

Tristate Warehouse 90 Day Standards and Expectations

Emanuel Zavala has been working below our expectations and standards leading up to today (05/22/24). Emanuel is averaging 1-2 pallets built per hour when building and our expectations and standards are for employees to be able to complete a minimum of 3 pallets per hour when building. During the building process we also need to see a maximum of 1 pallet built wrong per day and Emanuel is averaging 2 per day. Emanuel is also struggling while inspecting pallets for meeting customer standards while wrapping pallets. While wrapping, Emanuel inspects and wraps 1-3 pallets per day that are built wrong, and he stages them as built correctly.

Here is a list of expectations and standards that we need to see Emanuel achieve by 06/05/24 and maintain otherwise Emanuel will be transferred to another position with a pay reduction.

- 1) Emanuel will build a minimum of 3 pallets per hour when he is assigned to building orders.
- 2) Emanuel will average less than 1 building mistake per day.
- 3) Emanuel will catch all visible building mistakes when he is assigned to wrap pallets. This includes the following possible mistakes.
 - a) Wrong cases being used.
 - b) Visible slipsheets not being used on customer pallets that require them.

If Emanuel hits and maintains these expectations and standards, he will move onto the next 2 job assignments that he should already be completing within our expectations and standards. This includes inspecting pallets while staging them into racking or in the staging area to be loaded, taking clear pictures of pallets that are shipping, loading orders onto trailers correctly, and completing the necessary paperwork that comes along with loading and shipping orders.

Here is a list of expectations and standards that we need to see Emanuel achieve by 06/19/24 and maintain otherwise Emanuel will be transferred to another position with a pay reduction.

- 1) Emanuel will stage, inspect, and make sure pallets are on the correct customer standard pallets in a timely manner.
 - a) LTL staging in racking should take an average of no more than 4 minutes per pallet. This time includes correct customer standard pallet transfers.
 - b) Walmart staging in racking should take an average of no more than 2.5 minutes per pallet. This time includes correct customer standard pallet transfers.
 - c) LTL staging on the floor should take an average of no more than 3 minutes per pallet. This time includes correct customer standard pallet transfers.
 - d) Walmart staging on the floor should take an average of no more than 1.5 minutes per pallet. This time includes correct customer standard pallet transfers.

2) Emanuel will take clear pictures of the orders we ship and make sure all the crucial details are visible.

a) Pictures of Food Lion and Giant Foods need to show a side view in which the visible slipsheet is visible in the picture.

b) Pictures need to visibly show the customer PO number or job ticket number and what pallet number it is

3) Emanuel will be able to complete the shipping inspection form correctly while loading and shipping orders.

4) Emanuel will be able to load orders correctly while meeting customer requirements and doing so safely.

Employee Signature: Emanuel Z Date: 5/22/24
Supervisor Signature: [Signature] Date: 5-22-24