



Jungle Mania

Mini Staff Handbook

Name:

Position:

Start date:

- Staff must arrive 10 minutes prior to the start of their shift. Exceptions are made for shifts starting after school.
- Staff are expected to be presentable for every shift, keeping makeup to a minimum and all long hair tied back. Uniform will be provided in the form of a Jungle Mania t-shirt that must be worn at all times. Black trousers, leggings or jeans must be worn with no rips or faded effects. Deodorant must be worn and uniform must be clean and laundered.
- A 50% staff discount on the purchases of food and drink will be given during every working shift. This can only be processed by the line manager.
- No food or drink including chewing gum may be consumed while working in the main centre or coffee bar.
- **At all times**, mobile phones must be kept in bags in the staff area provided and not in pockets. As with all other personal belongings and money.
- Breaks will be arranged by the line manager.

Age: 15	16+
1 hours break given for a full day shift.	30minutes break given for a full day shift.

It is down to the employee to keep track of their break timings and ensure their break is finished on time.

Cigarette breaks are given at the line managers discretion. **When taking a cigarette break it must be taken away from the centre with uniform covered.** On returning hands must be washed before continuing with work.

- A minimum of 4 weeks' notice is required to take any holiday entitlement. This must be authorised by the centre manager.
- Where possible staff are to report in sick at least 3 hours prior to their shift start time.
- All Shift changes must be processed with the centre manager with the agreed notice period given.
- It is down to each individual to check the centre rota so they are aware of their shifts and start times.
- At all times staff are to behave in a courteous manner to customers and staff alike and adhere to the Jungle Mania vision and its aims.

I have read and understood all jungle mania expectations.

Signed:

Date:

