

BAR HARBOR

CATERING CO

Nowsta is the online software used by Bar Harbor Catering Company to organize, schedule, and track staffing for every event. This is how you, our employee, will sign up for events and obtain work hours. You are not assigned events or instructed when to work; instead, you are responsible for maintaining your presence in Nowsta and signing up for any and all events you wish to work.

Please initial next to each agreement:

_____ I understand that when I utilize Nowsta to sign up to work an event, that it is a commitment agreement for which I will attend as outlined in the event details.

_____ I acknowledge that I need to enable push notifications for the Nowsta app on my Smartphone and I will keep my availability updated for each week, as my published availability directly affects which events are sent to me.

_____ I understand that a published event is available only until every shift has been filled.

_____ I agree to respond to published events as quickly as possible and I understand that a longer response time may directly affect how many hours I will work.

_____ I understand that I may be reassigned to another event, based on business demand, on the same date and time as one I have signed up for.

_____ I understand that there are identified "All Hands On Deck" weekends when we rely upon every team member to be available to work and I will do my best to ensure I am ready and available to work those weekends.

_____ If I am signed up to work an event and am unable to, I will contact BHCC management immediately and do my best to find a replacement (via GroupMe).

_____ I understand that there are back-up shifts available in Nowsta should a scheduled employee be unable to work. Back-up shifts are not guaranteed work opportunities and I am not an on-call employee if I sign up as a back-up employee.

Name (Printed): _____

Name (Signed): _____

Date: _____