

New Hire Information

Start Date: June 23rd 2016 at 8AM - *Temp position*

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

CMG On-site: Katie Ritter

Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6am	6am	6am	6am	6am	Off	Off

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

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.
 - 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**

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:

- Basic Math skills
- Reading Comprehension (must be able to read English)
- Multi-task skills
- Ability to stand for up to 10 hours
- Ability to work in hot environment

Job Description:

- Examine contents and compare with records to verify accuracy of outgoing shipment.
- Fill orders according to a pick list.
- Responsible for sorting orders accurately for 20-24 cabinets.
- Ensure that products are sorted correctly, beginning with allergens on the bottom of the cabinet and on their own pan.
- Inspect all products for a final quality review.
- Feed product onto line according to the printed out production sheet. If not enough product available, seek out alternative storage locations to get additional product.
- Responsible for utilizing the price gun on specific products.
- Assist with filling certain products (honey-mooners).
- Assist with Icing department, as needed.
- Responsible for accurately labeling each cabinet
- Catch unused products at the end of the line and store away appropriately.
- Crush boxes generated through shipping distributed items such as PleasantHill Ovens and discard as needed.
- Assist with general housekeeping duties

Calling In: <ul style="list-style-type: none">• Call 952-277-5227 and leave a detailed voice message with the following information:<ul style="list-style-type: none">○ Name○ Date○ Department○ Reason for the call	Supermoms Address: <ul style="list-style-type: none">• 625 2nd Street Saint Paul Park MN 55071
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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: Jerry West

Employee Signature: [Signature] Date: 6-22-16

CMG Signature: [Signature] Date: 6-22-16