



Contract Assignment Guidelines for Allegro

Name: Nicole Cisneros Contact Phone: _____

Emergency Contact & Phone: _____

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

CONTACTS:

CMG: (303) 920-1425

Allegro Coffee:

Tea Production -Jude Martinez 303-920-5472

Spice Production - Rachel Power 303-920-5541

Coffee Production -Brian Martinez/Jacob Luhmann 303-920-5475

Shipping -Chenda Ouk 303-920-5457

Roasting -Joe DelaTerra/Terry Kolodzik 303-920-5495

Human Resources Contact: Jessica, Tiffany and Wendy (303) 920-5400

Shift: Monday - Friday 8am-5pm.
First Day: Tues. 24th at 8am.

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 a temporary employee of CMG who arranged for this assignment. All questions regarding your employment or paycheck should be directed towards your agency.
- ◆ 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 your agency 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 your Agency.
- ◆ 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 & LUNCHESS: In order for all of us to remain productive, we all need time to rejuvenate:

- 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.



COLORADO
USA
IDENTIFICATION
CARD



8667106/1998
N H CSNERS 07/30/2019

1 23456789
2 04/10/2017
3 07/30/2019
4d Customer Identifier
5 99-062-0538
6 270622
7 Previous Type
8 N

1 CSNERS
2 MICHAEL HENRY
3 2507 19th St
DENVER, CO 80207

4 DOB 07/30/1998
5 Sex M
6 Hgt 5'-03"
7 Wgt 170 lb

8 Eyes BLK
9 Hair BLK



CERTIFICATION OF VITAL RECORD

STATE OF COLORADO

COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT
CERTIFIED ABSTRACT OF BIRTH

STATE FILE NUMBER

1051998048546

NAME OF REGISTRANT

MICHAEL HENRY CISNEROS

DATE AND TIME OF BIRTH

JULY 30, 1998 01:42 P.M.

CITY OF BIRTH

WESTMINSTER

MOTHER'S MARDEN NAME

REBECCA GLORIA SISNEROS

MOTHER'S PLACE OF BIRTH

COLORADO

MOTHER'S AGE

27

DATE FILED

AUGUST 17, 1998

SEX

MALE

DATE OF BIRTH

ADAMS

FATHER'S NAME

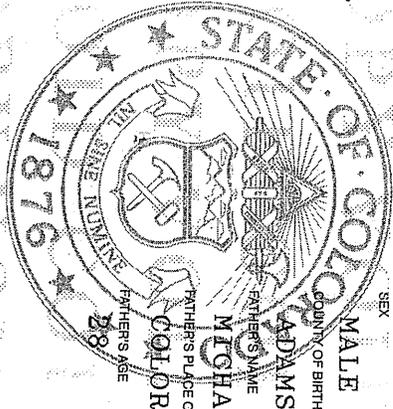
MICHAEL ROBERT CISNEROS

FATHER'S PLACE OF BIRTH

COLORADO

FATHER'S AGE

28



THIS IS A TRUE CERTIFICATION OF NAME AND BIRTH FACTS AS RECORDED IN THIS OFFICE.

DATE ISSUED

NOVEMBER 02, 1998

CAROL J. GARRETT, PH.D.
STATE REGISTRAR

Do not accept unless prepared on security paper with engraved border displaying the Colorado state seal and signature of the Registrar. PENALTY BY LAW, Section 25-2-118, Colorado Revised Statutes, 1982, if any person alters, uses, attempts to use or furnishes to another for deceptive use any vital statistics record. NOT VALID IF PHOTOCOPIED.

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ANY ALTERATION OR ERASURE VOIDS THIS CERTIFICATE

