Sam's New Job
Sam is starting a new job on Wednesday, March 12th. He is working at Shopbop, a warehouse off of Pflaum Rd. Shopbop is a company that sells clothes and accessories, like shoes, purses, and belts.

Sam will get picked up by paratransit at 7:25am from his house. He will need paratransit tickets.
At work, Sam signs in at the security desk and gets a lanyard with his employee badge. Sam should wear his badge all of the time.

Sam records the hours he works using a timeclock on the wall. Sam will start working 9 hours per week for training. When training is done, he will work more hours. After training, Sam will work 20 hours or more each week.
Cindy is Sam’s boss at Shopbop. She is in charge of the warehouse. Sam should check in with Cindy when he gets to work.

The morning manager is named Tony. The afternoon manager is named Jason.

Cindy is Tony and Jason’s boss. They help Cindy supervise the employees.
This is the office area. Sam comes to the office if he has a question or needs to find Cindy.
Employees follow the rules at Shopbop.

Some of the rules are:
1. Listen to your boss and supervisor.
2. Wear closed-toe shoes. No sandals.
4. Push carts slowly.
5. No swearing or bad words.
6. Ask for help when you lift a heavy item.
7. Stay at work for your whole shift.
8. Tell a supervisor when you take a break or go to lunch.

Sam will learn new rules during training.
This is Sam’s bin at Shopbop. All of his supplies are stored in his bin.

Every employee has a bin on the storage shelf. Employees keep their gloves, box cutter, and other supplies in their bin.
There is a specific place for every item at Shopbop. Look at the tape on the ground. It shows where the item should go.

Sam sees the tape and reads the signs to find what he needs or to put something back.
One of Sam’s jobs is to organize the packing and gift wrapping stations. He stocks the boxes, paper, and tape. Sam keeps the stations neat and makes sure there are enough supplies for his co-workers.
Sam also helps to unload the delivery trucks. When a truck arrives, a co-worker yells “Truck!”. Sam stops his task and walks over to the loading dock to help move the boxes.

When the truck is unloaded, Sam can go back to his task and finish. A co-worker may ask for help with a different task too.
Sam has another job at Shopbop. He takes empty cardboard boxes to the large pile. When the pile gets too big, Sam uses his box cutter and his hands to make the boxes flat. This is called cardboard breakdown. After he is done, Sam may take the cardboard to the recycling area.
Some of Sam’s other jobs include putting security tags on handbags, pushing carts around the warehouse, and applying stickers to the products.

It is important to try out a new job and ask for help from a co-worker or supervisor if Sam needs assistance.
Sam will learn his new job tasks by following SOP sheets. These handouts are the instructions for how to do a task. They have written steps as well as pictures to follow along.
Sam’s parents, teachers, and SEAs are very happy about his new job at Shopbop.

They are excited for Sam and want him to do a good job at work.

Congratulations Sam!