date __2|4|20__
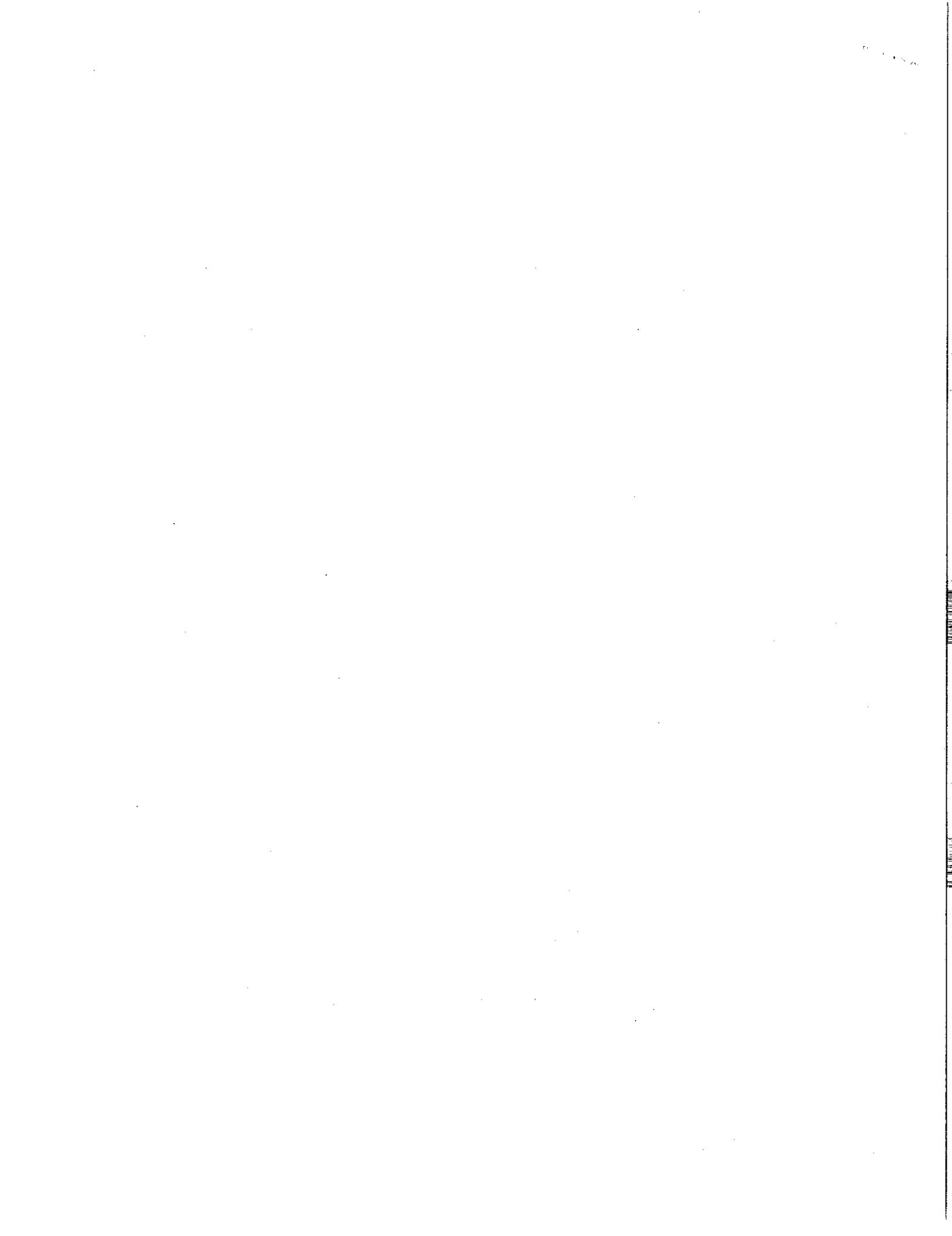
Santino Rivera

SUMMARY

To obtain a position in a stable environment utilizing diverse skills to further enhance customer experience ensuring client satisfaction. Exceptional team player and willing to put forth effort in helping others. Excellent written and verbal communication skills. Strong organizational and analytical skills. Ability to provide efficient, timely, reliable and courteous service to customers.

