

New Hire Information

Start Date: 7/9/15

Shift: 2nd

Department: Wrapping Supermom's Supervisor: Miguel Quintanilla

CMG On-site: Taylor Barsness or Katie Ritter

Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:30pm-4am	7:30pm-4am	7:30pm-4am	7:30pm-4am	OFF	OFF	7:30pm-4am

Highlighted days = Days off

Uniform:

- Employee must provide: White 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:

- 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:

- Follow all GMPs and SOPs
- Package bread, dinner rolls, buns, etc.
- Feed buns/bread through machine for slicing.
- Observe machine operations to ensure quality and conformity of packaged products to standards, such as making sure the product is properly sealed.
- Regulate the metal detector and machine speed.
- Place finished and packaged product in boxes or on pallets for distribution.

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