

Uniform, continued

Should you need a replacement shirt for any reason, let your manager know. You may wear jeans, khakis, plain colored shorts with an inseam of at least six inches. Always wear comfortable closed toe shoes and socks. Sandals are not acceptable due to safety reasons.

Name Tags

We will provide you with a personalized name tag. This name tag must be worn at all times while you are on the clock. Should your name tag need replacement, contact Mike Fox.

Body Piercing

No visible body piercings are allowed with the exception of ears. One earring on one or both ears that is not larger than a quarter is acceptable.

Facial Hair

Facial hair must be neatly trimmed and kept at all times.

Tattoos

Visible tattoos may NOT be offensive or depict illegal activities. If the tattoo is seen as offensive or depicts illegal activity it MUST be covered.

Head phones

No music players will be used on the clock. Due to safety concerns and failure to hear radios.

Cell phones

Cell phones may only be used during breaks and will be left in your locker while on the clock.



Sanitation

Your duties will require you to work in food service areas and we must maintain the highest level of sanitary practices at all times. We provide rubber gloves and work gloves for you to use at no charge. PLEASE use them. ALL Employees must wash your hands with soap and water after using the restrooms. People are watching.

Parking

ALL employees will be issued a parking pass to park adjacent to the market in the Ship Creek Center Parking Lot and Howard Johnson Parking Lot. Employees are responsible for displaying their parking passes in their vehicle window when parking in the allotted lots. Failure to do so will result in a parking ticket that you are responsible for. This pass is to be returned at the end of your employment.

Market Cleanliness

A major portion of your job is to make sure the market is **clean** at all times. We don't want trash cans that are emptied when they are full...we never want a full trash can (there is a big difference). Paper or other refuse on the ground is never ok. Pick it up as soon as you see it. Tables always need to be wiped. This is why you are here, this is the helper part of the job, and we expect to make every effort to keep the market clean at ALL times.

Smoking/Drugs/Alcohol

Smoking is not allowed while on the clock. The use of drugs to include marijuana or abuse of alcohol will be reason for immediate termination.

Webb's Consulting & Management Services, Inc.

741 East 13th Avenue • Anchorage, Alaska 99501-4621

Phone: 272-5634 Fax: 272-5635

Bill Cell: 727-4952 Mike Cell: 727-4946

Email: info@anchoragemarkets.com

Web Site: <http://www.anchoragemarkets.com>

**Webb's Consulting &
Management Services, Inc.**

2017 Happy Helper Handbook



Anchorage
Market
& Festival

A Downtown Summerfest

We want to welcome you to Webb's Consulting & Management Services, Inc. We are glad that you chose to spend part of your summer with us as a Happy Helper. We think the title name of your position best explains our philosophy of employment. First, we have fun in our jobs and we very much want you to enjoy the time you spend with us at the Anchorage Market & Festival or any of our other markets or shows. We want your experience to be enjoyable, profitable and safe...that's being happy.

Secondly, you are here to help...help us set-up/tear-down market equipment and supplies; keep the market clean; help the market Vendors (our customers) enjoy their day and make a profit; help market patrons (our Vendor's customers) enjoy their time at market and come again with family and friends in toe. That's what we mean by helper.

We've found that happy and helper are most compatible and think you will soon agree. Feel free to contact me at any time should you have a problem, concern or brilliant idea regarding our market operations, my door is always open. -Mike Fox

Safety

Nothing...and we mean **NOTHING** is **more important** to us and nothing must be more important to **YOU** than **safety**. We love operating the Anchorage Market & Festival and other events. But, we would give it up in a minute if market operations resulted in injury. No one should ever ask you to do anything that may result in injury or illness to you or anyone else. Should you feel uncomfortable completing any duty while in

our employment, don't complete the duty...ask immediately to talk with Mike Fox or another supervisor.

Jewelry can be very dangerous while on the job. Necklaces and loose jewelry of any kind are prohibited as they may lead to an accident. Non-dangling earrings no larger than a quarter, tight fitting watches, wedding bands and other "plain" rings are approved to wear.

If an object is too heavy for you to lift safely, ask for help and wait for that help to arrive before you lift the item. Do not grab trash bags around the middle or push down trash with your bare hands as they may contain broken glass or sharp objects. Most importantly, come to work, and leave work, with **safety** foremost in your thoughts **...Always!**

Dependability

Safety starts with having a full crew each market day. We make every effort to schedule a full crew and we expect you to do your part by being at the market at the time you are scheduled **EVERY** day. It is your responsibility to let us know a minimum of 2 weeks in advance that you will not be able to work a scheduled day. Should you for any reason, such as family emergencies or illness, find that you cannot make it on time or will be absent on a scheduled day, it is your responsibility to call us as soon as you know of your impending absence and give us as much time as possible to find a replacement. Should you fail to show up for work on a scheduled day without notifying us, for any reason, we will assume you no longer want your job and you will be terminated with a no re-hire status in your file.

Pay & Payday

Happy Helpers are hourly employees. Should your work hours exceed eight in one day you will be paid time and one half for all time worked over eight, providing that the overtime was approved in advance by a manager. Each employee working over five hours in a shift is required to take a one-half hour

(30 minute) unpaid meal period. Should you work a split-shift you will be paid 1 additional hour for the day.

We provide paid first aid and CPR training for leaders who have not recently had this type of training. The course lasts about six hours and you will be paid \$60 for attendance at this training as total compensation. The course fee and lunch is paid by us.

Timecard

It is your responsibility to complete a timecard each week. Turn it in to Mike Fox before leaving shift on your last scheduled day of the week. Hours worked should be written in as well as unpaid meal breaks. Time should be calculated to the closest quarter of an hour and entered as .25, .50 or .75. Time worked over eight hours in one day should be entered into the overtime column. Indicate split shift and first aid training pay on your time card when appropriate. You will be paid weekly. Your paycheck will be direct deposited into your bank account each Friday. Workweek is Monday through Sunday.

Appearance

Your professional appearance is most important to us as it reflects our company's image to our customers and market patrons. Review your orientation guide for our expectations and requirements for your appearance at all times you are on duty.

Uniform

We will provide you with two t-shirts with our company logo. It is your responsibility to ensure the shirt is clean and in good repair. Your shirt should be tucked into your pants or shorts at all times.