

Parkside Store Mission Statement –

To facilitate families in their vacation experience by providing friendly service, comfortable surroundings, and a GREAT shopping experience.

Policies and Discipline

It is our desire to have a pleasant environment in which to work. Rules are essential to the organization, efficiency, and atmosphere of our business. Compliance with all of our policies, plus the use of common sense will help create an atmosphere of comfort and welcome to our guests.

Equal Employment Opportunity Policy

Parkside Store is an equal opportunity employer. No employee or applicant for employment shall be unlawfully denied an employment opportunity for which he or she is qualified of race, color, creed, religion, national origin, sex, age, height, weight, marital status, disability or handicap. It is the policy of Parkside Store to comply with all federal and state laws.

Policy Against Harassment

Parkside Store expressly prohibits any form of unlawful employee harassment based on race, color, religion, national origin, age, disability, or status in any group protected by a state or federal law. Our goal is to provide a workplace free from tensions involving matters that do not relate to the business of Parkside Store. In particular, an atmosphere of tension created by non-work related conduct, including ethnic, racial or religious remarks, or other such conduct, does not belong in our workplace.

Sexual Harassment

Parkside Store strongly disapproves of and does not tolerate sexual harassment of any kind. All employees must avoid offensive or inappropriate sexual behavior at work and are responsible for assuring that the workplace is free from sexual harassment at all times.

Smoking

Smoking by employees is NOT permitted on the property.

Gum Chewing

Chewing gum while working your shift at Parkside Store is NOT allowed.

Cell Phones

Texting or use of cell phones during your shift at Parkside Store is NOT allowed. Cell phones are recommended to be left in your car or in your purse in the employee closet during your shift. Cell phones may be used during an employees meal break.

Meal Breaks

Employees will clock out for their meal breaks. The break will be no more that 30 minutes and will be taken in the stock/break room, or outside. Employees on break are expected to **remain in the break room or outside the building, not inside any of the work areas of the store.** Employees may store food in the walk-in or the refrigerator in the kitchen. All employees must clean up the break room.

Personal Items

It is recommended that you leave all personal items locked in your car. Clothing items can be hung in the closet in the break room.

Personal Appearance and Hygiene

Your appearance is a direct representation of Parkside Store to our guests. It is essential that you take pride in your personal appearance at all times. To maintain the positive image, employees must be neat and well groomed. Hair and fingernails need to be clean and well trimmed. Makeup, ear and facial piercings, and hairstyles may not be excessive or unusual. Male employees must keep their beards and mustaches, if worn, kept short and neatly trimmed. No body piercing rings are permitted. Employees should bathe daily, use an effective deodorant, and exercise proper oral hygiene. It is essential that employees wash their hands frequently, especially after eating and using the restrooms.

Uniforms

All Parkside employees will be provided two shirts and one sweatshirt before your first work shift. Additional shirts may be purchased at cost. Jeans, khakis, or long, colored pants may be worn. No leggings, yoga and or/athletic pants, or sweat pants are acceptable for working at Parkside Store. All pants must be completely free of holes to maintain professionalism. Comfortable running shoes (Nike, Adidas, New Balance) are recommended for working shifts. Employees will be spending the majority of their eight hour shift standing or walking on hard, concrete floors, comfortable footwear is essential. Employees are required to have a completely clean uniform when reporting to work.

Outside staff members may wear shorts that are cargo or some similar type with a length that is appropriately fitting to the staff member.

Employees will be provided with a nametag and it must be worn at all times. Employees will be sent home if not properly attired in Parkside Store clothing. It is imperative to our business that staff members are recognizable in Parkside Store clothing to help our guests as much as possible. If for some reason, you are not wearing a Parkside Store shirt or sweatshirt for your shift, you will receive a written warning in your file.

Reporting for Shifts

Employees are required to report to work, ready for their shift, at least ten minutes prior to their scheduled shift. Employees will be compensated for up to ten minutes before the shift begins. Employees are required to clock themselves in and out at the beginning and end of their shifts in order to record their hours of work. Employees will be clocking in and out for their shifts at the cash registers in the store. Clocking in more than four minutes late is considered tardy. Habitual tardiness may result in termination.

