



Sherway Gardens (North) - Contract Essentials

Address

25 The West Mall, Etobicoke, ON M9C 1B8

Staff Parking

- Free staff parking on site, located on the west end of the Hudson's Bay store
- Under no circumstances are staff allowed to park their own vehicles in the valet lot
- Staff are to keep prime parking spots, those located closest to entrances, open for customers visiting the shopping center

Uniform Requirements

- Black dress pants, black polo, Black Gatsby Windbreaker.
 - During winter months: additional uniform items are a black pea coat, scarf, and gatsby toque
 - Additionally, warm clothing under the uniform during the winter months is a necessity as staff are outside for long periods of the shift
- Staff working must be in unity wearing identical uniforms

Sign in/Check-in Spot

- Staff are to meet Supervisor at the Valet Booth, located directly beside Joey Restaurant/Entrance 3
- If Opening, staff must access Valet Booth by retrieving keys from a real estate lockbox, located behind the booth the code is 1593.
- Open Humanity on a personal device and click "clock-in" to sign in
- Staff must sign in within 5 minutes of their scheduled start time on BOTH devices in order not to be considered late



Positioning

- Staff are positioned at the mall entrance holding the door for clients entering and exiting the mall
- When there is more than 1 staff present, it is expected that both staff will rotate between the mall door and valet booth duties
- Staff are to **NEVER** loiter outside the valet boot or smoke anywhere around the valet bay

Breaks

- Staff are never to eat inside the valet booth
- Breaks must be taken either inside the mall or off-site
- Lunch breaks are to be organized and approved by the Supervisor.

Special Notes

- The bathroom is located directly at entrance 3, down the corridor on the left hand side
- Under no circumstances are you to accept Saks 5th Avenue cards at this entrance, as those are only applicable to Saks 5th Avenue valet bay (no exceptions)
- The best point of contact for Gatsby Valet is:
Brandon Cohen (416-660-5503)
or
Lucas Moro (437-922-3056)