



Welcome





Welcome to Staffmark! At Staffmark, we take pride in being the heart that between people and jobs, and we're thrilled that you've joined our team. The information in this video is designed to make sure you have everything you need to thrive in your new job. If there's anything on your mind or if you need assistance, don't hesitate to reach out. We're here to support you every step of the way. Together, let's make this journey a successful and fulfilling one.

Stacey Lane, President
& CEO





Meet Your Staffmark On-Site Supervisor:

Ayana Cave
803.995.2581

We are Here to Help you Succeed!



Positions

Warehouse Associate

Warehouse Associates must be able to:

- Work for at least 8-12 hours on any given day
- Stand for at least 10 hours
- Bend down/squat, reach

Various duties include restocking pick locations, bagging & tagging product, picking order products, packing customer orders and material handling. Previous warehouse experience preferred but not required.

Forklift Operator

Forklift Operators must be able to:

- Lift at least 50 lbs: Will be lifting several times each shift
- Work at least 10 hours
- Stand for at least 10 hours
- Bend down/squat, reach

Operate a powered industrial lift safely and efficiently

Tasks involve driving to locations within warehouse to pick items to fulfill customer orders, lifting totes, lifting some heavy parts, using a scan gun and a tablet.

You will be certified to operate power lift upon placement.

Administrative | Ancillary

Various administrative and ancillary positions including administrative clerk, trainer, technical clerk and others as needed.

Work Schedule

1ST SHIFT: 7:00 AM – 3:30 PM

2ND SHIFT: 3:00 PM – 11:30 PM

MONDAY – FRIDAY

**OVERTIME IS MANDATORY WHEN SCHEDULED!*



Dress Code



What to Wear

- Long pants/jeans
- T-shirts, polo shirts, blouses with sleeves
 - No inappropriate wording or images
- Steel toed shoes
 - Make sure they have good lining / insoles for comfort
- Personal belongings, coats or jackets not allowed in work areas
- Coats / Jackets – Not allowed in the work area

What NOT to Wear

- Jewelry
- Hats, Visors, Scarves or Headbands
- No Hoodies
- No Sleeveless tops, low cut tops or tops that reveal the midriff
- No Cargo Pants, Leggings or Athletic Pants
- No clothing with holes or tears
- No loose fitting clothing
- No undergarments showing

Safety Equipment



+



Safety Vests

Steel Toed Shoes

Required for ALL Jobs!

Safety

- Safety is everyone's responsibility.
- Be sure to wear required PPE.
- Stay within the Yellow Lines on the floor.
- Always stay behind the Yellow barricade .
- All injuries must be reported to the Staffmark office immediately, regardless of the severity.
- No 'horseplay' is allowed.
- Employees must not operate, tamper with, or attempt to use any equipment unless Staffmark assigns them such duties.
- Watch and Listen for Forklifts.
- Ask for assistance when lifting any object weighing over 40 lbs.
- Lift with your legs, not your back.



Electronics Policy



All Work Areas are Electronic Free Zones!

This includes:

- Cell Phones
- Head Phones
- Air-Pods
- Tablet Devices (iPad, etc.)
- Chargers
- Radios

Cell Phone use is allowed in break rooms and picnic areas outside

Emergency calls should be directed to the Staffmark team.

Reporting Time

- Time is tracked via time clock on-site
- Clock In / Out Procedures:
 - Your timeclock code is the last 4 digits of your Social Security Number
 - No more than 15 minutes prior to shift start
 - You must clock in/out if you leave the premises

If you miss a punch, notify Staffmark so we can help you within 24 hours!

- Never punch in or out for a coworker
- When entering the building make sure to scan your perimeter card. (white access card to open employee's door)
- If you leave the premises for any reason, you must clock out and clock back in when you return.



Break Periods

Breaks: 1 - 15-minute

**additional breaks assigned when overtime is required*

Lunch: 1 - 30-minutes

Avoid disruption to production and be sure to return to your work area timely!