Unauthorized People in the Work Area

Employees who are not working or have just finished working for the day and have punched out are not allowed in the work area for extended periods of time. Friends and relatives of employees are not allowed in the work area.

Items Left By Guests

All empty bottles and cans are to be placed in the barn. Other items left by guests (Including cash) must be turned in to management.

Paychecks

The standard work week begins on Mondays and ends on Sundays. The pay periods are on a two week cycle. Paychecks are direct deposited and your funds are available at your financial institute every other Wednesday.

Bonus Incentives for Full Time Employees

For clarifications in the following schedules:

Weekend shifts worked are designated as Friday and Saturday for employees working the night shift and or, Saturday and Sunday for employees working the day shift. Vacation times requested prior to the third week of June are not tied to the bonuses stated below. Extra days off are defined as personal day i.e.: appointments, sick days, or vacation days in addition to your normal two days off per week schedule. Being employed or in attendance at a school will not affect your bonus incentive.

The following is the incentive for full time employees working 35 hours per week during the high season (3rd week of June until Labor Day weekend).

Fulfilling the following schedule for the summer would result in an end of the year bonus of \$1.00 per hour for all of the hours worked; during the summer season.

- ~ Consistently being available to work days, nights, weekends, and holidays, from May through September.
- ~ No vacation days requested.
- ~ Limited extra days (5 or less) requested off.
- ~ Weekends off are not an option at this bonus level.

Fulfilling the following schedule for the summer would result in an end of the year bonus of \$0.85 per hour for all of the hours worked; during the summer season.

- ~ Consistently being available to work days, nights, weekends, and holidays, from May through September.
- ~ One limited vacation time (Monday – Thursday) requested off.
- ~ Limited extra days (5 or less) requested off.
- ~ Weekends off are not an option at this bonus level.

Fulfilling the following schedule for the summer would result in an end of the year bonus of \$0.65 per hour for all of the hours worked; during the summer season.

- ~ Consistently being available to work days, nights, weekends, and holidays, from May through September.
- ~ One limited vacation time (Monday – Thursday) requested off.
- ~ Limited extra days (5 or less) requested off.
- ~ Availability to work on to two weekends per month.

Fulfilling the following schedule for the summer would result in an end of the year bonus of \$0.50 per hour for all of the hours worked; during the summer season.

- ~ Consistently being available to work days, nights, weekends, and holidays, from May through Labor Day Weekend.
- ~ One week of vacation.
- ~ Limited extra days (5 or less) requested off.

Fulfilling the following schedule for the summer would result in an end of the year bonus of \$0.35 per hour for all of the hours worked, during the summer season.

- ~ Consistently being available to work days, nights, weekends, and holidays, from May through Labor Day Weekend.
- ~ Two one week vacations during the season (not taken consecutively).
- ~ Extra days (10 or less) requested off.

Bonus Incentives for Part-Time Employees

Fulfilling this schedule for the summer would result in an end of the year bonus of \$0.50 per hour for all the hours worked, during the summer season.

- ~ Consistently being available to work a minimum of twenty hours per week.
- ~ Weekends and holidays are required.
- ~ Available from Memorial Weekend through Apple Festival Weekend.

Employees not working a minimum of twenty hours per week will not be eligible for any bonus incentives.

Other Employment

Employees may have part time employment elsewhere if it does not conflict with your work schedule at Parkside Store.

Employee Parking

Employees are to park at the back of the parking lot in the “Employee Parking” area. The first parking spot closest to the barn is reserved for Brian. Morning shift employees will park at the north end of the employee lot. Afternoon shift employees will park closer to the barn in the lot.

Personal Phone Calls

It is suggested that you ask your friends and family to call you at home. If a phone call is received while you are working, a message will be taken that you can return the call on your break. In case of an emergency, employees will be called to the phone immediately.

