



POST ORDERS

Hope Market
310 Bourne Avenue
Rumford, RI 02916

ARRIVAL

Text Ness Dispatch or call (401) 725-1500 (press 0)

PARK around back near the Loading Docks to Hope Market. Do not park in front.

Ring buzzer at the entrance door near the loading dock to the left and staff will let you in.

Speak with the manager on duty (**Katrina**) for a briefing of information.

THIS IS A STANDING POST – any work shift less than 8 hours – you are not entitled to a seated break. (**No Leaning on Pallets or anything & NO CELL PHONE USE**)

DURING THE ENTIRE SHIFT

Always Check-In with **LYNN** at the **Beginning** of the shift.

The waiting area is unlocked one hour prior to the store's opening. Prior to the doors being unlocked place the shopping carriages in **5 ROWS of 8 CARRIAGES ALL FACING** the inside second entrance. (**Facing Front**) Start lining up the carriages from **Right to Left**. Leave a walking path between the right wall side and the carriages. Do not line up carriages passing the **YELLOW LINE** on the floor to the left. Stay to the right. **Be Aware of the House Rules.**

- No one under 18 years of age can have their own carriage, only one carriage per family.
- Occasionally, after use customers leave carriages in the parking lot. If asked by **Lynn**, you may need to bring carriages back inside.
- Be sure to check the parking lots to make sure customers are parked in the correct designated areas. Lynn will show you where they cannot park. (**Please Ask**)
- The area to the right of the **Yellow** chain at the front entrance is another tenant, If people are there, ask them to politely relocate.
- **DO NOT** tell anyone to **LEAVE** unless approved by **Lynn** or another store manager.
- Once the initial opening has passed, monitor the store, waiting area, intermittently check the warehouse, and parking areas. If you see a vehicle parked out of place, advise **Lynn**.
- **NO SMOKING** on the property, if anyone is smoking, they should be around the back and at least 25 feet away from the entrance door. (**Lynn** can override)

END OF SHIFT

Always Check-Out with **LYNN** at the **End** of the shift.

You Must submit a Single Summary Daily Activity Report due at the end of your shift.

It shall include brief information on how the day went. Other items to document include any contractors on site and the times they arrived and departed. Any Emergencies call 911 or If Police, Ambulance or Fire Department respond, you must immediately notify dispatch and also do an Incident Report. Text Dispatch