

Pay Period: Pay periods begin on Thursdays and end on Wednesdays

First Day:

- Park on Broadway Ave or in back of Supermom's parking lot
- Walk through front door, let receptionist know you are there to meet with on-site for 1st day.
- Fill out parking pass form (if you will be driving to work each day) with Judy at the front desk.

Requirements:

- Ability to stand for up to 10 hours
- Basic Math skills
- Multi-task skills
- Reading comprehension (ability to read and speak English can be required for certain assignments)
- Ability to lift a minimum of 30 lbs. and up to 50 lbs.
- Must be able to work in a warm environment (Summer months) – Bakery

Job Description:

- Feed finished product on to the line to be packaged, inspect for quality, and discard any unusable product in the appropriate location.
- Package product in appropriate containers per specifications.
- Catch product and place it in the respective container according to weight or serving size.
- Run product through metal detector if needed and document metal detection accurately
- Seal and label products as required
- Place finished and packaged product in boxes or on pallets for distribution.
- Stretch wrap pallets and take to freezer, warehouse or shipping using a manual pallet jack.
- Maintain freezer inventory.
- Place any unused product in its appropriate storage location.
- Complete any packaging QA paperwork.
- Follow all GMPs and SOPs

Calling In:	Supermoms Address:
• Call 952-277-5227 and leave a detailed voice message with the following information: ○ Name ○ Date ○ Department ○ Reason for the call	• 625 2nd Street Saint Paul Park MN 55071

By my signature below, I certify that the information provided above is true and complete that I have discussed the above with my interviewer as disclosed.

Print Name: Claudine Bih Ndifor Suhfor

Employee Signature: Ct Date: 08/14/16

CMG Signature: [Signature] Date: 8/14/16