**MICHTON**

KINGSWAY SWANSEA WEST INDUSTRIAL PARK SWANSEA SA5 4DL

TEL 01792 561617

**Frequently asked Questions**

This is a guide – details will be confirmed prior to your employment.

Some of the points are policies the company has in place as we are a food manufacturer or for health and safety reasons.

**Where will I be working?**

The Chocolate Factory, Unit 3 Kenfig Industrial Estate, Margam, Port Talbot, SA12 2PE

You may be required to undertake some training at the Swansea site – Kingsway, Swansea West Industrial Park, Swansea, SA5 4DL.

**How am I paid?**

You will be paid monthly directly into your bank account. You will need a bank account set up if you are employed by MICHTON.

**How much am I paid?**

Each job is advertised with a rate of pay, please see the advert.

**Hours of work**

Mon – Fri 0900 – 1640hrs

We are looking for people who are flexible as weekend and evening work does arise if orders increase or due to seasonal work.

**Breaks**

Morning break – 10 mins

Lunch – 20 mins

Afternoon break – 10 mins

**Uniform**

No uniform is supplied however you are required to wear 100% black.

Black clothes.

Black shoes – no coloured laces or soles of shoes.

Shoes must be well fitting (no flimsy dolly shoes permissible).

No branding .

No hoods.

No skirts or shorts – trousers only.

**No jewelry**

Visible or not.

**No perfume or aftershaves to be worn**

Deodorant is to be worn.

**No facial hair**

Clean shaven.

This includes designer stubble.

**No nuts to be brought on site**

This includes ( and is not exhaustive ).

Confectionery bars with nuts i.e. snickers.

Sandwich fillings – i.e. peanut butter, coronation chicken.

Snack nuts of any sort.

Breakfast cereals with nuts.

**Personal Hygiene**

You are working with food and the general public. Hygiene is essential – you are required to bath daily and ensure you are clean and neat each day. Hair is to be well groomed.

**Smoking**

In designated areas only.

**Eating on production floor**

No food is to be consumed in production.

No gum is to be consumed during work hours.

**Holidays**

You are entitled to paid holidays (the no is dependent on the hours you work, and will be worked out for you).

Holidays are granted on a first come, first serve basis.

4 people are allowed off at any one time.

Holidays need to be booked 1 month in advance and approved before you book any holidays.

**Sickness**

If you are off sick you are required to phone in **every morning 20 minutes** prior to your shift to excuse yourself.

A self certification sickness form must be produced covering all days, from day 1 of any period of sickness, up to 7 days.

A Doctors certificate is required for periods exceeding 7 days.

If you are off ill with a stomach, eye, nose or throat illness you will be required to get a note from your doctor stating that you are fit to return to work.