

GOOD MANUFACTURING PRACTICES SUPERMOM'S BAKERY

All temporary employees must adhere to the following GMP's when working at SuperMom's Bakery:

EMPLOYEE HEALTH

- 1) Any open cuts, sores or infections of the skin must be reported to the plant management. Small open cuts or sores must be covered with a blue metal detectable band-aide provided by SuperMom's. Larger cuts, sores or infections of the skin must be covered with bandages, gauze, etc. to prevent the possibility of spreading infections to other employees or onto exposed products. A glove is then required to be worn.**
- 2) Infections that cause diarrhea or vomiting can be transmitted from food workers to customers through exposed food, equipment or utensils. Employees must report to the Q.A. Manager if they have diarrhea or vomiting, jaundice, a lesion with pus (boils or wounds), Salmonella, Shigella or E. coli 0157:H7 or Hepatitis A virus.**

UNIFORMS/PERSONAL HYGIENE

- 1) All employees must maintain a high standard of personal hygiene which includes showering or bathing every day before you come to work.**
- 2) All employees are responsible to wash, dry and sanitize their hands at these specific times or as needed:**
 - a) At the start of the work shifts.**
 - b) After any break period.**
 - c) After eating or smoking**
 - d) After using toilets facilities and also hands must be washed in the processing room before returning to work.**
 - e) After coughing or sneezing or when your hand comes in contact with your mouth.**
 - f) After any contact with the nose, mouth, ears, eyes, or hair.**
 - g) After handling anything that may contaminate the hands other than the product itself.**
- 3) When washing your hands in the bakery, dispense the paper towel before washing your hands and use the paper towel to dry your hands and to shut off the faucet. This prevents your hands from becoming contaminated by touching the faucet after your hands have been cleaned.**

- 4) **Gloves must be clean. Whenever an employee deviates from food handling by touching a nonfood contact surface, the employee must change disposable gloves, wash their hands and put on a new pair of gloves before returning to work with product. (Examples – after moving a garbage can, a pallet, a food waste container or picking something up off the floor).**
- 5) **All temporary employees working in the bakery must wear a SuperMom’s Shirt and this shirt must be tucked into their pants when working in the bakery. When working in the commissary, temporary employees must put on a smock provided by SuperMom’s before entering the commissary production area.**
- 6) **Smocks are to be hung in designated areas only (Hooks in the hallways). Do not wear a smock outside, in the lunchroom or the locker rooms.**
- 7) **If your shirt or smock becomes excessively dirty during the shift, it should be replaced with a clean one.**
- 8) **Company approved and supplied hair nets must be worn by temporary employees and others entering the production areas. Hair nets must be worn in a way where all the hair is covered.**
- 9) **All temporary employees with beards must wear a beard net.**
- 10) **Mustaches must be neat and trim.**
- 11) **All employees working in production and the warehouse must wear socks.**
- 12) **Sideburns must be neat and trim. A beard net is required if the sideburns extend below the bottom of the ear.**
- 13) **Jewelry is forbidden in the processing areas and the only acceptable jewelry is medical alert bracelet or necklace and a plain band (No stone).**
- 14) **False eyelashes, false fingernails, fingernail polish or other cosmetic treatments that flake or fall off are forbidden.**
- 15) **Company provided gloves must be worn as required by the job.**
- 16) **Safety glasses must be worn if required in the employees’ work area.**
- 17) **Clothing must be in good condition – no holes, frayed edges. Do not wear clothing that has beadwork sewn into the clothing. No Shorts or Capris (Pants must not be shorter than 5 inches from the person’s ankle bone and also must not be so long that they drag onto the floor). No sweatpants or leggings are allowed. (Pants must have a zipper).**

- 18) **The use of tobacco of any kind, or gum chewing is not permitted in the processing area.**
- 19) **Spitting is not allowed inside or outside of the SuperMom's facility. If you need to spit and you are not in a production or warehouse area, then proceed to spit into a paper towel and throw the paper towel away.**
- 20) **Shoes must be closed toe, preferably with a non slip sole. No Clogs or high heels are allowed. Shoes must be in good condition and clean.**
- 21) **Slip resistant booties will be issued to any temporary employee working in the commissary or in wet processing areas within the bakery. They must be removed and thrown away before going into the locker rooms or before going outside. See your supervisor for new booties prior to entering the processing areas.**
- 22) **When entering the Commissary Production Area, all employees must enter through the main production door and exit production going through the door going into the Commissary Production Office.**
- 23) **When entering the Commissary Production Area, all employees must walk through entrances which have a sanitizer threshold foamer in the door way.**
- 24) **This is a peanut free facility. We do not manufacture products made with peanuts and we discourage all SuperMom's employees, temporary workers and visitors from bringing peanut type products into the facility. (Peanuts can cause severe allergic reactions to those individuals that are allergic to peanuts).**

OPERATIONS

- 1) **The following are definitions for labeling and identifying containers:**

FOOD WASTE – These containers are for product that is unfit for use.

EDIBLE PRODUCT – These containers are identified for product that is fit for use. (a white container, stainless steel pot, Aluminum pan or large white bin).

TRASH – These containers are for garbage only. No edible or food waste should be placed in these containers.

- 2) **Edible Product containers should never be placed directly on the floor.**
- 3) **Pallets must not be set up on their side when not in use.**
- 4) **Water must not be allowed to splash off the floor onto clean equipment or product.**
- 5) **Clean portable equipment and utensils should be stored in a manner that protects the food contact surfaces from becoming contaminated.**
- 6) **Keep packaging supplies off the floor and cover them when not in use.**
- 7) **Edible product containers should not be stored next to containers for trash or inedible product. Trash containers should not be stored next to exposed product lines.**

I have read, understand and will comply with all SuperMom's Good Manufacturing Practices. I understand that failing to follow these policies may prohibit me from continuing to work at SuperMom's in the future.

Signature: _____ Date: _____

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**Revision Date: 4/14/09
Revised By: Rhonda Breuer**