OVERVIEW

Proficient in Microsoft office, computer skills and data entry

Excellent multitasking management

Excellent communication and people skills

Well-spoken in reports and correspondence

Adheres/Knowledgeable to company policy and regulations

PROFESSIONAL EXPERIENCE

Cook

Cisco (Silicon Valley Staffing) - San Jose, CA   February 2019 to November 2019

Responsible for cooking and preparing food according to recipes and production guidelines while adhering to food safety, food handling, and sanitation procedures.

Cooks and prepare a variety of food according to production guidelines and standardized recipes

Sets up workstation with all needed ingredients and equipment

Prepares ingredients by measuring, weighing, mixing, chopping, trimming, and peeling food items

Safely utilizes a variety of utensils including knives

Operates equipment such as ovens, stoves, slicers, mixers, etc.

Grills, bakes, roasts, broils, steams, and uses a variety of cooking methods on meat, vegetables, and other foods

Arranges, garnishes, and portions food according to established guidelines

Properly stores food by adhering to food safety policies and procedures

Cleans and sanitizes work areas, equipment, and utensils

Maintains excellent customer service and positive attitude towards guest, customers, clients, co workers, etc.

Ensures security of company assets

Other duties and tasks as assigned by manager

Facilities Coordinator

CBRE (Ajilon) - San Jose, CA   June 2018 to October 2018

Organizing files and blueprints for all sites in alphabetical/chronological order

Walkthrough of occupied floors checking conference rooms, thermostats adjusting temperatures as needed

Weekly walkthrough of occupied floors checking the mail, breakrooms, refrigerators and vending machines

Building inspections (panel rooms, supply rooms, irrigation) with onsite property management technicians

Assistance with Comerica employee's locker requests (unlocking when locked out)

Oversee service requests for Comerica accounts throughout NorCal and SoCal using Service Insight 7

Maintain clear and concise communication and create relationships with vendors ensuring quality results

Obtaining proposals for requests, sending for approval and opening work order to dispatch to proper vendors

Monitor all open service requests contacting necessary vendors until work has been completed

Tracking weekly backlog reports for past due service requests, closing out and extending dates

Knowledge of the ticketing system (Service Insight 7) open/close, code/recode, date extensions, attachments

Assistance with quarterly budget projects (i.e., window washing) obtaining proposals and scheduling work

Invoice tracking, entering/checking data for proper coding, crosschecking with work orders

Shipping Receiving/Prep cook

Cosmopolitan Catering, Shipping - Sunnyvale, CA   February 2018 to May 2018

Receiving daily shipments of dry goods, frozen goods, produce, dairy and meat products

Organize and maintain a clean storage room following FIFO policy

Maintain quality control and inventory control checks by monitoring product expiration dates

