



FREQUENTLY ASKED QUESTIONS

1. Who is Harlan and what does the company do?

Harlan is a diversified food manufacturing company. On average, about 1 in 10 Americans have had a food product we have manufactured. Today, we support clients ranging from major fast food brands to marquee grocery and specialty retailers across North America. Our mission is to help our retail customers create recipes that consumers will value and purchase then manufacture what has been invented or developed...high quality, safe and nutritious-as well as delicious foods.

2. What is the pay range?

For available hourly positions, the pay range is \$14-\$17 per hour

3. Can I work overtime?

Yes, overtime is an option with supervisor approval

4. Am I required to work weekends?

Most positions require the ability to work one day of the weekend.

5. Are there paid holidays?

Yes, there are seven paid holidays.

6. What are the specific shift times?

Production Areas	First Shift	Second Shift	Third Shift
Dough Room	5am-1pm	1pm-9pm	9pm-5am
Bake Department	6am-2pm	2pm-10pm	10pm-6am
Packaging Department	7am-3pm	3pm-11pm	11pm-7am

7. What kind of positions does Harlan offer?

Harlan offers Food Professional career opportunities in numerous areas including production, quality assurance, maintenance, sanitation, warehouse and administrative.

8. What does the work environment look like?

Unlike distribution centers, Harlan's focus is the commercial manufacture of safe, quality food. The food manufacturing environment is similar to many other types of manufacturing. It requires PPE (Personal Protection Equipment) and involves equipment such as conveyor belts,



large commercial grade ovens, forklifts, raw material pallets, etc. Temperature conditions can vary greatly from -10-degree Fahrenheit up to over 90 degrees in certain areas.

9. How long do employees usually stay at Harlan?

The average tenure is nearly a decade-in excess of 7 years. The reason we such extended tenure with our Food Professionals is tied to the company's commitment to hiring from within and providing upward mobility

10. What does the application process look like?

Applying for a Food Professional position is very straight-forward. Applicants simply www.joinharlan.com, find a position which interests them and apply for the role. Within 24 hours, you are contacted to schedule a face to face interview with one of our HR professionals. The interview can last up to 30 minutes. Within 24 hours of completing the interview, you will be notified as to the outcome of the interview. If you are selected for the role you are interested in, you will receive a written offer letter from Harlan and will work with our HR team to schedule your onboarding. You can watch a video of the application process by [clicking here](#).

11. Is there opportunity for advancement?

Yes, there are ample opportunities for upward mobility and advancement for driven, responsible and motivated candidates who are committed to building a new career.

12. What types of health benefits does Harlan offer?

Harlan proudly offers access to free, employer sponsored medical clinic. Additional benefits include medical, dental, vision coverage, company paid life insurance, short- and long-term disability, 401-k, EAP (Employee Assistance Program) and Identity Protection.

13. Are there any special perks that employees get that you often don't find in other jobs?

Yes, the company offers a free health clinic to employees and their families, we offer other ancillary services such as access to Harlan food products, legal and insurance discounts, as well as employer paid training and certification programs.

14. How long is the interview and training process?

The full cycle of the recruiting process is approximately two days.

15. How is Harlan growing and what are the company's needs?

Harlan has been fortunate enough to continue growing across a variety of economic conditions, as well as, during the COVID pandemic.



16. What is the secret ingredient that makes Harlan special?

A couple of unique things make Harlan special. First, we are a family run company and treating people like family is part of our culture. Second, we have recently launched a series of new initiatives that are very important to our customers and our team members. One of these is our Food Professional program. Harlan takes its mission of feeding communities across North America very seriously. Because of this, our team must be made up of Food Professionals rather than simply employees.

17. What does being a Food Professional mean?

Being a Food Professional requires a greater level of commitment from our employees as well as from Harlan. Harlan is rolling out a program called S.A.F.E. (Standards Based, Accountability Driven Food Excellence). This program, along with our Food Professional initiative require us as a team to perform at the highest level. This means our new hires go through a robust apprenticeship and training program that includes food manufacture, quality control, leadership, communication management as well as other tools which make our Food Professionals valuable employees.

Becoming a Food Professional is not as easy as many other jobs. It requires effort and commitment. The reason we have so many long-standing employees with up to twenty-five years with the company is because the effort, if you decide to stick with it is worth it.

18. What types of products does Harlan make?

Harlan makes a wide range of baked goods ranging from artisan flatbreads to granola, bagels, pies and breadsticks.

19. How many employees does Harlan have?

Harlan employs over 1,500 Food Professionals across North America. Our Indianapolis facilities employ close to 500 professionals.

20. Harlan says that it helps to feed America. What does that mean?

Our products are distributed to virtually every state in the U.S. and province in Canada. The baked goods and specialty grain aisles of grocery stores are stocked with our products. Our products are on quick serve drive through menus from the Atlantic Ocean to the Pacific Ocean. If you were to stack all the pies we make in just a single day on top of one another, that pie stack would extend nearly twelve miles up-into outer space.