

New Hire Information

Start Date:

Shift: 1st **Department:** Sanitation **Supermom's Supervisor:** Hector Aponte

CMG On-site: Taylor Barsness or Katie Ritter

Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7am-3:30p						

Highlighted days = Days off

Uniform:

- Employee must provide: Blue pants & slip resistant shoes.
- Supermoms will provide: Shirts, smocks, hairnets and beard nets.

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:

- Attention to Detail
- Effective Communicator
- Goal and Multi-task oriented
- Ability to stand for up to 10 hours
- Ability to work in hot environment
- Ability to up to lift 40 lbs regularly

Job Description:

- Inspect pan washer and area for cleanliness, damage, and compliance with Quality Assurance standards.
- Feed pans into the pan washer at an efficient rate.
- Catch pans, ensure cleanliness, stack and store as directed.
- Operate and tend pan washer to ensure all impurities are removed from pans.
- Control and adjust settings as needed.
- Empty all food/trash bins as they come back to the pan washing area, operating the food waste/trash compactors per procedures.
- Operate manual pallet jack as needed.
- Spray and sanitize bakery equipment; including racks, bowls, carts, rugs, and pans.
- Organize washing area to ensure safety.
- Wear the proper PPE at all times.
- Complete all tasks in a safe manner, including following proper lifting techniques.

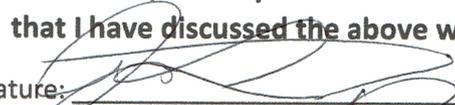
Calling In:

- Call **952-277-5227** and leave a detailed voice message with the following information:
 - Name
 - Date
 - Department
 - Reason for the call

Supermoms Address:

- 625 2nd Street Saint Paul Park MN 55071

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.

Employee Signature:  Date: 7/9/15

CMG Signature:  Date: 7/9/15