

# CAT RACK PROCEDURES AND POLICIES

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- Phones/I-pods/PEDs will not be allowed in the Cat Rack. Leave them in your backpack or turn them in.
- **Backpacks/bags/purses/PEDs** are not allowed in the Cat Rack.
- **Armstrong must ring you up for all merchandise purchases. You are not allowed to ring yourself up, or check yourself in or out with money/cookies.** Purchases can only be made at the end of the class or between shifts (lunches).
- You are required to follow procedures put in place.
- You are expected to be respectful to fellow employees and all customers.
- Taking/consuming/ "hooking a friend up" without permission are considered theft no matter what the value of the product.
- You are not allowed behind the counter unless it is your assigned job.
- Cookies will be prepared by cookie staff, given to the cookie counter where they will be counted by both cookie counter staff. Cookie sales staff will then count their cookie basket to confirm accuracy. Same process when turning cookies in. Money will be counted by sales person, confirmed by both cookie counter staff and signed off by both parties. Each sales person will have their own sheet.
- ***A person's Integrity matters. Throughout your life people will not remember what grade you received, your GPA, or if you made a mistake. They will remember the type of person you are. Don't make a foolish decision that will compromise your integrity or negatively affect your long term goals .***
- ***If you are unable to follow these procedures you will not participate in store operations, and will be given other assignments. If you steal from the Cat Rack you will be reported to the school officer and administration. Remember, you are on camera and recorded at all times.***

Name \_\_\_\_\_

Signature\_\_\_\_\_

Date\_\_\_\_\_