Cutting/prepping produce and or meat in bulk as needed to assist sous chef
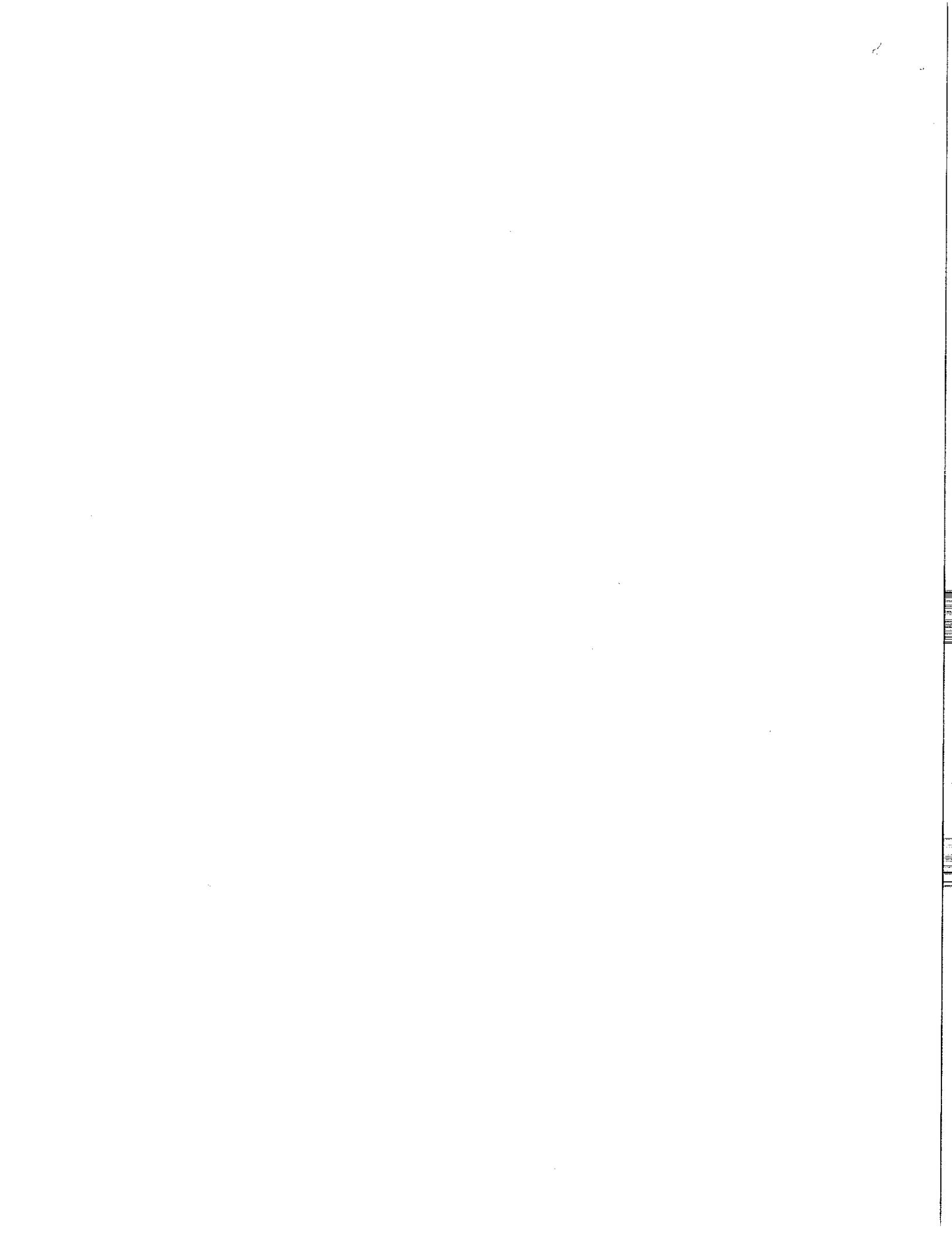
Stay at Home Father   November 2015 to January 2018

Contractor HRIS Coordinator
Velodyne Lidar - San Jose, CA   October 2017 to November 2017
Maintained HCM (HRIS) system (Namely HR)
Completed New Hire Onboarding Process including benefits enrollment using CBIZ online tool
Conducted internal audits to ensure compliance for I- 9 and employee files
Consolidate employee files separating terminations from active
Organize employee files in chronological and alphabetical order
Assist in data entry of employee information to the system (Namely, CBIZ)

Facilities Technician
Facility Masters/Cavium Inc - San Jose, CA   December 2014 to November 2015
Daily delivery of incoming and outgoing mail and packages
Weekly replenishment of office supplies
Weekly receiving of Costco orders for dairy, snacks and beverages
Regular cleaning, restocking and up keeping of break room supplies
Cubicle and office preparations and clean ups for all new hires and terminations
Coordinate office and cubicle reconfigurations and relocations through NOR-CAL Moving Services
Assist office reorganization through furniture and equipment moves

Shift Lead
Bon Appetit/Google - Palo Alto, CA   January 2013 to November 2014
Oversee service requirements for 16 micro kitchens between 9 buildings
Daily zone check: attendance, ensure all team members are in proper uniform, workflow rounding, accountability
Hold daily team meetings ensuring employees follow company policies and procedures
Assist team members as needed for coverage of sick call outs
Customer service as MK Attendant
Train new employees
Organize and maintain a clean storage room following FIFO policy
Maintain inventory and quality control checks by monitoring product and expiration dates

