

# WELCOME!

Here is some info that comes in handy when you are new to the team :)

## Contact Numbers:

_____	_____
_____	_____
_____	_____
_____	_____

## Pays:

Pays are processed every Wednesday.

Depending on your bank, pays tend to hit staff accounts either Wed night or Thursday.

Payslips are emailed to you each Wednesday, which is why we ask you for an email address.

- \* **For your first pay**, we ask that you please check both your email and bank account to make sure that you have received your payslip and your pay.
- \* If you haven't received either by end of day Thursday, please let us know.

## Rosters:

Rosters are updated every Wednesday and are done 2 weeks in advance.

If you need a day off, please write this request on the dates you need on the calendar pages on the bathroom door.

I check these before producing the rosters and will give requests were possible.

Rosters are posted in the Messenger group and a physical copy is up in store.

## Uniforms:

You will be provided with a shirt and cap or beret to wear.

Please make sure that these are clean for each shift, as we are a food environment and staff cannot be in dirty clothing, as per food safety laws.

If you are doing too many shifts for the number of uniforms that you have and you are struggling to get them clean in time, please let us know and we will provide another set.

- \* The uniforms remain our property and should you one day no longer work for us, they will need to be returned - clean and in good condition please.

## Till code:

**Please choose a 4 digit code as your login code for the till.** This is what you use each time you use the till and should be kept confidential - so that fraudulent sales can't be rung up in your name.

## **Take Home Allowance:**

One of the perks of the job is that you get to take home bread!  
We want our team eating our bread, as its the best way for you to know what it tastes like and you can share that knowledge with our customers, along with your favourite way to eat it!  
:)

Every shift you work, you get an allowance to take home bread, or have something for lunch when you take your break.

Here are the breakdowns:

If you 'spend' more than your allowance, then you get 25% off the difference.

You can also get 25% off if you buy bread on your days off.

## **If you have a question, please ask:**

We pride ourselves on being approachable, so if you have any questions, please feel free & comfortable to ask.

We really would prefer that you ask and we can quickly answer that for you, rather than you try and figure it out and spend time feeling uncomfortable.

## **That's about it!**

**Everything else will be covered in your induction and following training.**

**So, once again - WELCOME! WE'RE HAPPY TO HAVE YOU JOIN OUR TEAM! :)**

