**NEW EMPLOYEE CHECKLIST \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **CHOOSE A 4 DIGIT TIMECLOCK PIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Mailing Address for W2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hire Date: \_\_\_\_\_\_\_\_\_\_\_ First day of Work: \_\_\_\_\_\_\_\_\_\_\_\_ FOOD WORKER CARD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2019 SUMMER AGREEMENT** Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE INITIAL**

\_\_\_\_\_\_\_ This ***Summer Employment Agreement*** requires a commitment that you will be available for work from **MEMORIAL DAY WEEKEND THROUGH THE END OF LABOR DAY WEEKEND**. Any days off required during that time must be disclosed prior to hire date and listed below:

**Please list any dates you will be unavailable for work between** **MAY 25, 2020 – LABOR DAY MONDAY, 2020**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**MY LAST REGULARLY SCHEDULED DAY OF WORK WILL BE**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_ No call/no shows will be considered a ‘voluntary quit” on the very first occurrence & makes you not eligible for rehire.

\_\_\_\_\_\_\_ If you need to be off on one of your regularly scheduled days, it is YOUR responsibility to TRADE A SHIFT WITH ANOTHER QUALIFIED STAFF MEMBER – DURING THE SAME WORK WEEK.

\_\_\_\_\_\_\_ **You must clock IN and OUT daily.** Make sure you know your 4 DIGIT PIN. CLOCKING IN /OUT FOR OTHERS WILL NOT BE PERMITTED.

\_\_\_\_\_\_\_ **You may not work over 40 hours a week** – or cause another staff member to go over 40 hours by trading shifts. Our work week runs from **THURSDAY—WEDNESDAY**. IF YOU HAVE QUESTIONS ABOUT THIS – PLEASE ASK ME OR JACKIE. A sample timecard will be placed by the timeclock as a reminder.

\_\_\_\_\_\_\_ If you have traded a shift with someone **YOU are responsible to make changes directly to the paper schedule hanging on the pie cooler PRIOR to the day of the shift change**.

\_\_\_\_\_\_\_ If you arrange for someone to cover your shift and THEY DON’T SHOW UP – it will be considered a no-call/no-show **--“voluntary quit” on your behalf** -- so please make sure they are clear as to when they are to work.

\_\_\_\_\_\_\_ Make sure you have all co-workers cell phone numbers. There is a current list on the pie cooler in the front of the restaurant. If you get a new number – **please text all your co-workers right away** …and don’t forget to update your number on the employee phone list. These numbers are confidential and not to be shared with anyone outside of BBH.

KITCHEN STAFF

\_\_\_\_\_\_\_ KITCHEN STAFF -- If you are going to be LATE or NEED TO TRADE A SHIFT you must **LET RUBEN OR ELPIDIO KNOW BEFORE THE TRADE HAPPENS.**

CELL PHONES

\_\_\_\_\_\_\_ **BEFORE YOU CLOCK ON** **CELL PHONES WILL BE TURNED OFF & PLACED IN THE SECOND DRAWER UNDER THE MAIN CASH REGISTER PRIOR TO CLOCKING IN**. In event of an emergency, you can be contacted through our main phone line: 509.687.2379. Please inform friends & family. You may take your phone while on your **lunch break** and after you clock out at the end of your shift.

\_\_\_\_\_\_\_ If cell phones are laying out on counters (on or off -- included charging) I will take it. You can have it back after you clock out. If this happens 3 times you won’t get your summer bonus.

MEALS

\_\_\_\_\_\_\_ BBH will pay for **one meal a day per person per day.** Grazing throughout the day isn’t allowed, so **please eat before you come to work**. This includes soup, fruit, waffles, etc. **Please** **order your meal off the menu as it’s written**, and don’t order more than you can eat during your lunch break. Ruben has final say over what is considered “reasonable” for your staff meal. If excessive ordering becomes an issue, you will be expected to pay for your meals. Employee meals are to be eaten HERE and not taken “TO GO.”

\_\_\_\_\_\_\_ Drink as much soda/coffee/tea as you’d like during your work period. If you want milk, juice, shakes or hot chocolate, it must be served to you by a FRONT staff member and it must be paid for prior to consuming it. **Please do not help yourselves to these drinks. Milk/Juice = $1 Hot Chocolate = $2 Shakes = $3**

\_\_\_\_\_\_\_If you come in on your day off, we give current employees 10% off their food and any retail item purchases and free soda/coffee/tea. Friends and family accompanying them pay regular price for food & drinks.

\_\_\_\_\_\_\_ **FRONT STAFF:** **If your friends or family come in while you’re on the register – YOU are not allowed to take their order or handle the money transaction.** Please step aside & allow a co-worker to do it. If it’s completely unavoidable, ATTACH A COPY OF THEIR RECEIPT TO THE BACK OF THEIR ORDER. NO EXCEPTIONS.

\_\_\_\_\_\_\_ **FRONT STAFF:** PLEASE KEEP DRINK CUPS & PERSONAL ITEMS OUT OF SIGHT OF CUSTOMERS & IN DESIGNATED AREAS ONLY. They shouldn’t be able to see it from the ordering line. Please keep it NEATLY in the area against the small refrigerator. It’s a pet peeve of mine when that area looks like a sloppy buffet and looks TERRIBLE to customers.

PAY RATES & CHECKS

\_\_\_\_\_\_\_ We pay every two weeks on Fridays. Checks will be ready at 3pm.

\_\_\_\_\_\_\_ Checks will only be handed out after you’ve clocked out and they must leave the building with you.

\_\_\_\_\_\_\_ **IF ANYONE ASKS HOW MUCH YOU MAKE, THE ONLY APPROPRIATE ANSWER IS: “YOU NEED TO ASK KARI.” ANYONE VIOLATING THIS POLICY WILL BE FIRED WHEN I FIND OUT.**

BOTTOM LINE

\_\_\_\_\_\_\_ If there is ANYTHING in this Agreement that you have questions about– **PLEASE DISCUSS IT WITH ME BEFORE TO SIGNING THIS AGREEMENT**. Your signature below indicates you are aware of and will comply with all issues detailed above.

|  |  |  |
| --- | --- | --- |
| Staff Signature Date |  | Kari Sorensen, GM/Co-Owner Date |