

Name: Edison Colon Ramon Contact Phone: _____

LOCATION:

Allegro Coffee Company - 12799 Claude Court Thornton, CO 80241

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 720-589-6949)
- Roasting (Joe DelaTerre 303-920-5495/ Terry Kolodzik 303-920-5503)
- Human Resources Contact: Danielle Baird (303) 920-5400

Sun-Thursday 1:00pm-11:30pm

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.