Education

Santa Clara High School - Graduate

Certifications and Licenses

Food handler certificate

Computer Skills

Microsoft Office: Excel, Outlook, PowerPoint, Word
Other: Zendesk, Namely, C-BIZ, Service Insight 7
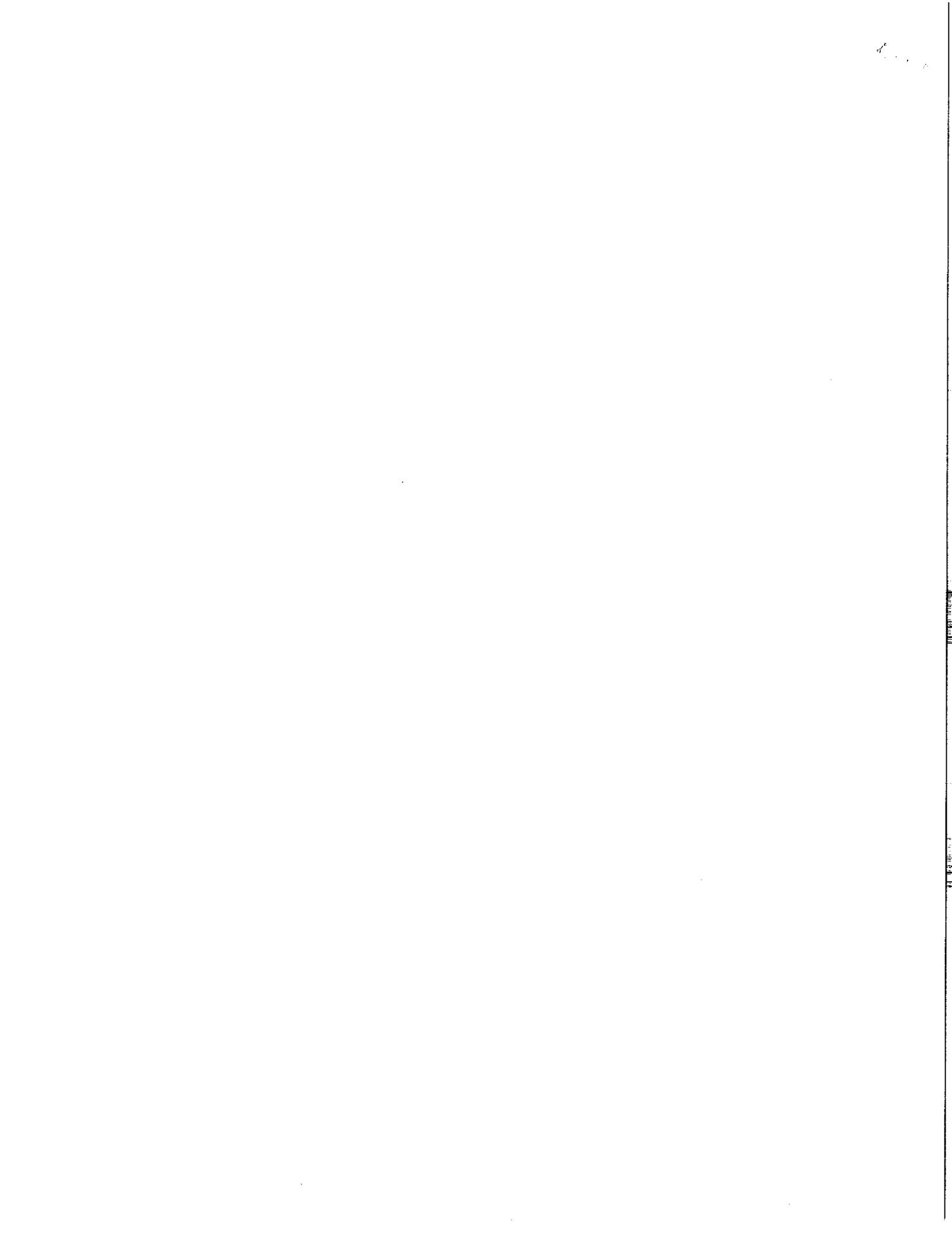
Multiple Choice (1 point each)

70%

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

B 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 blanche 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

B 8) **Food should be left out no more than**
   a. 2 hours
   b. 3 hours
   c. 4 hours
   d. 5 hours

