

JER yang

New Hire Information

Start Date:

Shift: 1st Department: Packaging Supermom's Supervisor: Miguel Quintanilla

CMG On-site: Katie Ritter

Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6am	6am	6am	6am	6am	4am	4:30am

*** 8 hour shift, or until the production is done!*** Employee Initials:

J-Y

Highlighted days = Days off

Uniform:

- Employee must provide: White pants (available on-site)
- Supermoms will provide: Shirts, smocks, hairnets, beard nets and slip resistant shoes.

Lunch Room:

- Must keep all food for or drinks in lunch room on shelves or in refrigerator.
- Breaks can be taken in this area.
- There are vending machines / microwaves and coffee for employees to use on breaks.
- Employees can take ONE bag of donuts per day and no more or its considered theft.
 - o Bags and stickers can be found by Tom Tollefson's office.

Locker Rooms:

- Employee will be assigned a locker within the first week of employment at Supermom's.
- No personal locks are accepted, they will be cut immediately.
- Periodic locker checks will be performed, notices will be posted in advance.
- No food or drinks are allowed in the locker rooms at any time!!

Breaks:

- Two 15 minute breaks, one before lunch and one after lunch.
- One 30 minute lunch break.
- Can be taken anywhere but only for the allotted amount of time. (15 or 30 minutes)

Not allowed:

- No jewelry (nose/ears/tongue/eyebrow/etc.)
- No perfume
- No headphones
- No fake nails
- No nail polish
- No tobacco (Outside smoking area provided)

Paychecks: Distributed on **WEDNESDAYS**