

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 1<sup>st</sup> 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

<b>Calling In:</b> <ul style="list-style-type: none"><li>• Call <b>952-277-5227</b> and leave a detailed voice message with the following information:<ul style="list-style-type: none"><li>○ Name</li><li>○ Date</li><li>○ Department</li><li>○ Reason for the call</li></ul></li></ul>	<b>Supermoms Address:</b> <ul style="list-style-type: none"><li>• 625 2<sup>nd</sup> Street Saint Paul Park MN 55071</li></ul>
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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: JER YANG  
Employee Signature: JER YANG Date: 5/31/16  
CMG Signature: [Signature] Date: 5/31/16