

MOBY DICKS RESTAURANT

3225 State Highway Rt. 6, Wellfleet Massachusetts, Cape Cod
Mobys.com - Facebook.com/MobyDicksRestaurant



EMPLOYMENT POLICIES FORM

Customers are to be treated in a polite courteous and friendly manner at ALL times.

We work together as a team and treat each other with mutual respect.

As a member of Moby Dick's staff it is important to remember that you are "on stage" at all times Therefore, we require that your uniform and personal appearance be at their best throughout your entire shift

No gum or smoking while in uniform.

Be ready to work and in position at your designated station five minutes prior to your scheduled time.

The work week begins on Friday and ends on Thursday.

Moby's phone is for business purposes only.

Cell phones are NEVER permitted at work

Personal mail is to be opened after signing out.

Paychecks may be picked up on Wednesdays after 10 AM.

The Eating policy is posted.

Sign in and out legibly and use your first name and last initial (no nicknames).

You are only to sign yourself in and out. Never sign in or out for someone else.

All meetings are mandatory.

Tips are divided available Fridays at 3pm.

Sexual harassment will not be tolerated in any way complaints of this nature should be reported to Todd or Migns immediately.

The charge to replace lost paychecks is the responsibility of the employee.

We are a team with a commitment to excellence all the time, every day. Anyone can just do the job...We do the job better than anyone else. Why?? Because we are the best restaurant on Cape Cod.

Note: In order to retain necessary flexibility in the administration of policies and procedures Moby Dick's reserves the right to change revise or eliminate any of the policies and/or procedures described herein. The only recognized changes from the stated policies are those approved by Todd or Mignon Barry.

Signed: _____ Date: _____