



## Temporary Assignment Guidelines for our Facility

Date: 5/23/2018

Name: Catherine Franks Contact Phone: 720-707-7375

Emergency Contact & Phone: \_\_\_\_\_

**LOCATION:** Allegro Coffee Company, 12799 Claude Court, Thornton, CO 80241. Coffee Roasting, Tea Blending and Packaging Manufacturer.

### CONTACTS:

CMG: (303) 920-1425

Allegro Coffee:

- Department: Tea Production (Jude Martinez 303-920-5541 or p.m. shift Scott Powers 720-725-5970)
- Department: Spice Production (Rachel Power/303-920-5541 or Scott Powers 720-725-5970 p.m. shift)
- Department: Coffee Production (Brian Martinez 303-920-5475 / Jonathan Sisson 303-668-3117)
- Department: Shipping (Poncho Williams 3720-589-6949)
- Department: Roasting (Joe DeLaTerre 303-920-5495/ Terry Kolodzik 303-920-5503)

Human Resources Contact: Rachael Hallock (303) 920-5400

### Specific Notes on Assignment:

- Labeling, packing boxes, assistance in the production line. (Production positions)
- Pick orders for outgoing shipments, stocking, cleaning, other duties assigned by the team leader. (Shipping)
- Assisting with loading of green coffee beans, inventory, paperwork (Roasting)

### 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 team members/temporary employees who handle food in some fashion need to be aware of your personal hygiene in order to prevent food contamination or food borne illness. Eating – No food is allowed in the Plant Operations area. Only eat in designated areas (i.e. offices, retail café, break room) Never eat while preparing food, this includes chewing gum.

Drinking – Water and disposable cups are available to Production and Shipping Team Members. No other beverages are allowed in the Plant Operations.

Smoking – This is a Non-smoking facility. Smoking is permitted in designated areas outside of the building. No other tobacco products are allowed in the Plant Operations.

Hair – Hairnets must be worn in the Plant Operations area. Beard covers are required for beards over 1/8 inch in length.

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

Jewelry – Team Members in Plant Operations should not wear jewelry. Medical Alert jewelry and plain wedding bands are permissible.

Clothing – Team Members should always wear clean outerwear. Shirts should not have any buttons or snaps that could potentially fall into product. Clothes that are baggy, torn, or ripped are not permitted. Shorts must be at mid-thigh and hemmed.

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.

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.

Other things to consider – Team Members in Plant Operations are not wear false nails or nail polish. If they do, gloves must be worn so as not to affect the product or risk a chip or nail to contaminate the product. Perfumes and other strong odors can affect the product and are not permitted.

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

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

Temporary Employee Signature

*Catherine Franks*

Printed Name

*Catherine Franks*

Date

*05/23/18*