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

B   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

C   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

_C_ 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) _MINCE_ : to cut into very small pieces when uniformity of size and shape is not important.
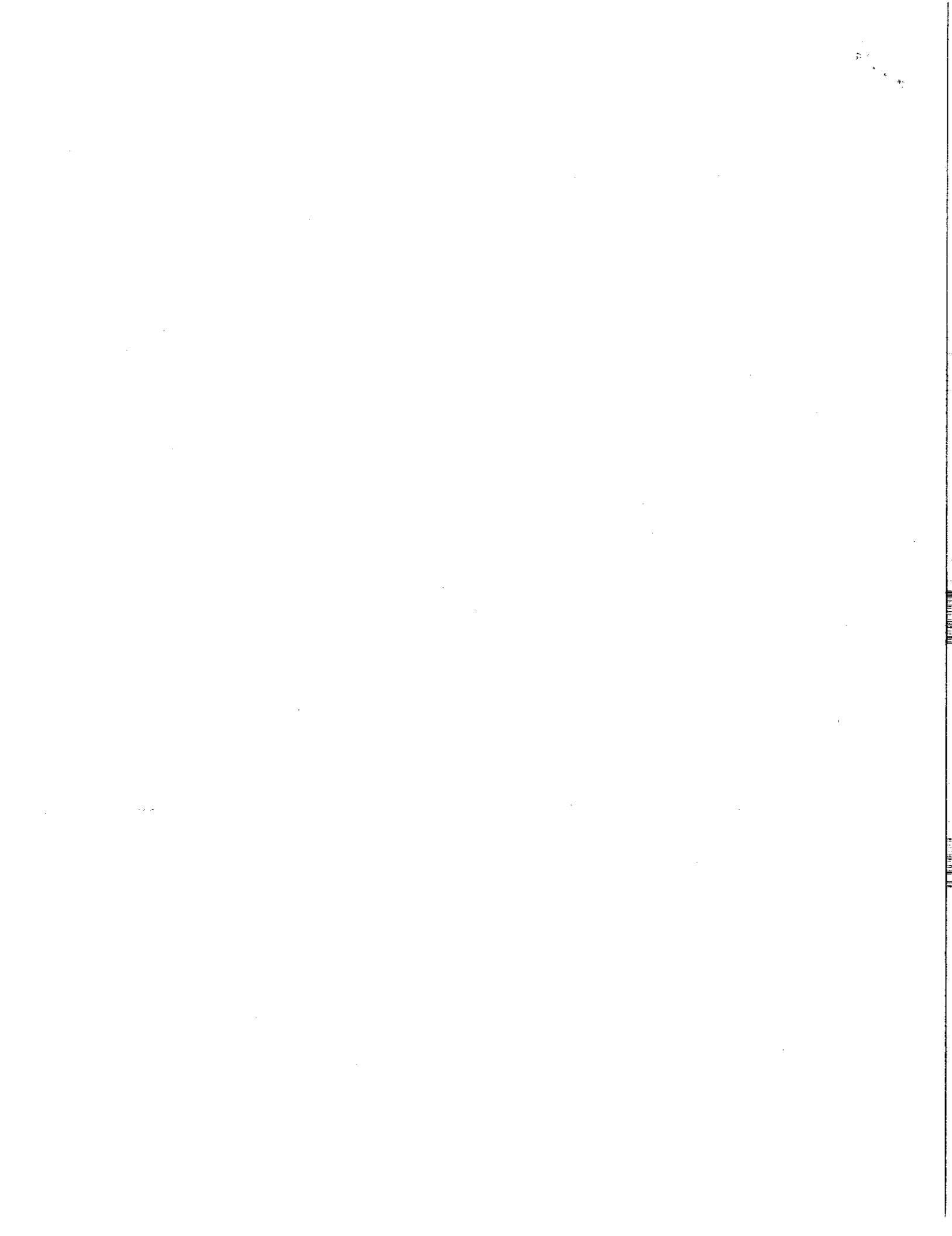
NOTICE TO EMPLOYEE
Labor Code section 2810.5

Employee Name: **Santino Rivera**

Start Date: **2/4/2020**

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: 1371 The Alameda Ste 110 San Jose, CA 95126

Mailing Address: 1371 The Alameda Ste 110 San Jose, CA 95126

Telephone Number: (408) 844-0772

Rate(s) of Pay: $19/hr   Overtime Rate(s) of Pay: $28.5/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

DLSE-NTE (rev 9/2014)

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)

SANTINO RIVERA

(PRINT NAME of Employee)

(SIGNATURE of Employer Representative)

2/4/2020

(SIGNATURE of Employee)

2|4|20

(Date)

(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.

DLSE-NTE (rev 9/2014)

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: ___SANTINO RIVERA___ Date: ___2|4|20___

Signature: _____