

# Shemeika Spates

Lancaster, CA 93535

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Authorized to work in the US for any employer

## Work Experience

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### **In Home Care Provider**

In Home Support Services (IHSS) - Lancaster, CA

March 1999 to Present

- Enables patients to stay in their homes by monitoring and recording patient condition, providing support and personal services, and teaching families.
- Monitors patient condition by observing physical and mental condition, intake and output, and exercise.
- Supports patients by providing housekeeping and laundry services, shopping for food and other household requirements, preparing and serving meals and snacks, and running errands.
- Assists patients by providing personal services, such as, bathing, dressing, and grooming.
- Helps patients care for themselves by teaching use of cane or walker, special utensils to eat, special techniques and equipment for personal hygiene.
- Helps family members care for the patient by teaching appropriate ways to lift, turn, and re-position the patient.
- Advises on nutrition, cleanliness, and housekeeping.
- Records patient information by making entries in the patient journal and notifying nursing supervisor of changing or unusual conditions.
- Maintains a safe, secure, and healthy patient environment by following asepsis standards and procedures, maintaining security precautions, and following prescribed dietary requirements and nutrition standards.
- Protects the home care agency by adhering to professional standards, home care policies and procedures, federal, state, and local requirements.

### **Amazon Delivery Driver**

Courier vault - Valencia, CA

December 2022 to January 2023

- Loading items and/or packages from Amazon's warehouse or production environment
- Ensuring that items are delivered to the various locations of Amazon customers in a safe and timely manner
- Reviewing orders before and after they are delivered to ensure they are complete, charges are correct, and the customer is satisfied
- Scanning the QR code of all the items to be delivered before they are loaded up
- Accepting payments for delivered items when required
- Complying strictly with all transportation laws, guidelines, and/or regulations and ensuring that a safe driving record is maintained.
- Strictly adhering to assigned routes and following time schedules

- Preparing reports and other documents that are related to delivery.

### **Independent contractor**

Amazon flex - Van Nuys, CA

September 2017 to July 2022

- Loading items and/or packages from Amazon's warehouse or production environment
- Ensuring that items are delivered to the various locations of Amazon customers in a safe and timely manner
- Reviewing orders before and after they are delivered to ensure they are complete, charges are correct, and the customer is satisfied
- Scanning the QR code of all the items to be delivered before they are loaded up
- Accepting payments for delivered items when required
- Complying strictly with all transportation laws, guidelines, and/or regulations and ensuring that a safe driving record is maintained
- Strictly adhering to assigned routes and following time schedules
- Preparing reports and other documents that are related to delivery.

### **Independent Contractor**

Instacart Shoppers - Lancaster, CA

August 2017 to June 2020

- 18 years of age or older
- Eligibility to work in the U.S. or Canada
- A smartphone with Android 5.0 or later, iOS 14 or later
- A functioning, registered vehicle
- Vehicle insurance, in accordance with local laws
- Can lift 30+ pounds
- Following Instacart's food safety policies

### **Custodian/Janitor**

Pacific Staffing Agency - Moreno Valley, CA

January 2010 to December 2014

- Performs general, routine custodial duties, to include dusting, mopping, vacuuming, cleaning restrooms, and restocking paper and soap supplies.
- Performs routine maintenance to custodial equipment and supplies.
- Empties trash receptacles, disposes trash into compactors and/or dumpsters, and bags trash for proper disposal.
- Unlocks doors, ensuring doors are locked after cleaning areas.
- Reports needs and concerns to appropriate staff, which may include submitting or recommending work orders and checking supply levels; for positions within on-campus residence halls, responsible for reporting concerns related to on-campus residents.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Assists in on-the-job training of new staff on routine procedures.
- Performs cleaning functions specific to the assigned facilities and/or based on seasonal/project requirements.
- May provide vendors with access to areas for cleaning and may answer basic questions. May report issues with vendors to supervisor.

- May assist or perform snow removal activities and minor maintenance, such as replacing light bulbs, adjusting furniture, or other similar activities.
- Performs miscellaneous job-related duties as assigned.

### **Housekeeper/Laundry**

Western Inn Motel - Riverside, CA

October 2009 to September 2011

- Cleans and sanitizes hotel and guest rooms
- Vacuums and sweeps floors, carpets, and rugs
- Makes beds and changes linens
- Cleans and sanitizes bathrooms, showers, toilets, sinks, and countertops
- Replenishes toiletries and towels
- Empties trash receptacles
- Assist with laundry management, including washing, drying, ironing and sorting linen
- Report, turn in and log all lost and found items
- Clean upholstered furniture
- Perform detailed deep cleans when required

### **Senior Shift Manager**

Del Taco - Riverside, CA

January 2000 to September 2005

- Supports General Manager in supervising team that delivers effective results in the areas of quality, guest service, food cost, labor cost, safety, security, cleanliness and product preparation.
- Running shifts and supporting the GM in managing the execution of all Company policies, procedures, programs and systems.
- Knowledge of all work station functions and paperwork essential for recording and monitoring each job in the restaurant.
- Supervises 1 to 7 Team Members
- Ensures objectives are reached in all areas while following all Company guidelines.
- Ensure compliance during shifts with all federal, state and local laws and ethical business practices.
- Supports GM in creating and maintaining an "Employer of Choice" environment.
- Supports GM in providing leadership, direction, training and development to the restaurant team.
- Supports GM in supervising and directing the workforce.
- Supporting GM in making staffing decisions such as, recommending interviews, and administering disciplinary action as needed.

## **Education**

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### **Some college in Culinary Arts**

Los Angeles Mission College - Sylmar, CA

June 2019 to Present

### **High school diploma or GED**

## **Skills**

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- Surveillance

- Laundry
- Cooking
- Security
- Caregiving
- Leadership
- CCTV
- Management
- Cleaning
- Restaurant experience
- Culinary experience
- Kitchen management
- Customer service
- Sales
- Restaurant management
- Shift management
- Supervising experience
- Food preparation
- Computer operation
- Retail sales
- Stocking
- Commercial cleaning
- Dishwashing
- Microsoft Office
- Communication skills
- Organizational skills
- Cashiering
- Driving
- Cash handling
- POS
- Food Safety
- Time Management
- Guest Services

## Certifications and Licenses

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### **Food Handler Certification**

October 2023

### **Driver's License**

October 2026