

# The Swiss Colony®

SINCE 1926

Where does the work get done?  
MONROE, WI

## Swiss Colony West - 851 1st Avenue

Acquired: 2000  
Departments: Human Resources, Benefits, Accounting, Public Relations, SCDC Contact Center Administration, Internet/E-Commerce, and Swiss Colony Occasions  
Function: Administrative support for all companies, including hiring of all employees  
Shifts: First shift, with extended evening hours during the hiring season (Sept.-Nov.)  
Regular Employees: 90  
Temporary Employees: 15  
Building Size: 26,000 square feet



## Swiss Colony Corporate Headquarters & Bakery - 1112 7th Avenue

Built: 1966; Data Center added in 1975; large Bakery addition in 1979  
Departments: Executive Administration, Payroll, Purchasing, Resource Planning, SCDC Administration, Systems and Programming, Technical Services, Distribution/Messengers, Data Control, Computer Operations, Open Systems/Help Desk, Operator, Copy Center, Sales, Janitorial, Security, Food Merchandising, Marketing, Merchandising, Drop Ship, Advertising, Consumer Research, Creative Marketing Services, Bakery, Bakery Receiving, Bakery Research, Quality Assurance, IMS, Marketing Services, List Services, and DM Services  
Function: Marketing research and development for all catalogs; administrative support for all companies; computer (hardware/software/programming) support for all companies; manufacturing of all Bakery products  
Shifts: Administrative areas are primarily first shift; Bakery, Computer Support, Computer Operations, and Data Control have three shifts and run around the clock all year  
Regular Employees: Administrative area - 295; Bakery area - 220  
Temporary Employees: Administrative area - 10; Bakery - 290  
Building Size: Administrative area - 71,200 square feet; Bakery - 134,000 square feet

## Monroe Fulfillment Center 1401 9th Avenue

Built: 1972, with additions in 1975, 1977, and 1985  
Departments: Fulfillment, Traffic, Green County Foods Warehouse, Monroe Production, and Receiving  
Function: Receive a variety of material including product from production areas; ship product to the customer, primarily for the food catalog; fulfill orders for non-food catalogs; warehouse Green County Foods product; produce gift packs for food catalog; coordinate and dispatch all trucking for all companies to/from all locations  
Shifts: First shift all year; second shift September through December with partial third shift in Fulfillment; weekend shifts in November/December  
Regular Employees: 70  
Temporary Employees: 1,075  
Building Size: 264,900 square feet



## Catalog Merchandise Center 2605 Hwy. 69 S.

Acquired: 1998  
Function: For all non-food catalogs: receive product samples, sort and set up for presentations to determine what product will be used in catalogs; Non-food quality assurance  
Shifts: First shift  
Regular Employees: 10  
Temporary Employees: 2  
Building Size: 28,500 square feet

Hwy. 11-81 Bypass



## Crossroads Outlet Stores 648 8th Street

Acquired: 1987  
Departments: Outlet stores for food and non-food catalogs  
Function: Retail outlet stores for inventory from catalogs (excess inventory, samples, and returns)  
Shifts: Days, evenings, and weekends  
Regular Employees: 2  
Temporary Employees: 15  
Building Size: 16,035 square feet

## Cheese Operations 481 17th Avenue

Acquired: 1962  
Function: Receive bulk cheese; cut, wax/foil wrap it in a variety of sizes; manufacture and pack club cheese (cheese spreads)  
Shifts: First shift all year; second shift August through November  
Regular Employees: 10  
Temporary Employees: 40  
Building Size: 33,100 square feet



## Feller Building 1020 3rd Avenue

Acquired: 2003  
Function: Storage; Receive mail/customer returns; and recycling  
Shifts: First shift only  
Regular Employees: 3  
Building Size: 6,525 square feet



## Quality Assurance Lab 1407 11th Avenue

Built: 1995  
Function: Test incoming and outgoing food product for any contaminants  
Shifts: First shift only  
Regular Employees: 5  
Building Size: 1,560 square feet



## Green County Foods/Legal 714 16th Street

Acquired: 1997  
Function: Wholesale sales for specialty food products; legal department  
Shifts: First shift only  
Regular Employees: 6  
Building Size: 2,952 square feet



## Purity Building 1301 18th Street

Acquired: 1990  
Departments: Monroe Contact Center, Order Corrections, and Clerical/Correspondence  
Function: Receive orders from customers for all catalogs by written order, telephone, fax, and internet; process customer orders; provide customer service; and supervise Home Order Takers  
Shifts: First and second shift in most departments  
Regular Employees: 47  
Temporary Employees: 490  
Building Size: 28,500 square feet



## Eagle Building - 2971 11th Avenue

Acquired: 1984  
Departments: Print Shop, Print Production, and Photo Studio  
Function: Print Shop prints product inserts and all material to support all companies; Photo Studio designs and takes food shots for the SC catalog, and some for the non-food catalogs; Print Production orchestrates the printing/binding/mailing of catalogs  
Shifts: First shift  
Regular Employees: 11  
Building Size: 16,000 square feet



## Maintenance 719 19th Street

Acquired: 1997  
Function: Specialty maintenance support for all companies, at all locations  
Shifts: First shift; some second shift during holiday season  
Regular Employees: 11  
Temporary Employees: 2  
Building Size: 10,800 square feet



## Mailing Building - 909 30th Street

Acquired: 1982  
Function: Mail all customer correspondence, some miscellaneous catalog mailing, and company mailings  
Shifts: First and second shift all year  
Regular Employees: 12  
Temporary Employees: 60  
Building Size: 19,500 square feet