Break Facilities Contain:

- Microwaves
- Refrigerators
- Vending Machines



Designated Smoking Areas are OUTSIDE and clearly marked



Please clean up break area after use!
Don't forget any leftovers!

Attendance

One of the Most Important Items that Impact your Success

We depend upon **YOU** to be present all scheduled hours!

- ✓ On-time
- ✓ Every scheduled day
- ✓ Full duration of shift
- ✓ Work scheduled over time

- Staffmark and Husqvarna Policies are the same
- Tips on maintaining an excellent attendance record
 - Plan for travel delays on your route
 - Make appointments around your work schedule when possible
 - Plan time for parking and putting lunches away
 - Arrive early enough so that you are clocked in and in place to start by shift starting time
 - Work any scheduled overtime

Notification of Absences



- **If you are going to be absent:**
 - Complete a Request for Time off form
 - Provide 48 hours notice
 - **Unplanned:**
 - If you are going to be late call at least 2 hours prior to your shift start time
 - **If no one answers, please clearly state the following in a voice mail message:**
 - Your First and Last name
 - Phone Number
 - Reason for Absence or Tardiness
- **A call must be made for each day absent!**

Pay



- 1st Shift: \$15.00 per hour
- 2nd Shift: \$15.50 per hour
- Forklift Operators: +\$1.00 per hour

Please Note:

Your pay period is Sunday - Saturday

- All employees are paid weekly for hours worked the previous pay period
- Staffmark offers two options to receive your pay
 - Direct deposit into your bank account
 - Payment via Skylight Paycard

EmployeeWorkplace.com

Advantage
Resourcing

Advantage^{xPO}

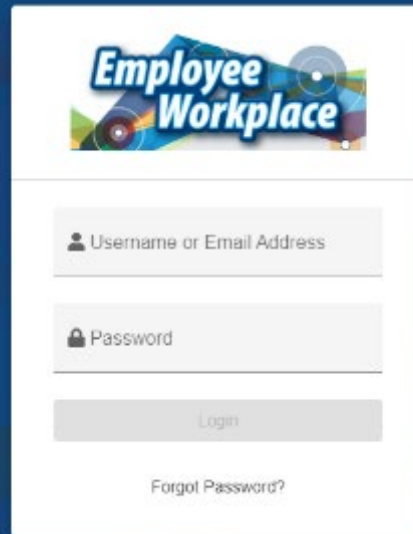
digitalpeople[®]
Creative, Interactive & Marketing Recruiters

HUNTER
HAMILTON
FINANCE + ACCOUNTING[®]

PRO STAFF[®]

Staffmark

WARE
TECHNOLOGY SERVICES[®]



Employee Workplace

Username or Email Address

Password

Login

Forgot Password?

Access allows you to:

- Search and apply for jobs
- Update your availability, contact information, work history, and skills
- View and/or print check stubs and check history
- Sign up for electronic W2 or download electronic W2
- Access employee resources such as timecards, benefits, and our Employee Guide

What's Next?

Day 1 Reporting Instructions:

Report to the Front Entrance

- Badge will be provided
- Locker Assigned
- Introduction to Husqvarna Supervisor/Lead

Ayanna will be coming by to check on you throughout your first day and first week.

Tips for Success

- Be Engaged
- Pay Attention to the Tour Guide
- Pay Attention to your surroundings
- Ask questions
- Do NOT be on your cell phone or any other electronic devices



Communication

- From time to time you will receive surveys from Staffmark. We encourage you to complete these. We value your opinion and want you to be happy with your assignment.
- It is important that you let us know if you are going to be late or absent by calling or texting Ayana at:
803.995.2581



Let's Get Social!

- Follow or like us on social media to get information on interviewing, resumes, networking, jobs, upcoming events, and more

<https://www.facebook.com/StaffmarkColumbiaSC>





Contact Us!



Call

803.995.2581



Text

803.995.2581



Email

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Welcome

We're so glad you're here!

