

Name: Andrew Calloway Contact Phone: 720-768-3129

### LOCATION:

Allegro Coffee Company - 12799 Claude Court Thornton, CO 80241

Monday 9/9 @ 7:45/8am  
Timeclock login-

### CONTACTS:

CMG: (303) 920-1425

#### Allegro Coffee:

- Tea Production (AM: Chenda Ouk 720-207-3086 PM: Chrissy Scrivano 720.341.3851)
- Spice Production (AM: Chenda Ouk 720-207-3086 PM: Chrissy Scrivano 720.341.3851)
- Coffee Production (Brian Martinez 303-920-5475 / Jay Lumpkin 303-668-3117)
- Shipping (AM : Poncho Williams 3720-589-6949)
- Roasting (Joe DelaTerre 303-920-5495/ Terry Kolodzik 303-920-5503)
- Human Resources Contact: Danielle Baird (303) 920-5400

Username: agalloway  
password: ag7704

### GUIDELINES:

- You are a temporary employee of CMG who arranged for this assignment. All questions regarding your employment or paycheck should be directed towards your agency.
- Allegro Coffee places great importance on attendance, timeliness and performance. You may be released from your assignment at any time for those reasons.
- In the event of tardiness or absence, it is necessary that you contact your agency and your assigned team leader at least ONE HOUR prior to your scheduled start time.
- In case of an accident that results in an injury you must immediately notify your assigned team leader and your Agency.
- Allegro Coffee does not tolerate any kind of threatening or unprofessional behavior. Acts of this nature will be dealt with accordingly.

### PERSONAL PROPERTY:

We are not responsible for personal property that is lost, damaged, stolen or destroyed. We ask that you not bring any valuables or large amounts of cash to work. Purses and wallets should be stored in a secure place at all times. Please see your team leader contact above if you are in need of a secure location for your valuables.

### BREAKS & LUNCHES:

In order for all of us to remain productive, we all need time to rejuvenate:

- If you work at least a 4-6 hour shift, you will receive one paid 15-minute break.
- If you work at least 8-10 hour shift, you will receive two paid 15-minute breaks and one unpaid 30 minute lunch break.

Your assigned team leader will give you your assigned break and meal periods.

### CELL PHONES:

Use of cell phones are prohibited in the warehouse except those authorized in order to conduct business.

### SAFETY, QUALITY, QUANTITY:

- ◆ Be aware of your environment!
  - Forklifts
  - People carrying boxes that may not see you.
  - Packaging machines with gears that could harm you or your clothing if caught.
- ◆ Exhibit good housekeeping practices
  - Continue to clean up after self to keep debris from floor and potentially causing accident
- ◆ Use proper lifting techniques! (see below)
- ◆ Do things right the first time!
  - Quality is as important as speed.
  - Listen carefully to instructions, ask questions, and focus on your task.

## SAFE FOOD PRACTICES, APPAREL AND HYGIENE REQUIREMENTS:

Personal hygiene is an integral part of our Food Safety Program. All personnel (visitors and office staff) who enter the production or warehousing areas need to be aware of your personal hygiene in order to prevent food contamination or food borne illness.

**Handwashing** – Hand wash stations are placed near the entry of each production area. All personnel to the production areas must wash their hands with warm soapy water then towel dry upon entering the production areas.

**Eating** – No food is allowed in the Plant Operations areas (Production, Shipping, Warehouse storage). Only eat in designated areas (i.e. offices, retail café, and break room). Never eat while preparing food; this includes gum.

**Drinking** – Water and disposable cups are available throughout Plant operations areas. After drinking you are to dispose of the cup immediately to eliminate any potential contact with our food products. No other beverages are allowed.

**Smoking** – This is a non-smoking facility. Smoking is permitted in designated areas outside of the building. Smoking is not allowed anywhere within the building.

**Hair** – ORANGE Hairnets and beard covers (1/8" visible facial hair) must be worn in all Production and Warehousing areas.

**Personal Hygiene** – Wash hands thoroughly after using the restroom, touching face or hair, coughing, sneezing, using a tissue, eating or smoking. Hands must be washed before returning from breaks.

**Jewelry and Accessories** No false fingernails or eyelashes, fingernail polish, jewelry (rings with stones, exposed body piercings, bracelets, necklaces or chains), or watches. Medical Alert jewelry is permissible with notification to TMS. Gloves are permissible for visitors. Authorized personnel only are permitted cell phone use the production areas.

**Clothing** – Team Members should always wear clean outerwear. Shirts must be sleeved and should not have any buttons or embellished decorations that could potentially fall into product. Clothes that are baggy, torn, or ripped are not permitted. Pants must be ankle length (no more than 3 inches above ankle) and hemmed. **No shorts or capris pants of any kind.** Shoes must be closed toe. Blue labs coats shall be provided to visitors and office staff.

**Illness** – Team Members should not work with food if they are ill and should report any other Team Member who is complaining of illness. Be sure to report if you have any of the following symptoms: diarrhea, vomiting, fever, jaundice or sore throat with fever. *If you are actively having these symptoms you should go home and not return until you are symptom free.*

**Injury** – Do not work with food if you have infected cuts, abrasions, boils or any other condition that causes flaking of the skin (i.e. eczema, rash, etc.) on hands unless the affected area is bandaged and covered with a glove.

## SAFE LIFTING PRACTICES:

Back injuries account for 20% of all work place injuries, 40% of lost workdays. 80% of these injuries are to the lower back and 75% occur while lifting. By practicing safe lifting techniques at home and on the job you can lower your risk of having an injury that may keep you from working and even caring for your home and family.

### **Tips to avoid back injury:**

1. Stretch and exercise on a regular basis
2. Plan your lift, if it's too big or awkward, get help
3. If using a cart or a dolly, push - don't pull.
4. Lift with your legs
5. Keep the load close
6. Keep your head up and keep the natural curve of your spine
7. Keep your shoulders over your hips when setting the load down
8. Avoid over-reaching and twisting

## CLOCKING IN:

CMG will be providing your username and password. The username will be the first letter of your name, along with your last name. The password will be your initials followed by the last four of you social security number. Ex: Jane Doe, Username: jd0e Password: jd1234

I acknowledge that I have received and understand the information provided in the Temporary Assignment Guidelines for Allegro Coffee Company.

 Andrew Galloway 9/6/19  
Temporary Employee Signature Printed Name Date