Safety

Everyone must work in a safe manner. Your cooperation in eliminating any unsafe or dangerous conditions is essential. If you have an on-the-job accident, report it at once to your supervisor, no matter how insignificant. An accident report will be completed. Prompt reporting of an accident is paramount not only for your welfare, but the welfare of our guests or another employee.

Insubordination

Insubordination is refusing to obey the legitimate direct request of a supervisor. It is not tolerated and may result in immediate termination.

Alcohol and Drugs

Parkside Store has a zero tolerance policy for illegal drug use at any time. Drug test may be required at the discretion of the management. A positive test result for illegal drugs is cause for immediate termination. Employees found to be working with illegal limits of alcohol or is visibly intoxicated will be immediately terminated. The use of alcohol while, or before, coming on duty is cause for immediate termination.

Theft and Vandalism

The theft of guest, employee, or company property is prohibited. Abusing, defacing, or destroying company property or the property of guests or employees is prohibited. Criminal action, civil action, and/or immediate termination may result.

Improper Respect

Improper respect, discourtesy, abusiveness, or inappropriate comments toward or about guests and fellow employees is prohibited and may result in immediate termination.

Weapons

Possession of dangerous or deadly weapons on company premises is prohibited and may result in immediate termination.

Cash Shortages

Three cash shortages of \$10.00 or more in the period of one month may result in termination.

The above list of reasons for discipline is not meant to be comprehensive. Employees are expected to use common sense, good judgment, and act in the best interest of Parkside Store at all times.

Scheduling

Due to the nature of our business, all employees may be required to work weekends and holidays. Work schedules are posted on the wall by the employee entrance. The work week is scheduled from Monday through Sunday. Specific requests for days off **MUST** be submitted in writing at least two weeks in advance, and are not guaranteed. **The only days guaranteed off are the requests that were submitted on your application.**

Attendance

Punctuality and steady attendance are important aspects of your employment. All employees are expected to work their scheduled shifts. Walking off the job may result in immediate termination. If you cannot work an assigned shift, you are responsible for filling your shift. Exchange of shifts is only allowed with another employee who is able to perform your level of work as approved by your supervisor. An employee who misses three scheduled shifts for any reason may be terminated.

At Parkside Store we look for staff members who are committed to creating a friendly environment for vacationing families.

As a Staff Member at Parkside Store you can expect:

A fair and respectful work place

A chance to be part of a team that makes a difference every day

We also have expectations of you during your time at Parkside. Our ideal team members are:

Friendly! They give enthusiastic service to every guest, every time!

Dependable. They arrive on time for all shifts and provide their own transportation.

A team player. Teamwork is key to the success of our business.

A Typical Day at Parkside Store

A typical day at Parkside Store can be fast paced and filled with variety.

In spite of the hustle and bustle your most important task is to approach customers and co-workers with a great attitude and a warm, friendly smile!

Before you decide to apply at Parkside Store we want you to have an idea of what a typical day can look like.

You will:

Greet Guests

Stock Supplies

Clean as you go

Provide Great Customer Service

Pick up the Parking Lot

Handle Money

Prepare and Serve Food

Pay Fantastic Attention to Detail

Our guests expect our store to be clean and well-kept.

They also expect that the staff members who serve them are clean in appearance, well-groomed and professional.

Hair clean and combed/ brushed, restrained if past collar

Light makeup on Ladies

Nametag

Parkside Shirt

Limited jewelry worn

Clean shaven daily, beards or goatees neatly trimmed on Men

Non-faded, no holes, neatly hemmed clean jeans or khaki pants.

NO Cell Phones

No guests, no visitors can ever know the real YOU, the YOU that YOU know is there – unless you let them see it. All they can know is what they see and hear and experience.

Parkside Store has a stake in your performance and the collective performance of everyone who works here.

WE ARE CONVINCED THAT OUR STAFF REPRESENTS THE KEY TO OUR SUCCESS!

As a result, the commitment we obtain from you in support of the Parkside Store guest service program is vital.

Your commitment to Parkside Store will ensure success for the entire staff.