



ADP - Contract Essentials

Address

3280 Bloor Street West, Etobicoke, ON, M8X 2X3

Staff Parking

- Parking is Free
- Staff must park their vehicle in Bloor Islington Place parking garage which you can enter from either Bloor St W or Aberfoyle Crescent
- Once you arrive inside the garage, press the button on the parking machine to receive a ticket to go in
- When exiting please grab a payment voucher from the gatsby site lead. This voucher will follow after your entry voucher and will allow you exit outside of the lot.

By Transit

- Arrive at Islington subway station on the Danforth Line
- Walk towards the lobby of Bloor Islington Place
- From the Lobby, take the Centre Tower Elevators to P1 level of the parking garage
- The Valet booth will be located on your right, adjacent to the parking office

Uniform Requirements

- Black dress pants, white collared dress shirt, black skinny tie, all-black shoes, and Gatsby Windbreaker (During winter Months.
- Black Dress pants, Gatsby Golf shirt and Gatsby Windbreaker. (During Summer Months..
- Staff working must be in unity wearing identical uniforms (If unsure what uniform to bring please contact scheduling coordinator, or site supervisor.

Sign in/Check-in Spot

- Staff are to meet Supervisor on duty in the Valet booth, adjacent to the parking office
- Sign in to Humanity on your own personal device as soon as you get to the booth

Positioning

- Staff are to wait in the valet receiving area until vehicles arrive.
- Staff are to do a 360 degrees walk around the vehicle upon arrival
- Staff are not to loiter outside the valet booth to avoid general parker's questions

Breaks

- The food court is located in the main lobby as well as eating/sitting area
- Tim Horton's/Starbucks is located in the main lobby as well
- Lunch breaks are to be organized and approved by the Supervisor

Special Notes

- The bathroom is located on the main lobby, close to the food court
- The best point of contact for Gatsby Valet is Phil at 647-771-2848
- Valet parking at this location is for Tenant ID holders and In-House Valet Only
(*not monthly parkers*)