



Name: Lisa Bear Phone Number: \_\_\_\_\_

LOCATION: Allegro Coffee Company, 12799 Claude Court, Thornton, CO 80241

**CONTACTS:**

CMG: (303) 920-1425

Allegro Coffee:

Human Resources Contact: Rachael Hallock (303) 920-5400

Tea Production

○ 1st shift - Jude Martinez 303-920-5541

○ 2nd shift - Scott Powers 720-725-5970

Spice Production

○ 1st shift - Rachel Power/303-920-5541

○ 2nd shift - Scott Powers 720-725-5970

Coffee Production

○ Brian Martinez 303-920-5475 or Jonathan Sisson 303-668-3117

Shipping

○ Poncho Williams 3720-589-6949

Roasting

○ Joe DeLaTerre 303-920-5495 or Terry Kolodzick 303-920-5503

**Specific Notes on Assignment:**

- Labeling, packing boxes, assistance in the production line. (Production positions)
- Pick orders for outgoing shipments, stocking, cleaning, other duties assigned by the team leader. (Shipping)
- Assisting with loading of green coffee beans, inventory, paperwork (Roasting)

**GUIDELINES:**

- You are an associate of CMG who arranged for this assignment. All questions regarding your employment or paycheck should be directed to CMG.
- Allegro Coffee places great importance on attendance, timeliness and performance. You may be released from your assignment at any time for those reasons.
- In the event of tardiness or absence, it is necessary that you contact CMG and your assigned team leader at least ONE HOUR prior to your scheduled start time.
- In case of an accident that results in an injury you must immediately notify your assigned team leader and CMG.
- Allegro Coffee does not tolerate any kind of threatening or unprofessional behavior. Acts of this nature will be dealt with accordingly.

**PERSONAL PROPERTY:**

We are not responsible for personal property that is lost, damaged, stolen or destroyed. We ask that you not bring any valuables or large amounts of cash to work. Purses and wallets should be stored in a secure place at all times. Please see your team leader contact above if you are in need of a secure location for your valuables.

**BREAKS & LUNCHES:**

- If you work at least a 4-6 hour shift, you will receive one paid 15-minute break.
- If you work at least 8-10 hour shift, you will receive two paid 15-minute breaks and one unpaid 30 minute lunch break.

Your assigned team leader will give you your assigned break and meal periods.

**CELL PHONES:**

Use of cell phones are prohibited in the warehouse except those authorized in order to conduct business.